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”
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.
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.
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.
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.
REGISTER FOR A UNIT

- If a council member wants 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.

[Image of a registration form with options to select the council, district, and unit, followed by options to enter user information and confirmation details.]
UNIT COMMITMENT TRACKER TABS

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

<table>
<thead>
<tr>
<th>District</th>
<th>New Units</th>
<th>Committed PY Units</th>
<th>Uncommitted PY Units</th>
<th>% PY Committed</th>
<th>Total Committed Units</th>
<th>Committed PY Retail</th>
<th>Uncommitted PY Retail</th>
<th>% Committed PY Retail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Testing District 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Order Testing District 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Order Testing District 3</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>100.00 %</td>
<td>4</td>
<td>$61,275.00</td>
<td>$0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Order Testing District 5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Order Testing District 6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>100.00 %</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Order Testing District 7</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00 %</td>
<td>2</td>
<td>$10,200.00</td>
<td>$0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>Order Testing District 8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Order Testing District 9</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>33.33 %</td>
<td>1</td>
<td>$25,000.00</td>
<td>$20,090.00</td>
<td>55.44 %</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>District</th>
<th>Unit</th>
<th>Prior Year Retail</th>
<th>Primary Contact</th>
<th>Email</th>
<th>Phone Number</th>
<th>Committed</th>
<th>Notes</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Testing District 5</td>
<td>Troop 80</td>
<td>0</td>
<td>Troop 80 Leader</td>
<td><a href="mailto:Troop80.Leader@gmail.com">Troop80.Leader@gmail.com</a></td>
<td>2234567890</td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
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<tr>
<td>Order Testing District 6</td>
<td>Demo Unit</td>
<td>0</td>
<td>Test Leader</td>
<td><a href="mailto:testunitleader@gmail.com">testunitleader@gmail.com</a></td>
<td>2604461004</td>
<td>Yes</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 7</td>
<td>Pack 1</td>
<td>10200</td>
<td>Michael Cook</td>
<td><a href="mailto:michael.cook@trailss-end.com">michael.cook@trailss-end.com</a></td>
<td></td>
<td>Yes</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 7</td>
<td>Troop 1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 8</td>
<td>Test Unit 1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 8</td>
<td>Test Unit 2</td>
<td>0</td>
<td>John Smith</td>
<td><a href="mailto:john.smith@gmail.com">john.smith@gmail.com</a></td>
<td></td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 8</td>
<td>Test Unit 3</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 8</td>
<td>Test Unit 4</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
</tr>
<tr>
<td>Order Testing District 9</td>
<td>April Unit 2</td>
<td>26060</td>
<td>Cathy Litboll</td>
<td><a href="mailto:cathylitboll@gmail.com">cathylitboll@gmail.com</a></td>
<td>31791086176</td>
<td>No</td>
<td></td>
<td>Edit Notes</td>
</tr>
</tbody>
</table>
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.
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 Table]
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.
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”

• 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.
RECRUIT TRACKING REPORT

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

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