

Onboarding & Committing Your Unit

1. Log onto your Trail's End Account
2. Click on the button labeled "Plan Your Fall Fundraiser"

The screenshot shows the Trail's End Leader Dashboard. At the top, there are three buttons: "INVITE SCOUTS", "POPCORN ORDERS", and "PLAN YOUR FALL FUNDRAISER". A red arrow points to the "PLAN YOUR FALL FUNDRAISER" button. Below the buttons, the dashboard is titled "LEADER DASHBOARD" and includes a "2026 SELLING CAMPAIGN" dropdown. The main content area is divided into several sections: "GOAL PROGRESS" with a trophy icon and a "\$0" goal, "TOTAL SALES" with sub-sections for STOREFRONT, WAGON, and ONLINE sales, and "STOREFRONT SHIFTS CLAIMED" with "N/A" results. A sidebar on the left shows the user's name "Beth Miller-Porter" and unit code "2JG75".

3. This screen will appear.
4. Check the "We're Committed!" box and then click on the black button below.

The screenshot shows the "Commit Unit to Fundraiser" page. On the left, there is a sidebar with "2026 Onboarding" options, including "Commitment" (selected), "Unit Goals", "Storefronts", "Review Unit Leadership", "Payout Bank Account", and "Review & Complete". The main content area is titled "Commit Unit to Fundraiser" and includes a message: "A new year means a new year of Scouting! We're here to help you raise everything you need to make it Test Unit For Beth's best year yet." Below this, there is a section "I commit my unit to running a fundraiser with Trail's End for the 2026 Selling Campaign fundraiser." A green box contains the text "We're committed!" with a checked checkbox, highlighted by a red arrow. Below this, there is a black button labeled "Commit Test Unit For Beth", also highlighted by a red arrow.

5. For the information on the following pages, just take your best guess to complete. All information can be changed later. Trail's End uses this information for planning purposes and to assist each

pack/troop to obtain Storefront Sale hours. Storefront hours assigned by Trail's End can be released if you do not want them, but this is a service Trail's End provides.

6. The next page is about Scouts.
7. Enter the number of Scouts in your pack/troop and the number expected to participate in the sale.
8. Click on the Black Continue button.

Trail's End.

2026 Onboarding

- Commitment
- Commit Unit
- Scout Participation**
- Unit Goals
- Storefronts
- Review Unit Leadership
- Payout Bank Account
- Review & Complete

Scout Participation

Let's make sure your Unit info is up-to-date 🧡

On **Dec 31, 2025**, you had **4** registered Scouts and **2** Scouts with sales.

About how many Scouts do you expect to have in your Unit?

It's ok if it's not exact — just your best guess!

About how many Scouts do you expect to participate in fundraising?

Continue →

9. This page is about your sales goal. Remember it is not a commitment, just a guide.
10. The amount you enter will generate a return to the pack/troop based on the base commission of 32%.
11. Click on the black “Set Goal” button, then click on black Continue button.
12. If you’re not sure speak to your pack/troop committee or try the “Help Me Set My Goal”

Trail's End.

2026 Onboarding

- Commitment >
- Unit Goals**
- Storefronts >
- Review Unit Leadership
- Payout Bank Account
- Review & Complete

Unit Sales Goal

Let's set your Sales Goal. This is how much retail product you intend to sell throughout the campaign. We'll use this to help prepare storefront supply, recommend orders, plan logistics, and give helpful guidance and training. This can be updated at anytime throughout the Fundraiser.

I Know My Sales Goal

Enter your goal here if you know what you're trying to sell this year.

Expected Fundraising Total ~~\$3,700~~

Set Goal

Help me set my goal

If this is your first time selling popcorn or you need some help establishing your unit's budget, use the Trail's End Adventure Plan to help.

