

# Trail's End Selling App

## Instructions

Scouts & Parents of



# Overview

- About the App
- Scout Account Registration
- Downloading the App
- Signing In
- Navigation
- Placing an Order
- Reviewing Submitted Orders
- Credit Card Fee Structure
- App FAQ
- Contact Us



# About the App

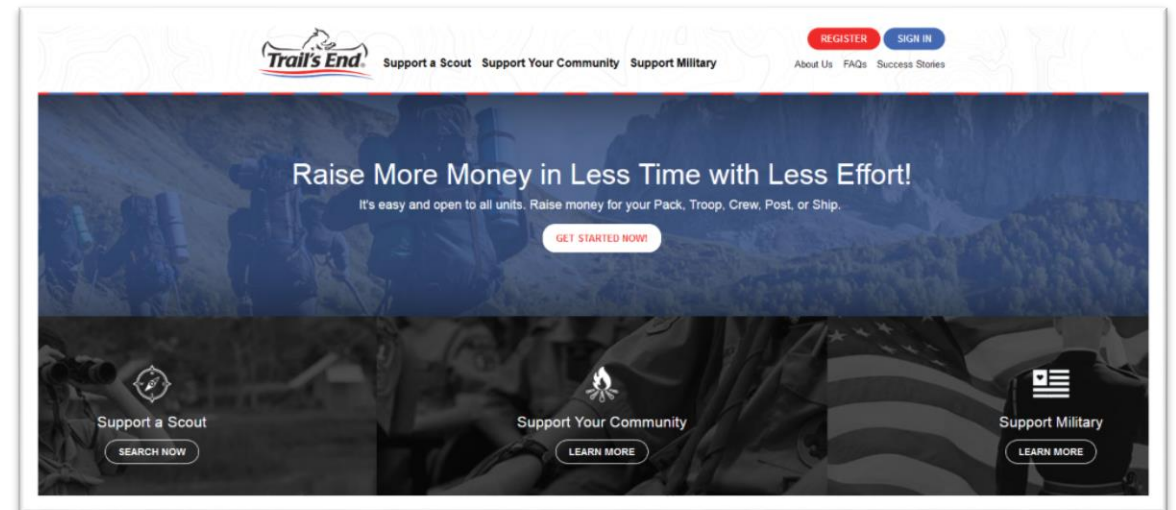
The Trail's End Selling App not only serves a digital version of the paper order form, it will also allow Scouts to take transactions during store front sales and door-to-door selling using your phone or tablet. *\*Note: this app is not for online selling.* A history of customer orders saves in the app 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](http://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.

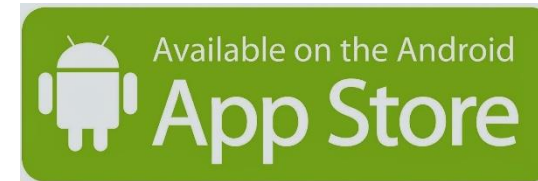


The screenshot displays the Trail's End website interface. At the top, the navigation bar includes the Trail's End logo, links for 'Support a Scout', 'Support Your Community', and 'Support Military', and a 'REGISTER' button highlighted with a red box. Below the navigation bar, a large banner features the text 'Raise More Money in Less Time with Less Effort!' and a 'GET STARTED NOW!' button. The main content area is divided into three sections: 'Support a Scout' with a 'SEARCH NOW' button, 'Support Your Community' with a 'LEARN MORE' button, and 'Support Military' with a 'LEARN MORE' button. Below this, a second navigation bar is visible, also featuring the Trail's End logo, support links, and a 'REGISTER' button. The main content area below this bar asks 'What type of account would you like to register?' and presents two options: 'Scout/Parent' and 'Unit Leader'. The 'Scout/Parent' button is highlighted with a red box.

# 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*





Username

Password

Remember Me ☐

[Sign In](#)

