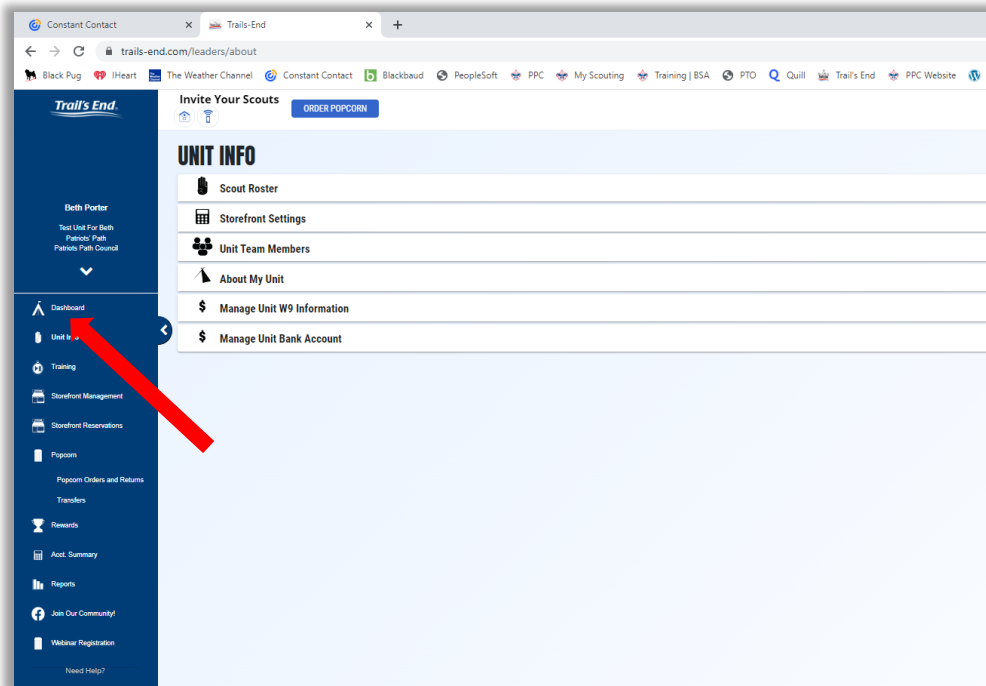


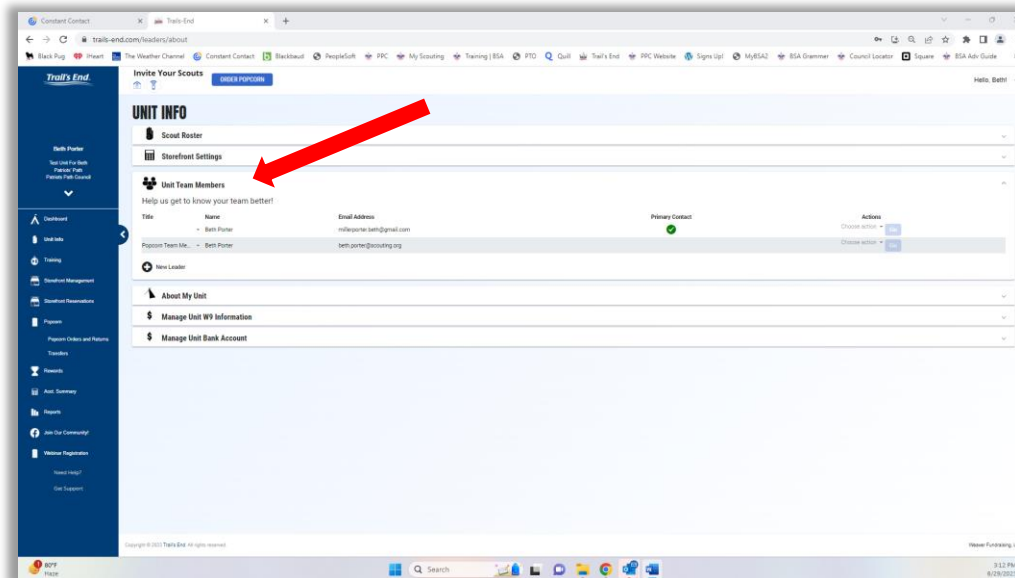
How to Add Other Leaders to Your Trail's End Popcorn Account

Once you have created your own Trail's End Popcorn Account, you can add other leaders.

1. Log into your Trail's End account
2. Click on "Unit Info" on the left menu



3. Click on "Unit Team Members" to expand it.



4. Click on the “+ New Leader” and complete the required information in the pop-up dialog box.
 - a. In this case you will be creating the Username
 - i. The Username format in Trail’s End is FirstName.LastName
 - ii. The system will validate the availability of the name you create.
 - iii. Try adding the unit number as part of the last name if needed to make it unique.
 - b. Click on “Save” to create.

Adding a Unit Leader

*Leader Title: Treasurer

*First Name: Gary *Last Name: Porter

*Username: GaryPorter Username available! *Email: GaryPorter@gmail.com

Primary Phone: () - - *Confirm Email: GaryPorter@gmail.com Email confirmed!

Address Line 1: Enter a location Address Line 2:

City: State: Select stat Zip:

Country Code: Select country

Save Cancel

5. Once a Leader has been added, they will show up on your Unit Team Member Roster

UNIT INFO

Scout Roster

Storefront Settings

Unit Team Members

Help us get to know your team better!

Title	Name	Email Address	Primary Contact	Actions
	Beth Porter	mleporter.beth@gmail.com	✓	Choose action
	Popcorn Team Me...	beth.porter@scouting.org		Choose action

New Leader

About My Unit

Manage Unit W9 Information

Manage Unit Bank Account

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