



# Unit Commitment Instructions & Tips for Councils



## WHY REGISTER?

- The Unit Commitment Tracker (UCT) allows councils to see which of their units have registered to participate in the upcoming Popcorn Sale and more importantly, which units have not.
- The UCT gives council members the ability to approve new unit team members that register their unit. Approval creates them a Trail's End account in order to access the unit leader portal and run their sale.
- Units that register for the 2020 Popcorn Sale are eligible to receive tools to help with their sale such as banners and Square Readers.

# How to Register (Unit Leader)



- Unit leaders can register at <https://www.trails-end.com/unit-registration>
- If the unit leader is registering for themselves, they will select “REGISTER AS MYSELF”

## Unit Commitment

### Who is registering?

REGISTER AS MYSELF

REGISTER ON BEHALF OF ANOTHER LEADER

# How to Register (Unit Leader)



## Existing Leader:

- A popup will appear on the next screen prompting the person registering to login if they already have an account. If they have an account but cannot remember their username or password, they can use the recovery options at the bottom of the popup box.

## New Leader:

- If the person registering does not have an account, they will click on “I don’t have an account” underneath the Sign In button.

A screenshot of a web application interface for "Unit Commitment". The interface shows a three-step process: 1. Unit Information, 2. User Information, and 3. Confirmation. A white popup window is overlaid on the screen, titled "User Login". The popup contains the following text: "Hello! Let's get started. Enter your details below." Below this, there are two input fields: the first is labeled "User Login" and contains the text "Unit Leader"; the second is a password field with a lock icon and masked characters ".....". At the bottom of the popup, there is a blue "SIGN IN" button, a link "I dont have an account", and a link "Need Help? Forgot Username or Reset Password".

# How to Register (Unit Leader)



## Existing Leader:

- If the person registering logs in to their account, the council, district, and unit information will be automatically populated in the drop-down menus.

## New Leader:

- If the person registering does not have an account, the drop downs will be blank, and they will need to select their council, district, and unit.

### Unit Commitment

1 Unit Information      2 User Information      3 Confirmation

Select Your Unit

Select Council \*  
Order Testing Council

Select District \*  
Order Testing District

Select Unit \*  
Order Testing Unit

CONTINUE

### Unit Commitment

1 Unit Information      2 User Information      3 Confirmation

Select Your Unit

Select Council \*

Select District \*

Select Unit \*

CONTINUE

# How to Register (Unit Leader)



## Existing Leader:

- If the person registering already has an account, their name and email address will automatically be populated. They will still be prompted to confirm their email address before continuing.

## New Leader:

- If they do not have an account, they will be prompted to fill out all the information. The only information required to complete registration is a name and email address.

### Unit Commitment

1 Unit Information      2 User Information      3 Confirmation

\*Full Name:

Unit

Leader

\*Email Address:

Unit.Leader@trails-end.com

\*Confirm Email Address:

Confirm Email Address

Emails do not match

Phone:

Phone

Address:

Street

Apt/Ste:

Suite

City:

City

State:

State

Zip Code:

Zip Code

I would like to receive text messages pertaining to my Unit's popcorn fundraiser! I agree to Trail's End's [SMS Terms](#)

CONTINUE

# How to Register (Unit Leader)



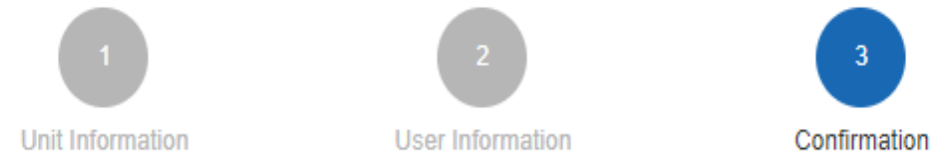
## Multiple Units:

- If the person registering is part of multiple units, they can click on “REGISTER ANOTHER UNIT” on the confirmation page and will be taken back to the first page to complete the registration for the next unit.

## Council Approval:

- Once complete, the registration needs approved by a council member. For those without an account, they cannot access the system until their registration is approved.

## Unit Commitment



## Thank you

You have successfully completed your registration

[JOIN OUR POPCORN FACEBOOK GROUP](#)

[REGISTER ANOTHER UNIT](#)

# How to Register (On Behalf of UL)



## REGISTER FOR A UNIT

- If a council member want to sign up a unit, they can do so by selecting “REGISTER ON BEHALF OF ANOTHER LEADER”. The process is identical to a unit leader completing the registration themselves.

