Storefront Site, Shift and Sale Management

Storefront Sales are recorded at popcorn tables or booths you set up in your community, such as a grocery store or any other high foot traffic location. Your unit has three options for splitting storefront sales credit – **INDIVIDUAL**, **SHIFT**, and **DAY**.

INDIVIDUAL: Scouts will receive credit for each sale recorded.

SHIFT: Sales will be split between all Scouts that work the shift.

DAY: Sales will be split among Scouts that work that store on that day. Total sales are divided by the number of hours worked, and each Scout is given sales credit according to the number of hours they worked.

Setting Your Storefront Sales Calculation Method

- 1. From the unit leader dashboard, click **Unit Info** on the left navigation menu.
- 2. Expand the **Storefront Sales Calculation Method** section.
- 3. Select how you want to allocate your Scouts' storefront sales.

Trail's End		Hello, Briant 🔨 🗸
	Unit Info	
Brian Clark Test Unit	Unit's Goal Scout Roster	~
Test District App Test Councit	Storefront Sales Calculation Method	^
Dashboard	Scouts will receive credit for each sale recorded.	
Popcom Popcom	Sales will be split between all scouts that work the shift. Sales will be split among scouts that work that store on that day.	
Transfers & Returns Inventory	SM/E	
\$ Sales Wagon Sales	About My Unit	~
Storefront Sales Online Sales	\$ Manage Unit Bank Account	· ·

Adding a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Click the blue Add Storefront button.

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- 3. Fill out the fields for that location.
- 4. Click Save & Close.

	Storefron	t Jaies							
Brian Clark Test Unit Test District App Test Council	STORE	Total Storefront Sales	÷	Storefront Sales Split	Casi	n Owed To Unit	Ŀ	Registere Today: Tomorrow: Total:	ed Shifts 2/30
~	Storefront Si	ites							DSTOREFRONT
Dashboard	– All –	*							±
Unit Info	Site		Date	City	Shift Status		0.1	Actions	
	CVS - Noblesville		05/18/2019	Noblesville	2/8		- Select On		GOI
Popcom	Walmart - Zionsville		05/18/2019	Zionsville	0/2		- Select On		GO!
Popcorn Orders	CVS - Noblesville		05/19/2019	Noblesville	0/2		- Select On		GOI
Transfers & Returns	Walmart - Zionsville		05/19/2019	Zionsville	0/2		- Select On		GOI
Inventory	CVS - Noblesville		05/25/2019	Noblesville	0/6		- Select On		GOI
\$ Sales	Walmart - Zionsville		05/25/2019	Zionsville	0/2		- Select On		GOI
Wagon Sales	CVS - Noblesville		05/26/2019	Noblesville	0/6		- Select On	e- *	GOI
Storefront Sales	Totals				2/30				
Online Sales	Storefront S	hift Calendar							
			<	May	2019	>			
	Sunday	Monday Tuesday	Wednesday	Thursday Friday	Saturday		No events today		

Editing a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose Edit Site then click Go.
- 4. Make your edits then click **Save & Close**.

Copying a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose Copy Site then click Go.
- 4. Select one or more dates to copy the site to, then click **Save and Close**.
- 5. Make your edits then click **Save & Close**.

Deleting a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose **Delete Site** then click **Go**.

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4. Click **Continue** to confirm deletion of the site.

Note: A Storefront Site cannot be deleted if it has shifts.

Adding Shifts to a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose **Shifts** then click **Go**.
- 4. Click the **Add Shift** button.
- 5. Enter the Start Time and End Time, then click **Continue**.

