

How to Add Sales to a Storefront After It is Over

After the day of a storefront sale, only a leader may add sales.

Follow these steps:

1. Log into your Trail's End account
2. Go to Manage Storefront in the blue bar on the left.
3. Locate the Storefront.
4. Click on the down arrow to expand the storefront.
5. Click on the shopping cart on the bottom right to record a sale.
6. Select the Scout and shift from the drop-down lists.
7. Enter the appropriate quantities for each item.
 - a. Remember "Donations" are put in as "Heroes and Helpers" unless you are using the cash to buy popcorn for your local food pantry.
8. Click 'Record Sale'.

Remember that all sales for a storefront are split according to the rule that you have set up for Storefront sales. Those rules can be found under the Unit label in the blue bar on the left, then select Storefront Settings.