


# Take Order Online Ordering Instructions

**Using your User ID - learn How to place your Take Order online on the Trail's End website.**

(District Kernels and Unit Kernels will receive their User IDs from Council via email.)

Log into [www.scouting.trails-end.com](http://www.scouting.trails-end.com)

1. go to the left sidebar/or Menu Icon  in the upper left corner of the page
2. then click on **Help Documents**
  - READ/PRINT: **Unit Reference Guide** - written instructions and pictures for online order placement. AND
  - WATCH the VIDEO: Click on Training Videos, go to **Unit Leader Tutorial: How to Place Orders & Track Scout Sales** - this video walks you through what you read in the Unit Reference Guide.

**TOGETHER, these provide a very good explanation for online ordering – deadline is October 31, 2017 by NOON.**

Use the **Take Order Online Ordering Worksheet**, supplied by Council, in preparation to enter the Unit Order on at [www.scouting.trails-end.com](http://www.scouting.trails-end.com).

**The Guide and Tutorial Video mentioned above AND this Worksheet provide all the information for you to successfully enter the Take Order.**

**NEED ASSISTANCE?** Contact: Trail's End at [www.support@trails-end.com](mailto:www.support@trails-end.com) or Veronica Porterfield at [veronica.porterfield@scouting.org](mailto:veronica.porterfield@scouting.org) .