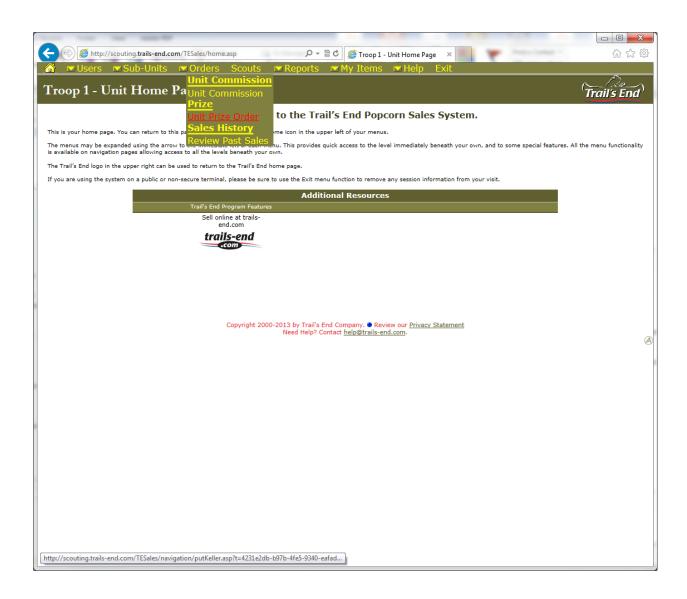
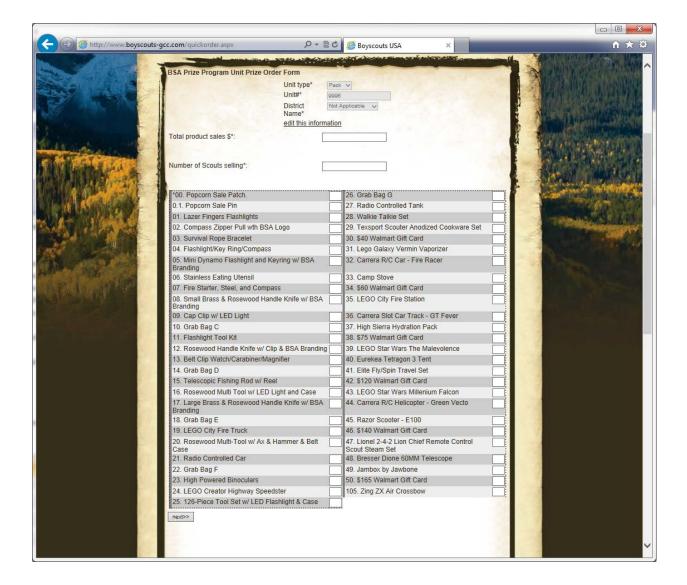


Step 1: Go to: http://scouting.trails-end.com/TESales/Enter your Username & Password Click "Login"



Step 2: Click on the arrow to the left of Orders to bring up the drop down box Click on Unit Prize Order



Step 3:

You are now on the Quick Order Page and ready to enter your order. Double check to see that the Unit Type, Unit #, and District Name are correct.

If incorrect, click on "edit this information", make changes, and click on submit changes.

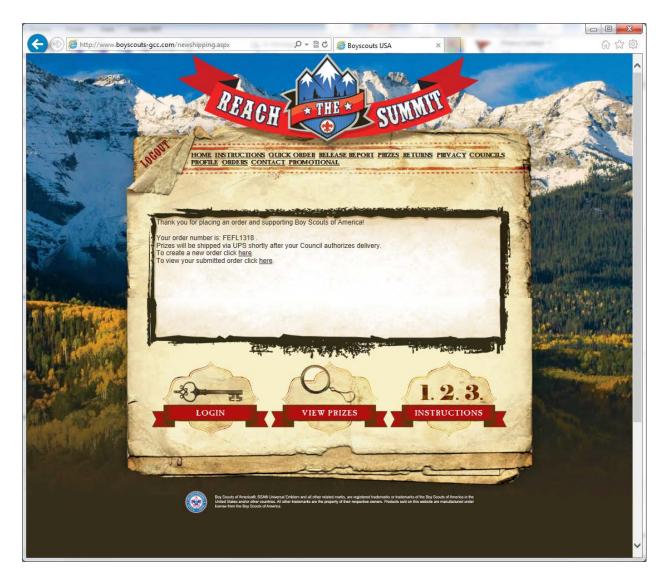
Enter the full Product Sales Dollars, and Number of Scouts Selling.

Enter the quantity needed in the white box next to each prize that you need.

When completed, click on "next" at the bottom of the screen.

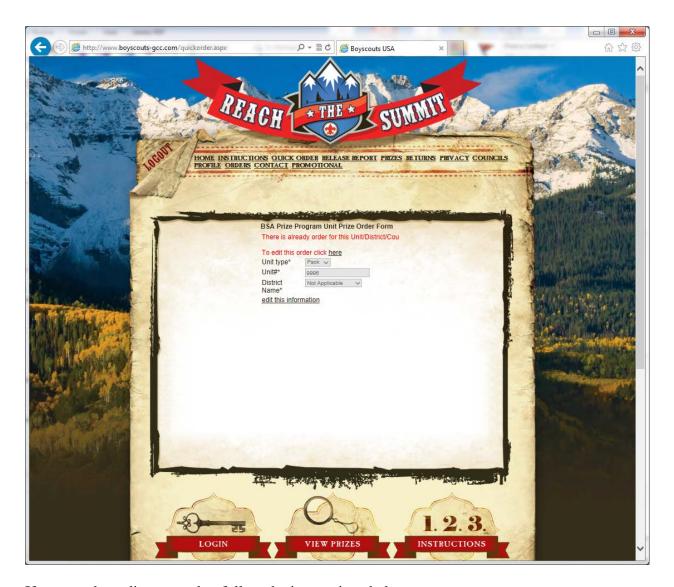


Step 4: The shipping information will populate from your registration information. Please verify that the information is correct, make corrections if needed. Click on "submit order".



Step 5: This is an acknowledgement that populates after an order has been entered into the prize ordering website. A leader has a couple of options:

- 1. View and print your orders as a cross check. This is recommended to do.
 - a. Click on "Order History" and choose the order number to view.
 - b. If you find an error, please proceed to Step 6 To edit an order.
- 2. Enter another order. Many of our volunteers have a Pack and Troop that they are placing orders for.
 - a. To do this, be sure to click "edit this information" in Step 6.



If you need to edit your order, follow the instructions below:

Step 6: Click on Quick Order

In red, you see "To edit this order click here"

Click on the word "Here"

Make the necessary changes to your order. You can change any of the information associated with your order.

When completed, click on "update order" at the bottom of the screen.