### Unit Commitment

#### Who is registering?

REGISTER AS MYSELF

REGISTER ON BEHALF OF ANOTHER LEADER

### Unit Commitment

1

Unit Information

2

User Information

3

Confirmation

#### Select Your Unit

Select Council \*

Select District \*

Select Unit \*

CONTINUE

### Unit Commitment

1

Unit Information

2

User Information

3

Confirmation

\*Full Name:

First Name

Last Name

\*Email Address:

Email Address

\*Confirm Email Address:

Confirm Email Address

Emails do not match

Phone:

Phone

Address:

Street

Apt/Ste:

Suite

City:

City

State:

State

Zip Code:

Zip Code

I would like to receive text messages pertaining to my Unit's popcorn fundraiser! I agree to Trail's End's SMS Terms

CONTINUE

### Unit Commitment

1

Unit Information

2

User Information

3

Confirmation

#### Thank you

You have successfully completed your registration

JOIN OUR POPCORN FACEBOOK GROUP

REGISTER ANOTHER UNIT



# Popcorn System



## UNIT COMMITMENT TRACKER TABS

- Unit commitments can be managed in the Popcorn System by council members using 2 tabs: “Unit Commitments” and “Recruit List”

Order Testing Council  
Council

[DASHBOARD](#) [COUNCIL INFO & CONTACTS](#) [ORDER SUMMARY](#) [UNIT INVENTORY](#) [DISTRICTS](#) [ORDER TYPES](#) [COUNCIL INVENTORY](#) [PRODUCTS](#) [DELIVERY LOCATIONS](#) [COMMISSIONS](#) [UNIT COMMITMENTS](#) [RECRUIT LIST](#) [TE REWARDS](#) [SALES](#) [UNIT ORDERS](#)  
[COUNCIL ORDERS](#) [UNIT RETURNS](#) [UNIT PAYMENTS](#) [AR INVOICES](#) [AR SUMMARY](#)



# Popcorn System



## UNIT COMMITMENTS

- The top table is a quick way to see how your council is progressing on unit commitments. For each district, it shows the number of new units committed, how many prior year units have committed, how many prior year units are uncommitted, the total dollars committed, and the total dollars uncommitted.

View All Districts ▾

Export to Excel

District	New Units	Committed PY Units	Uncommitted PY Units	% PY Committed	Total Committed Units	Committed PY Retail	Uncommitted PY Retail	% Committed PY Retail
Order Testing District 1	0	0	0		0	\$0.00	\$0.00	
Order Testing District 2	0	0	0		0	\$0.00	\$0.00	
Order Testing District 3	3	1	0	100.00 %	4	\$61,275.00	\$0.00	100.00 %
Order Testing District 5	0	0	0		0	\$0.00	\$0.00	
Order Testing District 6	1	0	0		1	\$0.00	\$0.00	
Order Testing District 7	1	1	0	100.00 %	2	\$10,200.00	\$0.00	100.00 %
Order Testing District 8	0	0	0		0	\$0.00	\$0.00	
Order Testing District 9	0	1	2	33.33 %	1	\$25,000.00	\$20,090.00	55.44 %

# Popcorn System



## UNIT COMMITMENTS

- The bottom table shows all units in the council along with their prior year retail, the primary contact information, and the commitment status for the upcoming selling season.
- Tips:
  - Identify and contact the highest selling, non-committed units first.
  - Make sure your district staff and volunteers use the notes section as they talk with units. Use the Export to Excel function to get everything in an Excel report, including notes.
  - Easily identify new units and reach out to them with any necessary information.

Export to Excel									
District	Unit	Prior Year Retail	Primary Contact	Email	Phone Number	Committed	Notes	Actions	
Order Testing District 5	Troop 80	0	Troop 80 Leader	Troop80.Leader@gmail.com	2234567890	No		Edit Notes	🗑️
Order Testing District 6	Demo Unit	0	Test Leader	testunitleader@gmail.com	2604461004	Yes		Edit Notes	🗑️
Order Testing District 7	Pack 1	10200	Michael Cook	michael.cook@trails-end.com		Yes		Edit Notes	🗑️
Order Testing District 7	Troop 1	0				Yes		Edit Notes	🗑️
Order Testing District 8	Test Unit 1	0				No		Edit Notes	🗑️
Order Testing District 8	Test Unit 2	0	John Smith	john.smith@gmail.com		No		Edit Notes	🗑️
Order Testing District 8	Test Unit 3	0				No		Edit Notes	🗑️
Order Testing District 8	Test Unit 4	0				No		Edit Notes	🗑️
Order Testing District 9	April Unit 2	20060	Cathy Littell	cathylittell@gmail.com	3179186176	No		Edit Notes	🗑️

# Popcorn System



## UNIT COMMITMENTS

- The Unit Commitment tab is also available at the district level within the Popcorn System, so district level users can track and manage unit commitments.