Build Adventure Plan

Continue →

- 13. The next pages are about Storefronts. While you can skip this section and move onto reviewing your leadership, Storefront sales are effective.
- 14. Trail's End obtains high volume locations and hours for Patriots' Path Council. You might want to try 1 or 2.
- 15. Remember you can always release them if you don't want them then but if another unit has them reserved, you cannot take advantage of them.
- 16. Check the box and click on the black Continue button

Trail's End.

2026 Onboarding

- ✔ Commitment >
- ✔ Unit Goals
- 🏠 Storefronts ▾
 - Storefront Program Overview
 - Scouts Per Shift
 - Storefront Center Point and Radius
 - Simultaneous Storefronts
 - Blackout Dates
- 👤 Review Unit Leadership
- 🏦 Payout Bank Account
- ✔ Review & Complete

Storefronts Program

Trail's End Storefronts are the most effective way to raise money for your Unit. We curate storefront reservations on your behalf to provide the best time slots to help you hit your goal. For both new and returning units, we'll use the information you provide in the following steps to recommend storefronts and kick-start your fundraising.

💰 Units that leverage Storefronts sell **7x more** than Units that don't.

Storefront Expectations:

By participating in Trail's End Storefronts you agree to:

1. Claim only reservations you know will be worked, as much as possible
2. Release reservations you no longer need
3. Not double book existing Trail's End reservations with your own

🏠 I have read and agree to the above statements

Continue →

17. The next page is the Scouts per Shift Default. The default can be changed for an individual sale.

18. There is an explanation of “Shift” and “Scouts per Shift”

Trail's End. Finish Later

2026 Onboarding

- Commitment
- Unit Goals
- Storefronts
 - Storefront Program Overview
 - Scouts Per Shift**
 - Storefront Center Point and Radius
 - Simultaneous Storefronts
 - Blackout Dates
- Review Unit Leadership
- Payout Bank Account
- Review & Complete

Scouts Per Shift

Awesome — with Storefronts on your side, you're well on your way to a successful fundraiser!

Let's customize your Storefronts experience to suit your Unit by determining your **Scouts Per Shift Default**.

1 Scout / Shift Recommended

Units that plan their shifts to a single Scout per shift tend to sell **40% more** at Storefronts across an entire Fundraiser.

Other Options ▾

Continue →

Shift
A **Shift** is a segment of a **Reservation**, usually 1 or 2 hours. Scouts sign up for a **Shift** to sell at that Storefront for that time block.

Scouts Per Shift Default
This is the default setting for the number of scouts that can register for a shift once it has been reserved by your unit. This can be changed once the individual shifts are created. Limiting this to 1 Scout generally ensures that more **Shifts** are utilized in a given **Reservation** and results in higher performance per scout hour worked (which reduces the total time scouts have to work to reach your goal).

19. Click on Other Options to view an alternative.

20. Click on your default preference, and then click on the black Continue button.

Trail's End.

2026 Onboarding

- Commitment
- Unit Goals
- Storefronts
 - Storefront Program Overview
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Other Options ^

2 Scouts / Shift

Continue →

21. Enter your town's zip code and a map will appear.

The screenshot shows the 'Trail's End' onboarding interface. On the left is a '2026 Onboarding' sidebar with a list of steps: Commitment, Unit Goals, Storefronts (expanded), Storefront Program Overview, Scouts Per Shift, Storefront Center Point and Radius (highlighted), Simultaneous Storefronts, and Blackout Dates. The main content area is titled 'Storefront Center Point and Radius'. It contains a paragraph explaining that the system uses Storefront Center Point and Radius values to book storefronts. Below this is a section 'Let's Find Your Center' with a text input field for 'ZIP Code' and a 'Continue' button. A red arrow points to the ZIP Code field. On the right, there are two informational boxes: 'Storefront Center Point' and 'Radius', both with explanatory text and a note about council boundaries.

22. Drag the slide bar to indicate how many miles from the center of your town, you are willing to travel for a Storefront Sale.

