Trail’s End Selling App
Instructions
Scouts & Parents of
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About the App

The Trail’s End Selling App not only serves a digital version of the paper order form, it will also allow Scouts to take transactions during store front sales and door-to-door selling using your phone or tablet. *Note: this app is not for online selling.* A history of customer orders saves in the app allowing Scouts to not only see what they’ve sold, but also track orders that have been paid for and delivered. With the app syncing directly into the Trail’s End Popcorn System, unit leaders are able to see all sales in real time providing visibility during the Popcorn Season.

*The app will prevent Scouts from selling if outside the Council’s selling period. Some Councils may not enable the selling app for Scouts.*
Scout Account Registration

An account with Trail’s End is required for Scouts to sell using the Selling App. This will be the same Scout account that is used for online selling. If you already have an account with Trail’s End, please make sure to sign into your account, and verify that your account is connected to your current unit.
Scout Account Registration

1. Go to www.Trails-End.com
2. Click Register in the top right corner (or Sign In if you have an account)
3. Follow the prompts to complete the registration

Click here for more detailed registration instructions.
Download the App

Download the app from the Apple, Android and Windows app stores.

Search: Trail’s End
Signing In

1. Once downloaded, launch the app on your phone or tablet

2. Enter the Username & Password used when creating your Scout account

3. Click **Sign In**

*Note: You must have an internet connection to use the app*
Navigation

1. After you sign in, click the icon in the top left corner with three lines to open the side navigation
2. Click **New** to go to the new order form page
3. Click **History** to go to your sales history
4. Click **Logout** to exit the application
Placing an Order

1. Click **New** in side navigation
2. Click the blue box in the top right corner to choose between the phone & tablet order forms
3. Under New Forms, click the Take Order form to start a new customer order
4. Enter the quantity of each product ordered in the gray box.
5. Once completed, click the **Next** button.
Placing an Order

6. Collect your customer’s information by clicking the gray box next to each field, and typing in their information.

7. Scroll down or click **Next** to go to the payments section
Placing an Order

8. Review the Order Total, the amount the customer owes

9. Choose a payment type: Cash, Check, Credit Card
Placing an Order: Cash

10. If Cash is selected, continue completing the form

11. If payment is made at the time of the transaction, click the **Payment Received** checkbox

12. If products are given to the customer at the time of the transaction, click the **Order fulfilled** checkbox
13. If Credit Card is selected, a blue CC Payment button will appear

14. Click the **CC Payment box**, and complete the Credit Card payment form, and then click **Pay**

15. If payment is made at the time of the transaction, click the **Payment Received** checkbox

*Note: Taking a credit card payment does not complete the order. The order is not completed until the submit button is clicked.*

16. If products are given to the customer at the time of the transaction, click the **Order fulfilled** checkbox
Placing an Order: Cash

17. Click the **Customer Signature** box, and have the customer sign their name

18. When complete, click the **Submit** button in the top right corner to complete the order, or **Exit** to leave the form without saving
Reviewing Submitted Orders

1. To review your submitted, launch the side navigation and click the History tab.

2. The history tab will list all submitted orders. Use the Delivered and Paid checkboxes to maintain your orders’ statuses.

3. Click the customer’s name to view the order’s details (a frozen version of the completed order form).
Credit Card Fee Structure

**Non-American Express Transactions:**
- Transaction Fee: 2.2% of Sales Price + $0.30 per transaction
- Transfer Fee: 0.5% of Sales Price, up to a max of $12 per month, per unit

**American Express Transactions:**
- Transaction Fee: 3.5% of Sales Price
- Transfer Fee: 0.5% of Sales Price, up to a max of $12 per month, per unit
Q: Why does the app require internet to take an order?
• The app needs internet to send order information into the Trail’s End system in real time
• Credit Card transactions require for PCI Compliance that a consumer’s credit card information not be stored on a device (mobile, tablet), therefore transaction must be submitted in real time.

Q: Can I use the app for Show N Sell & Show & Deliver sales?
• Yes. If a Scout marks an order delivered while taking a customers order, meaning you have the product to give the customer during the time of the transaction, it will not create demand in your upcoming unit order to Trail’s End. If you do not mark the product delivered during the transaction, the Popcorn Ordering System will show that more product needs to be ordered from Trail’s End in your unit’s popcorn order.

Q: Can I use the Trail’s End App to sell online?
• The Trail’s End app is exclusively for face-to-face selling, and it not compatible to the online sales system. The products ordered via the app will need to be delivered by the Scout.
Questions

If you have any additional questions, feel free to contact us:

support@trails-end.com

@TrailsEndSnacks