

STEPS TO PLACE PORCORN & PRIZE ORDER
DO STEPS 'ONE', 'TWO' & 'THREE'
NO LATER THAN
MIDNIGHT, FRIDAY, OCTOBER 30, 2008

1. **FIRST, ENTER SELECTIONS IN THE COUNCIL'S POPCORN SALE TRACKING SYSTEM (PSTS)**
 - a) Go to www.shacpopcorn.org.
 - b) Enter User Id/Password. The first time you visit PSTS your user name and password are the same; **pack123, troop123, crew123, etc. (use your unit type and number- if unsure who you are, please call the council to confirm)**. Note there is no space between pack and number. There is only one user name and password per unit so please share this data with other qualified data entry users.
 - c) Click on **edit unit info** on the tool bar (Check **Yes** for Prizes or **No** for 5% cash option; select **Blue Bell eligibility “Yes” or No” (Every scout must participate by selling at least one item to be eligible)**.
 - d) PSTS is uploaded with unit rosters including scouts entered in the ScoutNet Data Base through August 15th. If a scout is not listed, you will need to add that scout by clicking on **new scout** and then enter all contact data for that scout and select save.
 - e) Please check that the scout data uploaded has accurate address and phone number. You may go to **view reports** and select **council prizes eligibility listing** to get a complete list of the uploaded scouts and their addresses. To make corrections, click on the **edit scout info** and make changes there. It is important that this data be present and accurate to insure every scout receives any and all council recognition prizes.
 - f) Once you have verified all scouts are in the PSTS with accurate data you then enter the popcorn orders for each scout. Click on **new submission**, enter their popcorn order and then save.
 - g) Next select **assign prizes**, select the prizes chosen and then save.
 - h) Now that all your orders are in for popcorn and prizes, select **view reports** and print out the consolidated orders for both the popcorn and prizes. You will use these lists to place your orders with Trails-End.
 - i) Now go to www.trails-end.com to place your unit order with the popcorn company. **If you do not do this, your popcorn and prizes will not be ordered.** PSTS is a tracking tool to help keep track of all sales.
 - j) **PSTS** will be “**READ ONLY**” on October 31st so it is imperative to meet all deadlines on popcorn and prize orders.

2. SECOND, ORDER POPCORN & PRIZES WITH TRAIL'S-END POPCORN WEB SITE

www.trails-end.com - by midnight, October 30, 2008

- a) Go to www.trails-end.com and select the Popcorn System tab at the bottom of the home page.
- b) Use your email address & Trail's-End password (this is different then the PSTS site). If you do not know your password, please call the council for assistance at 713-756-3374. You will have the opportunity to change your password once you first get in the system.
- c) Once in, on the toolbar located at the top of the screen click on the orders tab.
- d) Dropdown and click on unit popcorn order page. Your unit order sheet should come up and enter the amount total needed for the unit (use the summary page totals from PSTS). **Enter your entire order as containers (cont.) only; not as cases. The system will convert order automatically into cases and count the run off as containers. Then click on submit to council.** Once you submit to council, you cannot change/add or delete from your order without consulting with council.

3. THIRD, ORDER PRIZES AND/OR PATCHES & ASSIGN COMMISSION

- a) Go back to the www.trails-end.com and select the Popcorn System tab at the bottom of the home page and re-enter the system using your email address and changed password.
- b) Go back to the toolbar located at the top of the screen clicking on the orders tab.
- c) Dropdown and click on Unit Prize Order. If you are only ordering patches or pins you will need to follow these steps as well. Enter person's name and physical mailing address of who is to receive prizes & or patches for the unit (person in charge of prize distribution) on the "Edit delivery address for prize order" screen. Select submit. **Super Salesman patches for Scouts selling at least \$250 will be given when the popcorn is picked-up at the popcorn distribution sites.**
- d) A prize list will be displayed for you to enter the total number of prizes you need (use the summary page totals from PSTS). DO NOT ORDER PRIZES IF YOU WANT THE CASH OPTION. You may order patches or pins ONLY and still receive the cash option. If you select prizes, the system will not allow you to select cash option. Once all prize orders are entered, submit to council. All units that elect to not order prizes by December 15th will automatically be set up with cash options as well as units that have not paid the balance due for their popcorn order.
- e) Go back to the toolbar located at the top of the screen clicking on the orders tab.
- f) Drop down and select Unit Commission. Here assign the prize or cash option, save and exit. If you ordered prizes, the system will not allow you to select the cash option.
- g) Then place the prize/patch order and click on submit to council.