23. Once you are satisfied, click on the black Continue button.

This screenshot shows the same onboarding interface as step 21, but with a map displayed. The 'Radius' section now features a horizontal slider bar with a white knob, set to '11 mi'. A red arrow points to the slider knob. The map below shows a blue circular radius centered on Newark, NJ, with various surrounding towns and highways labeled. The 'Continue' button at the bottom is now black. The right-hand informational boxes remain the same.

24. Enter the number of storefronts you are **willing to run at the same time.**

25. Click on the black Continue button.

The screenshot shows the '2026 Onboarding' menu on the left with 'Simultaneous Storefronts' selected. The main content area is titled 'Simultaneous Storefronts' and includes a description: 'Running multiple Storefront Reservations at once can be difficult. Use this setting to indicate how many storefronts your unit can comfortably operate on the same day. The system will enforce this as a firm limit when making auto-assignments and recommendations. Please set this thoughtfully so that available hours are utilized effectively across the system.' Below this is a question: 'How many Storefronts are you comfortable managing simultaneously?' with a text input field containing the number '1'. A red arrow points to the input field. A black 'Continue' button with a right-pointing arrow is located below the input field.

26. This page is about your Blackout Dates. Select any Friday, Saturday or Sunday that you know the Pack/troop is not available to sell.

27. Click on the black Continue button.

The screenshot shows the '2026 Onboarding' menu on the left with 'Blackout Dates' selected. The main content area is titled 'Blackout Dates' and includes a question: 'Has your Unit planned any camping trips or other weekend outings?' followed by a paragraph explaining that the system will not auto-assign or recommend storefronts for these days. Below this is another question: 'Are there any specific dates your unit won't be able to sell?' followed by a paragraph stating: 'Your council set the storefront sale window to Sat, Aug 1, 2026 – Sat, Oct 24, 2026. You can choose blackout dates within this range.' Below the text is a calendar for August and September 2026. A red arrow points to the dates 11 and 12 in the September column. Below the calendar are three date selection buttons: 'Fri Sep 11, 2026', 'Sat Sep 12, 2026', and 'Sun Sep 13, 2026'. A black 'Continue' button with a right-pointing arrow is located at the bottom.

28. Now you will review those Leaders who have access to your pack's/troop's Trail's End webpage.

29. You can remove leaders who have moved on by using the 3 dots next to their name.

30. One leader should be selected as primary.

Trail's End.

2026 Onboarding

- ✓ Commitment >
- ✓ Unit Goals
- ✓ Storefronts >
- Review Unit Leadership**
- ☰ Payout Bank Account
- ☑ Review & Complete

Review Unit Leadership

Let's make sure your team's info is accurate.

NAME	EMAIL	PRIMARY
Beth Miller-Porter Other	beth.millerporter@scouting.org	<input type="button" value="Set Primary"/> ...

Please select a primary leader for your unit. This can be changed or updated at any time.

31. There is also a button to add a leader.

- Leaders do not need to be directly involved with the sale. They might be a treasurer, pack/troop leader or a parent who is helping with part of the sale.
- Complete the information to email them an invitation to join your pack/troop.
- Note that the council, district, and unit information is already filled in.

32. Once you are done, click on the black Looks Good! Button.

Invite Unit Leader

An email will be sent to this email address inviting them to become a **Unit Leader** for **Test Unit For Beth**. They will be able to accept this invite by creating a new user or logging in with a valid, existing user. This invitation will expire in 7 days at which point it will no longer be able to be accepted and another will need to be sent.

Note: Existing Scout user accounts cannot accept council or leader portal role invites.