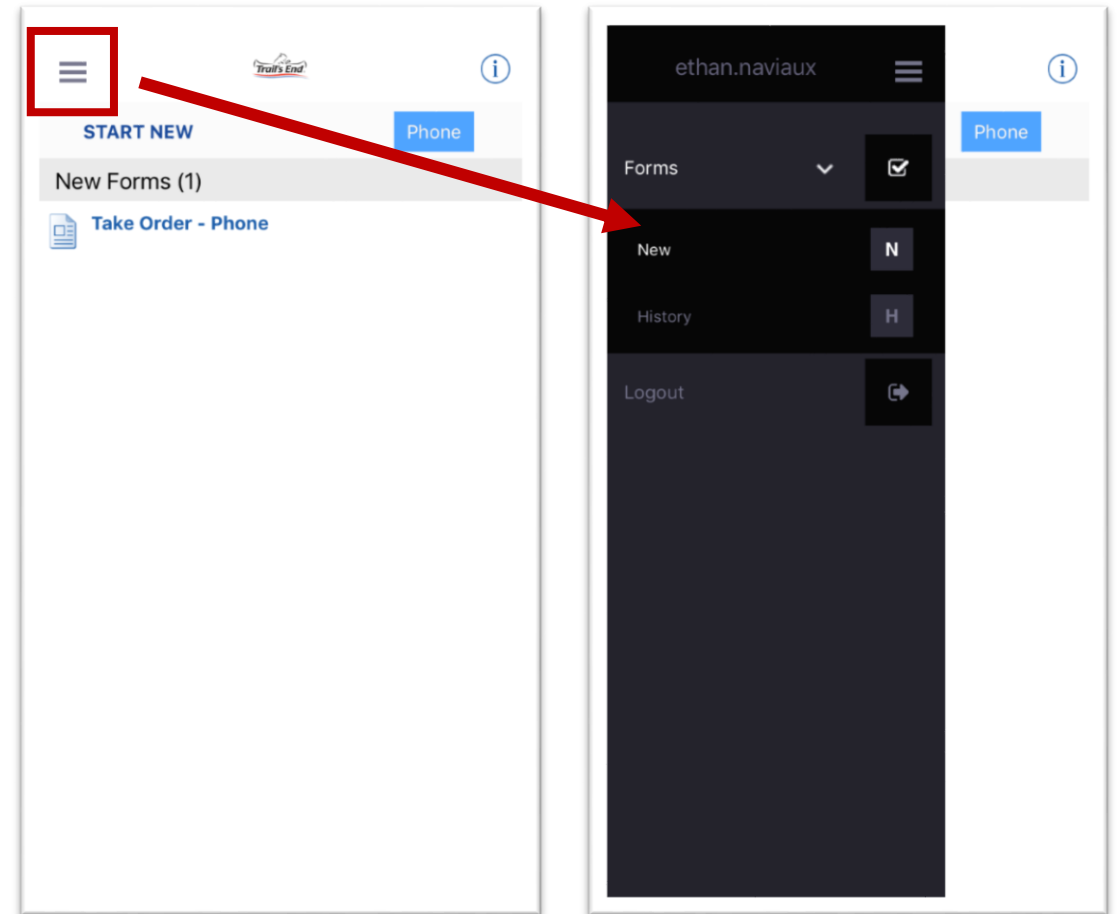
[Forgot Password](#)  
[New Account](#)

Powered By [EZ FORMS](#) Version 1.0.1

Need Help? [Contact Support](#)

