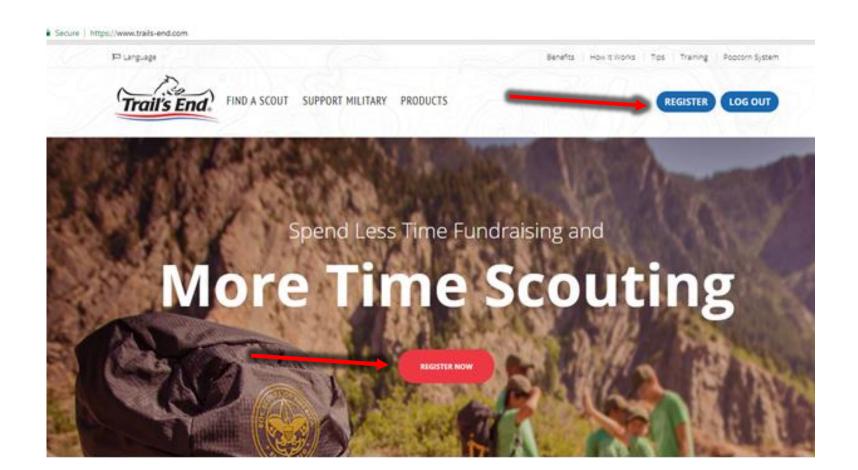


Adding Scouts to your roster- having families establish online selling accounts







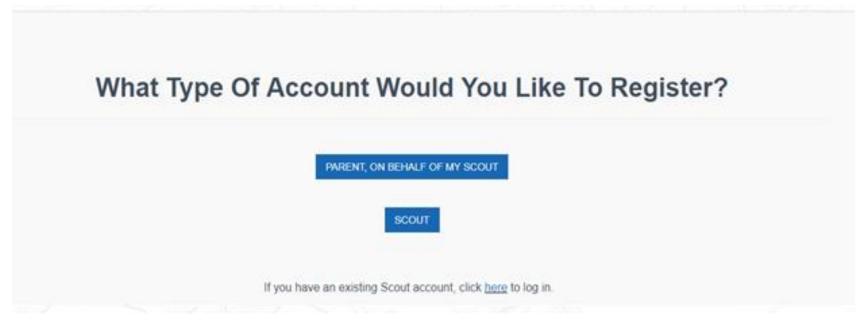
Go to www.trails-end.com

Click on the register now button to get started. Again this is for the parent of a scout in your unit to complete.









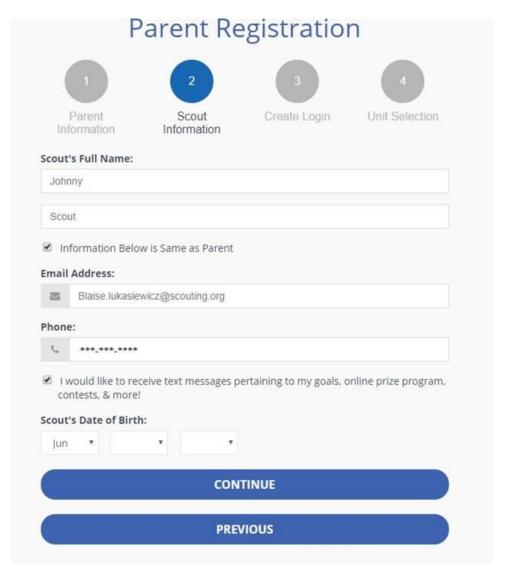
It will then ask if you are registering for a scout or Parent of a scout. Note Scouts must be over the age of 13 to use the trail's end site. If they are under 13 have a parent establish an account for the youth.







Parent Registration Parent Information Parent's Full Name: Blaise Lukasiewicz **Email Address:** Blaise.lukasiewicz@scouting.org Phone: ***,***,**** I would like to receive text messages pertaining to my goals, online prize program, contests, & more! Date of Birth: By clicking the "Continue" button below, you agree to the Terms of Use and have read the Privacy Policy. CONTINUE



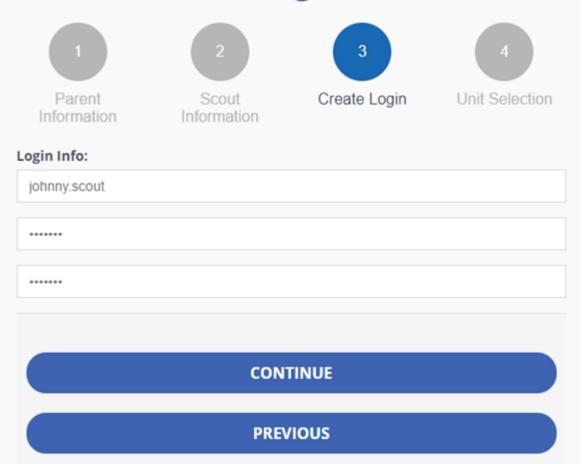
When you click on Parent, it will ask you for the Parent Information and Scout information



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Parent Registration



Create your User name and Password. Note Trail's end will automatically generate a user name for you, you can change it to what you would like.







Unit Selection









COUNCIL / DISTRICT / UNIT SELECTION

Council:

Pathway to Adventure	*
District:	
Arrowhead	*
Unit:	
Please Select	*

Select the Council as Pathway to Adventure. Select your District, and then select your unit.

Note Make sure you select the correct District, as there may be multiple of your same unit number in the Pathway to Adventure Council.

When you select your unit, You will select Save.

It will automatically bring them into the Trail's end online site. Then you can upload photos, send out emails, ext.