Testing District 99  
district

DETAIL CONTACTS UNITS UNIT ORDERS **UNIT COMMITMENT**

Export to Excel

District	New Units	Committed PY Units	Uncommitted PY Units	% PY Committed	Total Committed Units	Committed PY Retail	Uncommitted PY Retail	% Committed PY Retail
Testing District 99	0	0	0		0	\$0.00	\$0.00	

Export to Excel

District	Unit	Prior Year Retail	Primary Contact	Email	Phone Number	Committed	Notes	Actions
Testing District 99	Test Unit 1	0				No		Edit Notes
Testing District 99	Test Unit 2	0	Test May	stuart.alexander@trails-end.com		No		Edit Notes
Testing District 99	Test Unit 3	0				No		Edit Notes
Testing District 99	Test Unit 4	0				No		Edit Notes

# Popcorn System



## RECRUIT LIST

- The “Recruit List” tab is where council members can see all leaders who have registered their units.
- The “New Registration” button in the upper left-hand corner will take you to the unit registration page on Trails-End.com.
- The “Recruit Tracking Report” button in the upper right-hand corner will allow you to download the Recruit List table into an excel document.
- If a unit has both a ‘Kernel’ and ‘Co-Kernel’, the Kernel is the leader that registered first and will be listed as the primary contact.

### Recruit List

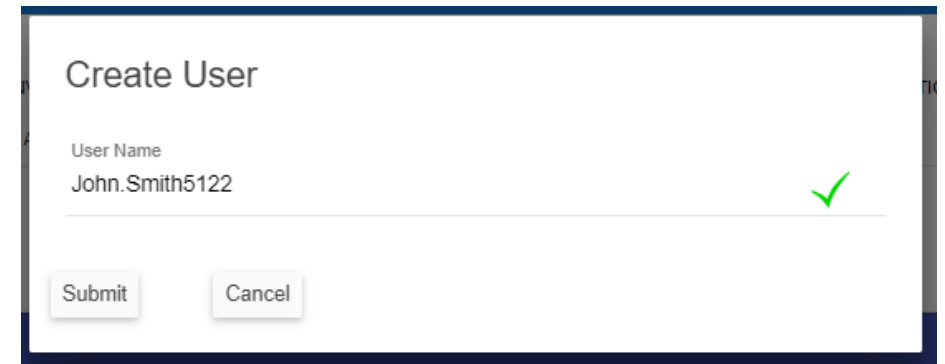
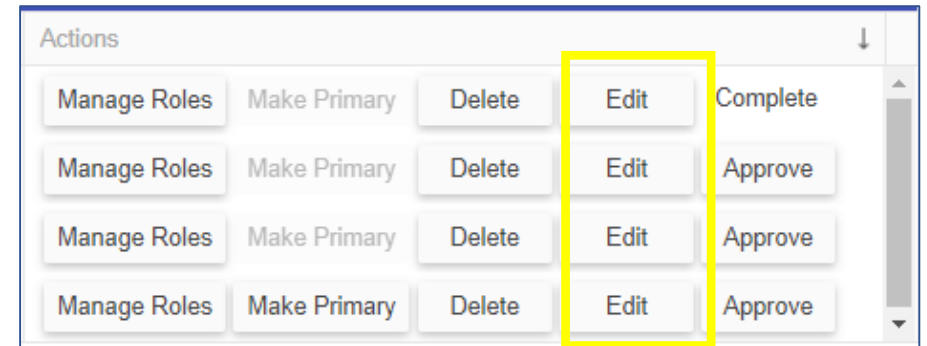
New Registration							Recruit Tracking Report				
District	Registered Unit	Leader Name	Leader Email	Type	Existing Leader	Actions					
Demo District	Demo Unit	Test Reg	jsalexander07@gmail.com	Kernel	Yes	Manage Roles	Make Primary	Delete	Edit	Complete	
Order Testing District	Order Testing Unit	John Smith	john.smith@gmail.com	Kernel	No	Manage Roles	Make Primary	Delete	Edit	Approve	
Order Testing District	Test Order Unit 55	Popcorn Kernel	popcorn.kernel@gmail.com	Kernel	No	Manage Roles	Make Primary	Delete	Edit	Approve	
Order Testing District	Test Order Unit 55	Michael Leader	Michael.Leader@yahoo.com	CoKernel	No	Manage Roles	Make Primary	Delete	Edit	Approve	

