

## 2017 HOOSIER TRAILS COUNCIL, BSA POPCORN SALE- E COMMUNICATION RESOURCE

### IMPORTANT DATES

10/25 - Popcorn and Prize orders Due to Council, along with post-dated check

11/10 - Take order Product Delivery

12/8 - Post-dated Checks are deposited

### WRAPPING UP THE SALE

**Wednesday, October 25** is the Hoosier Trails Council Popcorn Reconciliation Day from 8:00 am until 7:00 pm. All hands will be on deck at the Council Service Center to help make sure you have everything you need to submit.

**The first two bullet points on the checklist must be sent!**

### LEARN MORE ONLINE

Go to our [council website](#) to find additional resources to help with your sale!



BOY SCOUTS  
OF AMERICA  
HOOSIER TRAILS COUNCIL

### ITS TIME TO SCHEDULE YOUR TAKE ORDER PICKUP TIMES!

The schedule on the final (attached) page represents the available pickup times for the respective warehouses for November 10th, 2017. On this day, you will be picking up all of the popcorn to fill your take orders from the sale.

To reserve a time, please email [Ian Kessler](#), our popcorn intern, with your top three time choices.

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## POPCORN SYSTEM—UNIT CHECKLIST

Use the Checklist below as a guide for administrating your Unit's Popcorn Sale. For step by step instructions, refer to the Popcorn System Unit Manual available for download in the Popcorn System.

### 1. Create Unit Users

#### (Contacts Menu)

- This step is likely to already be completed if you placed a show & sell order
- Contact [Kevin Trojan](#) if you need your username
- Add any addition unit users anytime.

### 2. Build your Scout List

#### (Scouts Menu)

- Add your Scouts to enter Scout Take Orders and track their sales for prizes
- Enter Scout orders (Scout Orders menu – Take Order Only)
- Include credit for Show & Sell as a dollar amount in the initial order under scout tracking
- Scouts who have online orders will already be on the list

**IT IS VERY IMPORTANT THAT YOU COMPLETE THIS STEP !**

### 3. View your Unit's Commission

#### (Commissions Menu)

- View your unit's popcorn sale commission structure
- If enabled, select between the prize program or the cash only option
- This screen **does not** include Above & Beyond Commission **\*See Step #6\***

### 4. Place the Unit Popcorn Order

#### (Unit Order Menu)

- Make sure that **Step 2** has been completed
- Adjust order by your remaining Show & Sell product. This leftover product will be used to fill take orders! **Failure to do this will result in ordering too much popcorn!**
- Enter and Submit unit order for Council to approve

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## POPCORN SYSTEM—UNIT CHECKLIST

### 5. Download Unit Invoice (Side Navigation)

- Go to Trails-end → Reporting → Unit invoice → Select Unit → Grand Total “Retail”
- This will be your gross sales number
- Download to PDF

### 6. Complete the [Above and Beyond Calculator](#)

- Follow instructions outlined on the calculator
- Include gross sales amount as described on your unit’s final invoice
- Input online sales total. If you don’t know the amount, please contact [Kevin Trojan](#)
- Input prepaid credit card reader deposits. If you don’t know the amount, please contact [Kevin Trojan](#)
- The Amount due to the Council is what we are expecting the check to be due for, **not the amount on the unit invoice**

### 7. [Place the Unit Prize Order](#)

- Click the Unit Prize Order link in the side navigation
- Place your Unit Prize Order

### 8. Reports (Side Navigation)

- Print Packing Slips for unit and for Scouts
- Print invoices for unit

### 9. Final Step

- Submit order by emailing a copy of your unit invoice
- Completed the Above & Beyond calculator
- Post a dated check for **December 8th, 2017**

To download the  
Above and  
Beyond  
Calculator Click  
[Here!](#)

### Popcorn Sale Team

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