

Popcorn System – Unit Checklist

Use the Checklist below as a guide for administrating your Unit's Popcorn Sale. For step by step instructions, refer to the Popcorn System Unit Manual available for download in the Popcorn System.

1. Create Unit Users

(Contacts Menus)

- Add any addition unit users anytime.

2. Build your Scout List

(Scouts Menu)

- Add your Scouts to enter Scout Take Orders and track their sales for prizes

3. View your Unit's Commission

(Commissions Menu)

- View your unit's popcorn sale commission structure
- If enabled, select between the prize program or the cash only option

4. Place the Unit Popcorn Order

(Unit Order Menu)

- Enter Scout orders (Scout Orders menu – Take Order Only)
- Enter and Submit unit order for Council to approve

5. Place the Unit Prize Order

(Side Navigation)

- Record Scouts' Show N Sell amounts in the Scout Tracking page
- Click the Unit Prize Order link in the side navigation
 - i. *Option only available if Council uses a prize program*
- Place your Unit Prize Order

All unit orders flow through your Council

- **Scout Orders → System reflects Scout need in your unit order**
- **Unit Orders → System reflects unit's need in Council order**
- **Council Order → Submitted to Trail's End for delivery**

6. Reports

(Side Navigation)

- Print Packing Slips for unit and for Scouts
- Print Invoices for unit
- Click the Unit Prize Order link in the side navigation