Brian Clark	Storefront S	Sales				
Training Unit raining District raining Council	STORE TO	stal Storefront Sales	Storefront Sales		Cash Owed To Unit	Registered Shifts Today: 0/0 Tomorrow: 0/0 Total: 0/0
ashbaard	Storefront Sites	8			- All -	- ADD STOREFRONT
nit Info						
sining	Site	Date	City	Shift Status	Actions	
pcom	Lowe's - Carmel	2019-04-20	Carmel	0/0	- Select One -	GO!
Popcom Orders					Shifts	
ransfers & Returns					Edit Site Delete Site	
wentory					Copy Site	
les					Manage Payments/Inventory	
Vagon Sales					Record a Sale	v
Storefront Sales						
Inline Sales						
out Rewards						
t. Summary	Storefront Shift	t Calendar				
porta			<	April 2019	>	
	Sunday	Monday Tuesday V	fednesday Thursday	Friday Saturday .		

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Trail's End		Hello, Briant 🥘 .
Brian Clark	Storefront Shifts - Lowe's - Carmel Carmel (2019-04-20)	ADD SHIFT BACK
Training Unit Training District Training Council	No data available	
Dashboard		
Training	3	
Transfers & Returns		
Wagon Sales		
Storefront Sales		
Online Sales		
Scout Rewards		
Reports		
	Copyright © 2019 Trails End All rights reserved.	

Trail's End	Invite Your Scouts ORDER POPCORI	Hello, Briant 🥘.
Brian Clark Training Unit Training District Training Council	Storefront Shifts - Lowe's - Carmel Carmel (2019-04-20) No data available	ADD SHIFT BACK
Á Dashboard		
 Unit info Training Popcinin 	Verify Start and End Times *	
Popcorn Orders Transfers & Returns Inventory	Start Time (06:00 am) End Time (10:00 am) CONTRUE CONCEL	
\$ Sales Wagon Sales		
Storefront Sales Online Sales		
Acct. Summary		
,	Copyright & 2019 Tradit End All Agents reserved	

Deleting Shifts from a Storefront Site

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose **Shifts** then click **Go**.
- 4. Next to the shift you wish to delete, click **Delete**.

Login at www.trails-end.com

View Scout(s) Registered for a Shift

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose **Shifts** then click **Go**.
- 4. Next to the shift, click **Scouts**.

Add/Withdraw Scout from Shift

Scouts will sign up and withdraw from shifts via the app, but as the unit leader you also can add or withdraw Scouts from shifts before and after the shift has occurred.

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose **Shifts** then click **Go**.
- 4. Next to the shift, click **Scouts**.
- 5. A **Registered Scouts** window should appear.
- 6. Choose a Scout from the dropdown menu and click **Add Scout** to add a Scout to that shift.
- 7. Next to an already registered Scout, click **Withdraw** (before shift) or **No-Show** (after shift) to remove the Scout from that shift.

Trail's End	Invite Your Scouts	ORDER POPCORN				,	tello, Briant
	Storefront Shifts -	CVS - Noblesville (06/1	6/2019)			ADD SHIF	BACK
Brian Clark							*
Training Unit Training District Training Council	Start 08:00 am	End 10:00 am	Max Scouts	Shift Status 1/1		Actions UTS DELETE SHIFT	
~							
Dashboard							
Unit Info	3						
Popcom							
Popcorn Orders							
Transfers & Returns							
Inventory			1				
Sales	Totals		1				
Wagon Sales Storefront Sales	Registered Scouts	s (8:00 am - 10:00 am)			Evan Ma	anders 👻	ADD SCOUT
Online Sales							*
	Status	Name	Parent	Email	Phone	Actions	-
	REGISTERED	Brian Clark			1234567890	WITHDRAW NO-SHOW	

Record a Storefront Sale

Scouts will record sales at storefronts via the app, but unit leaders can also record a <u>cash</u> sale after the fact.

- 1. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 2. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 3. Choose Record a Sale then click Go.
- 4. Fill out the fields for the order.
- 5. Choose a specific Scout to receive credit, if applicable.

View Sales Summary / Run Sales Report

Download and review a sales summary of your site(s) at the end of each day.

- 11. From the unit leader dashboard, click **Storefront Sales** on the left navigation menu.
- 12. Next to the Storefront Site, click the dropdown menu under the Actions column.
- 13. Choose Sales Summary or Run Sales Report then click Go.