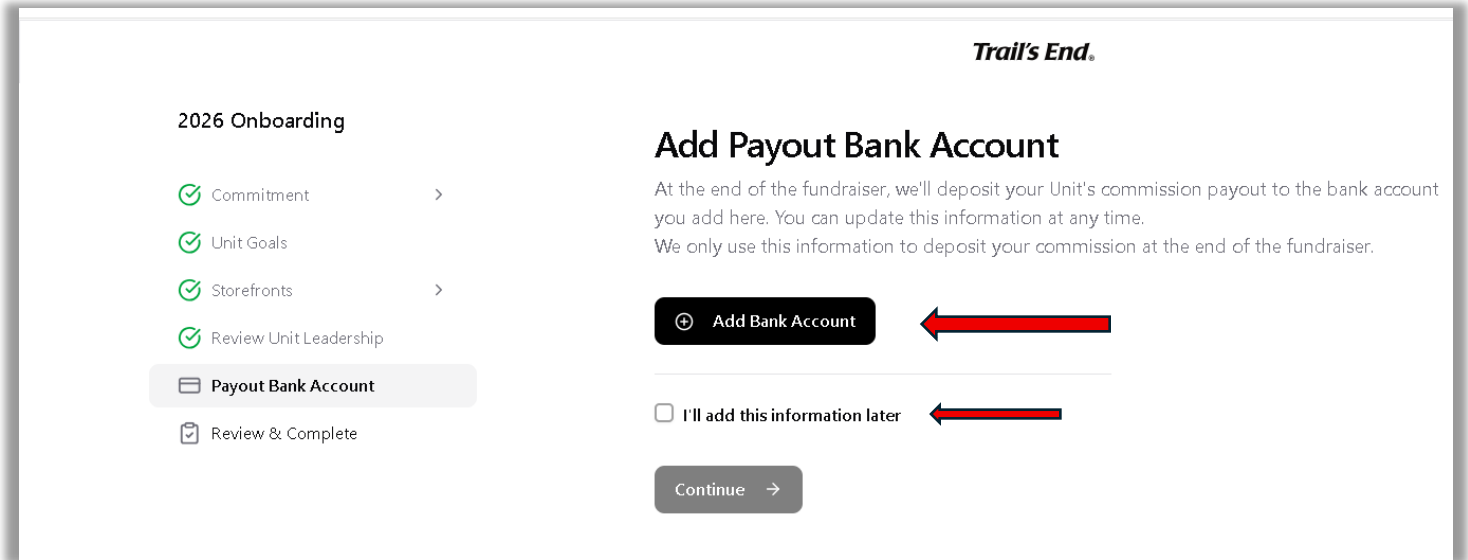
Email address

Council

District

Unit

- 33. During the sale Trail's End is crediting any payments made with a credit card to your invoice.
- 34. At the end of the sale when your invoice is final, they will use this bank information to deposit any overpayments into the pack/troop bank account.
 - a. This speeds your fundraising proceeds to you since at this time, Trail's End – not Patriots' Path Council has your money.
- 35. Trail's End will never use your bank account information to take out money to pay your popcorn invoice!**
- 36. Add or update your bank information or check the box, "I'll add this information later".
- 37. Click on the black Continue button.



38. This final page is your you to review your information. You can make any changes by clicking on that section on the right side of the screen.

Trail's End.

[Celebrate Again](#)

Onboarding completed by Beth Miller-Porter on Mon, May 18, 2026

2026 Onboarding

- ✔ Commitment >
- ✔ Unit Goals >
- ✔ Storefronts >
- ✔ Review Unit Leadership
- ✔ Payout Bank Account
- ✔ Review & Complete

SCOUTS & GOALS

Total Scouts	10
Participating Scouts	5
Unit Fundraising Goal	\$0.00
Unit Sales Goal	\$10,000.00

STOREFRONTS

[Opted In](#)

Storefront Program	Opted In
Scouts Per Shift	2
Simultaneous Storefronts	1
Blackout Dates	3 dates

TEAM & RIVOUT

Leaders Added	1 leader
Bank Account	Not configured

Need to make changes? Visit each section from the sidebar to update your settings.

39. There is a Close button in the top right corner. You will return to your dashboard.