# Popcorn System



## RECRUIT LIST - ACTIONS

- To complete a unit's registration and create an account for the leader, they need to be approved by clicking the "Approve" button on the right-hand side of the screen
- After clicking "Approve", a popup box with a suggested username will appear. To continue, click "Submit". The leader will then be emailed with their username and instructions on resetting their password.
- Once approved, their status will show as "Complete"



# Popcorn System



## RECRUIT LIST – ACTIONS

- A leader's information can be modified by clicking on the "Edit" button.
- If there is a unit leader listed that should not be registered, they can be removed by clicking on the "Delete" button

A screenshot of the "Actions" menu in the Popcorn System. The menu is titled "Actions" and contains five buttons: "Manage Roles", "Make Primary", "Delete", "Edit", and "Complete". The "Edit" button is highlighted with a yellow border. Below the menu, there are four rows of buttons, each containing "Manage Roles", "Make Primary", "Delete", "Edit", and "Approve". The "Edit" button in the second row is also highlighted with a yellow border.

A screenshot of the "Edit Kernel" form. The form has two columns of input fields. The first column contains "Order Testing District" (dropdown), "John Smith" (dropdown), "First Name" (text input with "John"), and "Email" (text input with "john.smith@gmail.com"). The second column contains "Order Testing Unit" (dropdown), "Last Name" (text input with "Smith"), and "Phone" (text input). At the bottom, there are "Submit" and "Cancel" buttons.

A screenshot of the "Actions" menu in the Popcorn System. The menu is titled "Actions" and contains five buttons: "Manage Roles", "Make Primary", "Delete", "Edit", and "Complete". The "Delete" button is highlighted with a yellow border. Below the menu, there are four rows of buttons, each containing "Manage Roles", "Make Primary", "Delete", "Edit", and "Approve". The "Delete" button in the second row is also highlighted with a yellow border.

A screenshot of a confirmation dialog box. The text inside the box reads: "Are you sure you want to delete this contact? This action cannot be undone." At the bottom, there are "Cancel" and "Ok" buttons.

# Popcorn System



## RECRUIT LIST – ACTIONS

- When multiple leaders register a unit, the first person that submitted will be the kernel and the primary contact. If the leader listed as co-kernel should actually be the primary, click on “Make Primary”

Order Testing District	Test Order Unit 55	Popcorn Kernel	popcorn.kernel@gmail.com	Kernel	No	Manage Roles	Make Primary
Order Testing District	Test Order Unit 55	Michael Leader	Michael.Leader@yahoo.com	CoKernel	No	Manage Roles	Make Primary

- To add roles to an existing leader, click on “Manage Roles”. This will take you to the user profile in the Popcorn System where roles can be managed.

Actions				
Manage Roles	Make Primary	Delete	Edit	Complete
Manage Roles	Make Primary	Delete	Edit	Complete
Manage Roles	Make Primary	Delete	Edit	Approve
Manage Roles	Make Primary	Delete	Edit	Approve

John Smith  
user

DETAIL ROLES

New Role Export to Excel

Organization	Type	Permission Level	Actions
Order Testing Unit	Unit	LDR	



# Popcorn System



## RECRUIT TRACKING REPORT

- Unit commitment information can also be found in the “Recruit Tracking” report.

Report Master List

Search Filter:

Name	Description	View
Recruit Tracking		<a href="#">View</a>

**Recruit Tracking report**

Order Testing District    Order Testing Unit    2020 Selling Campaign    [Download](#)

- This report includes district, unit, registration date, name, contact information, username, and prior year retail.

Council_Name	District_Name	Unit_Name	Registration_Date	Role	First_Name	Last_Name	Email	Phone	Address_1	Address_2	City	State	Zip_Code	Popcorn_Account	Username	Prior_Year_Retail	Retail_2_Years_Ago
Order Testing Council	Order Testing District	Order Testing Unit	3/18/2020	Kernel	John	Smith	john.smith@gmail.com							Yes	John.Smith5122	62430	260



**Thank You!**