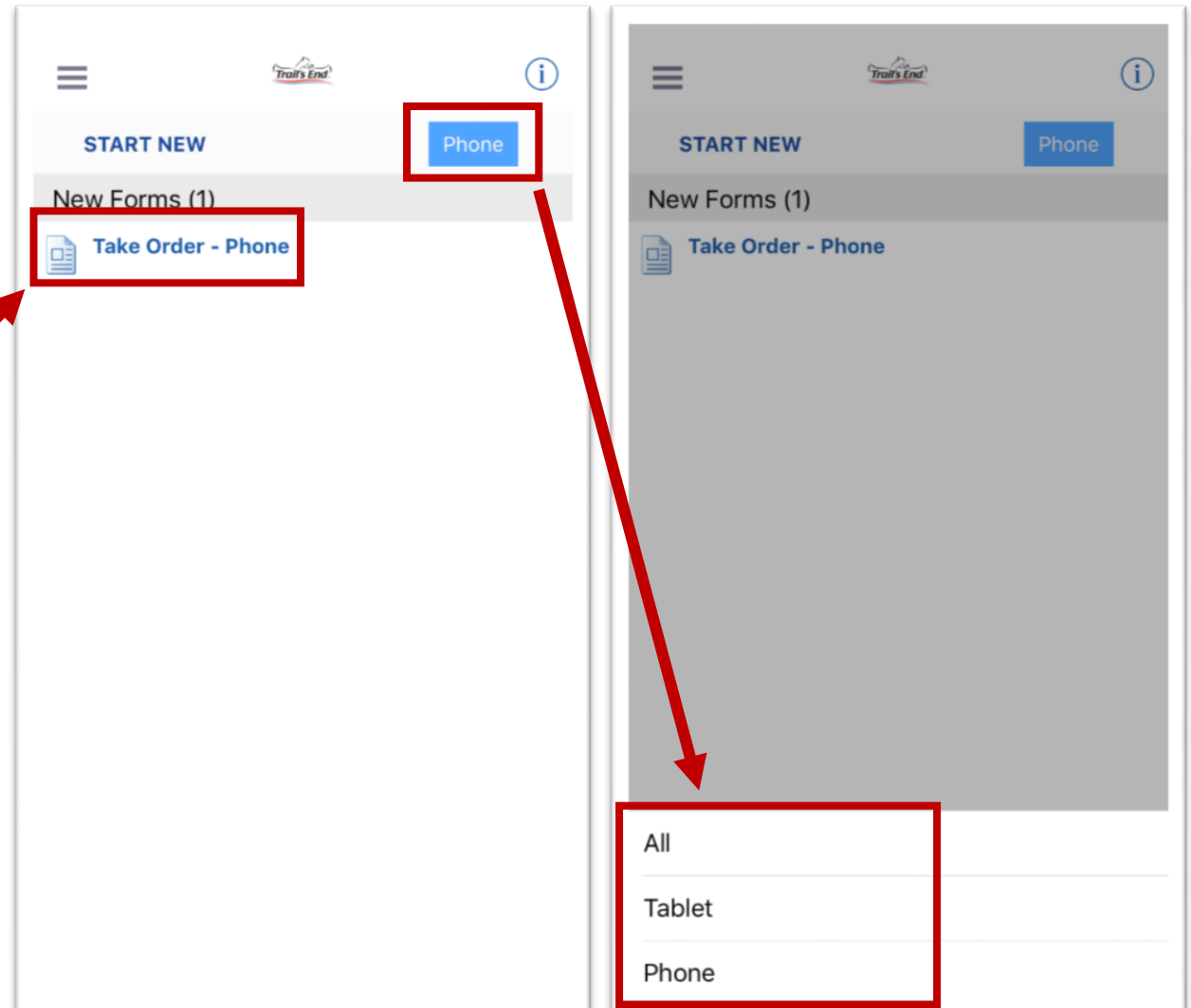
# Navigation

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



# Placing an Order

4. Enter the quantity of each product ordered in the gray box
5. Once completed, click the **Next** button



[Exit](#) [Sign Out](#) **TAKE ORDER FORM** [Submit](#)

	<b>Gold Level Military</b> Military Donation - Gold Level	\$50.00 <input type="text"/>
	<b>Chocolate Lover's Tin</b> 15oz. Chocolatey Caramel Crunch, 15oz. Chocolatey Caramel Crunch, 17oz. White Chocolatey Pretzels, 17oz. Milk Chocolatey Pretzels	\$60.00 <input type="text"/>
	<b>Cheese Lover's Box</b> 5oz White Cheddar, 5oz White Cheddar, 5oz. Jalapeno Cheddar Cheese	\$30.00 <input type="text"/>
	<b>Cheese Lover's Tin</b> 5oz White Cheddar, 5oz White Cheddar, 5oz. Jalapeno Cheddar Cheese	\$35.00 <input type="text"/>
	<b>Chocolatey Caramel Crunch</b> 18oz. Chocolatey Caramel Crunch	\$25.00 <input type="text"/>
	<b>Chocolatey Caramel Crunch Tin</b> 15oz. Chocolatey Caramel Crunch	\$25.00 <input type="text"/>

[Back](#) [Corn - Micro](#) [Next](#)


# 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



Exit Sign Out TAKE ORDER - PHONE Submit



Name:

Street:

Suite:

City:









State:

Zip:

Country:

Email:

Phone:

# Placing an Order

8. Review the Order Total, the amount the customer owes
9. Choose a payment type: Cash, Check, Credit Card



The image displays two screenshots of the Trail's End 'TAKE ORDER FORM' interface. The left screenshot shows the form with a red box around the 'Choice' button under 'Payment Type' and a red arrow pointing to the right screenshot. The right screenshot shows the payment options: 'Credit Card' and 'Cash'.

**Left Screenshot:**

- Buttons: Exit, Sign Out, TAKE ORDER FORM, Submit
- Trail's End logo
- Order Total: [input field]
- Payment Type: Choice (highlighted with a red box)
- Payment Received: ☐
- Order Fulfilled: ☐
- Customer Signature: [signature line]
- Back button

**Right Screenshot:**


- Buttons: Exit, Sign Out, TAKE ORDER FORM, Submit
- Trail's End logo
- Order Total: [input field]
- Payment Type: Choice
- Payment Received: ☐
- Order Fulfilled: ☐
- Customer Signature: [signature line]
- Payment Options: Credit Card, Cash

# 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



Exit Sign Out TAKE ORDER FORM Submit



Order Total:

Payment Type:

Payment Received: ☐ Order Fulfilled: ☐

Customer Signature:

Back

# Placing an Order: Credit Card

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

The image displays two screenshots of a Stripe payment interface. The left screenshot, titled 'TAKE ORDER FORM', shows a 'Confirmation' section with the 'Trail's End' logo, an 'Order Total' field, and a 'Payment Type' dropdown set to 'Credit Card'. A blue 'CC Payment' button is highlighted with a red box. Below this are checkboxes for 'Payment Received' and 'Order Fulfilled', and a 'Customer Signature' field. The right screenshot, titled 'Payment', shows a form with fields for 'CARD HOLDER NAME', 'CARD NUMBER', 'MONTH', 'YEAR', 'CVV', and 'DESCRIPTION'. It includes 'Cancel' and 'Pay' buttons. A red arrow points from the 'CC Payment' button in the left screenshot to the 'Payment' form in the right screenshot. Both screenshots have 'Back' and 'Next' buttons at the bottom.