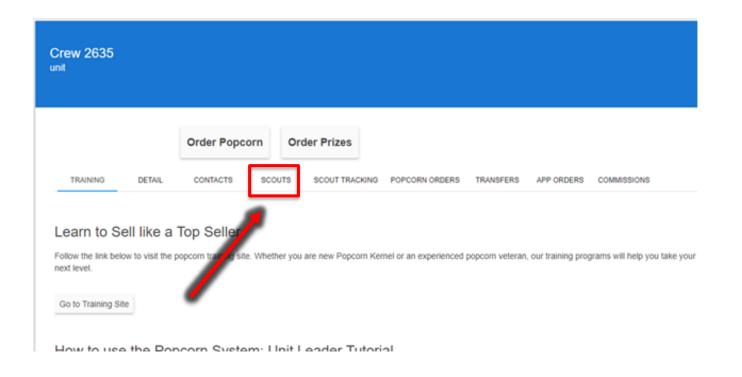




Adding youth without online account set up

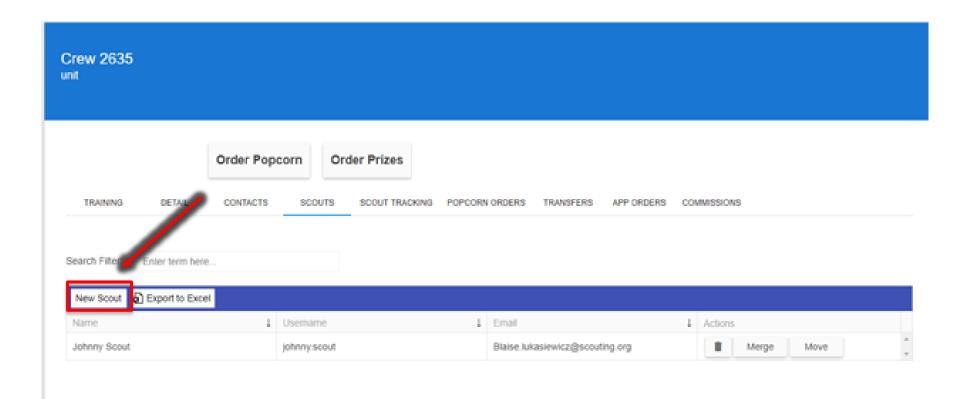






Log into https://scouting.trails-end.com go to your scouts tab.

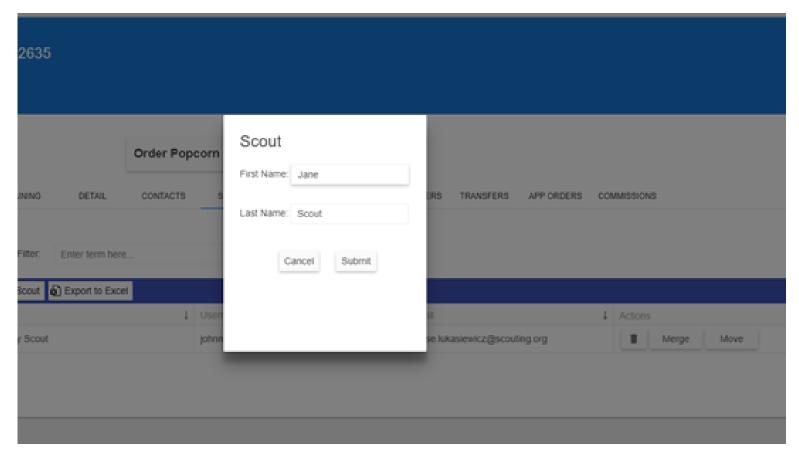




Any youth that signed up online, will appear automatically in your roster. If the parents do not create an online account, you can select the new scout button.

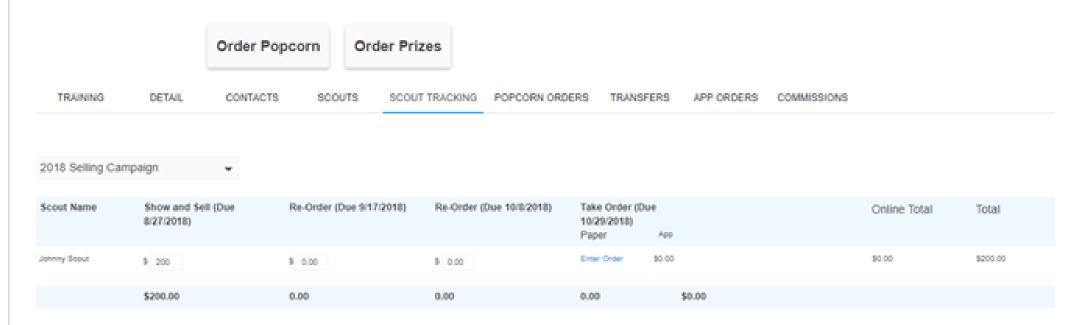






When you select a New Scout, a popup will appear to allow you to manually add a scout. When you click submit, they will then be added to your roster of scouts.





When you move over to Scout Tracking, you will then have the ability to add show and sell to his account and other sales to his account.

Note, the Show and sell, Reorder (9/17/18) and October Reorder can be added as long as you have an order for those items.

This will be used to check on your unit's prize order. You can also enter your unit's youth individual take order sheet. This will allow you to automatically compile a take order for your unit (note you will still have to submit it) but will take some of the math work out of the equation.

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Questions? 312-421-8800 Ext 265 ptac.popcorn@scouting.org





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