

Digital Take Order App

Unit Setup Instructions



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About the Digital Take Order App

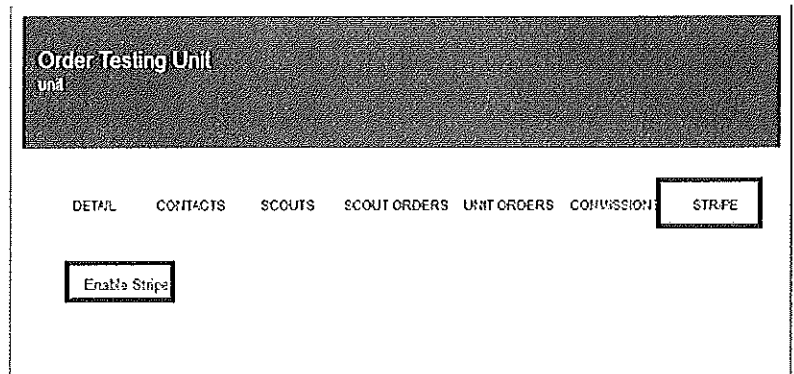
The Trail's End Digital Take Order App not only serves a digital version of the paper order form, it will also allow Scouts to take transactions during store front sales and door-to-door selling using your phone or tablet. **Note: this app is not for online selling.* A history of customer orders saves in the app allowing Scouts to not only see what they've sold, but also track orders that have been paid for and delivered. With the app syncing directly into the Trail's End Popcorn System, unit leaders are able to see all sales in real time providing visibility during the Popcorn Season.



*The app will prevent Scouts from selling if outside the Council's selling period. Some Councils may not enable the selling app for Scouts.

Linking Your Unit Bank Account

1. Log into your Unit Leader Popcorn System account at Scouting.Trails-End.com
2. Verify your Sponsoring Organization's address is correct in the Details section, and update if needed.
3. Click the **Stripe** tab on your homepage
4. Click the **Enable Stripe** button display the bank information entry fields



Linking Your Unit Bank Account

4. Complete the form with your Unit's bank account information

5. When finished, click **Sign Up**

Once saved, Scouts will be able to take credit card transactions with the app. All funds collected through the app will be transferred to your unit's bank account every two weeks, less any transaction fees.

The screenshot shows a web interface for linking a unit's bank account. At the top, there is a dark header with the text "Order Testing Unit" and "Unit" below it. Below the header is a navigation menu with the following items: "DETAIL", "CONTACTS", "SCOUTS", "SCOUT ORDERS", "UNIT ORDERS", "COMMISSIONS", and "STRIFE". The "STRIFE" item is underlined. Below the navigation menu are four input fields: "Bank Acct#", "Bank Confirm Acct#", "Bank Account Owner Name", and "Bank Routing#". At the bottom left of the form is a "Sign Up" button.

Credit Card Fee Structure

Non-American Express Transactions:

Transaction Fee: 2.2% of Sales Price + \$0.30 per transaction

Transfer Fee: 0.5% of Sales Price, up to a max of \$12 per month, per unit

American Express Transactions:

Transaction Fee: 3.5% of Sales Price

Transfer Fee: 0.5% of Sales Price, up to a max of \$12 per month, per unit

Powered by **stripe**

<https://stripe.com>



Reviewing App Orders

1. In the Popcorn System, click the Scout Orders tab, and then click the Scout Tracking Button
2. Click the hyperlink next to each Scouts name in the App column to see their total Scout need
3. Download the Digital Take Order Report in the Reports menu to view a transactional summary of digital app orders

App Orders → Unit Orders

Product Delivered after Time of Transaction

If a Scout delivers products at the time of transaction, and marks the order as fulfilled while taking payment, the Scout order will not have any effect on your Unit Order (the popcorn order your unit places to your Council).

Product Delivered after Time of Transaction:

If a Scout does not mark an order as delivered when conducting a transaction (to be delivered at a later time), the quantity needed of each product will be reflected in the Total Need column of your Unit Order (the popcorn order your unit places to your Council), thus increasing the amount you will order.



App Orders → Unit Orders

Selling Window

The app will prevent Scouts from ordering three days before your unit's popcorn order is due to your Council. If your Council has app orders enabled for multiple delivery dates, app orders will always aggregate in the closest, active forecasted unit order.



App FAQ

Q: Where can Scouts download the Trail's End App?

- Apple app store, Android app store, Windows app store

Q: Why does the app require internet to take an order?

- The app needs internet to send order information into the Trail's End system in real time
- Credit Card transactions require for PCI Compliance that a consumer's credit card information not be stored on a device (mobile, tablet), therefore transaction must be submitted in real time.

Q: Can Scouts use the app for Show N Sell & Show & Deliver sales?

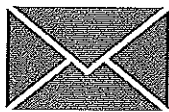
- Yes. If a Scout marks an order fulfilled while taking a customers order, meaning you have the product to give the customer during the time of the transaction, it will not create demand in your upcoming unit order to Trail's End. If you do not mark the product delivered, the Popcorn Ordering System will show that more product needs to be ordered from Trail's End in your unit's popcorn order.

Q: Can Scouts use the Trail's End App to sell online?

- The Trail's End app is exclusively for face-to-face selling, and it not compatible to the online sales system. The products ordered via the app will need to be delivered by the Scout.

Questions

If you have any additional questions, feel free to contact us:



support@trails-end.com



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