# 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



Exit Sign Out TAKE ORDER FORM Submit

Trail's End

Order Total:

Payment Type:

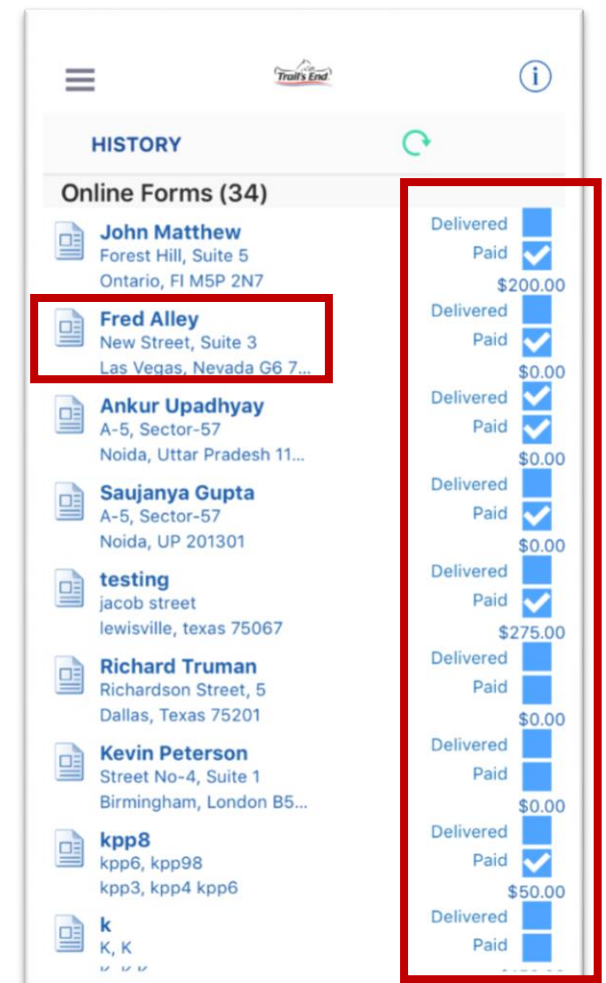
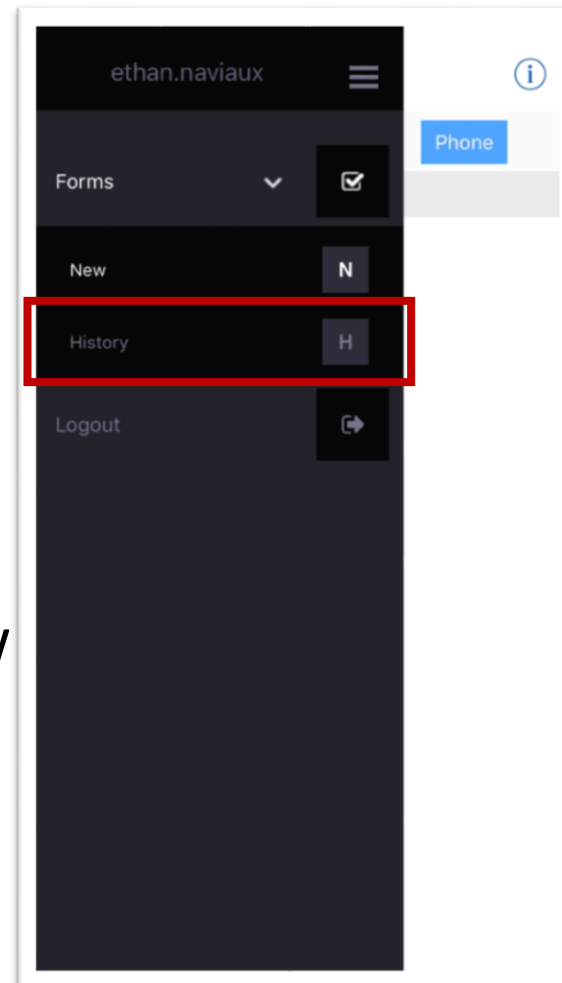
Payment Received: ☐ Order Fulfilled: ☐

Customer Signature:

Back

# 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



# App FAQ

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](mailto:support@trails-end.com)



[@TrailsEndSnacks](https://twitter.com/TrailsEndSnacks)