**Trail’s End Popcorn System (2016 Update)**

www.scouting.trails-end.com

**Logging into the Popcorn System for the first time ever:**

1. Obtain your username
	* Please contact your council to obtain your username
2. When you have your username, return to the Scouting.Trails-End.com login screen and click “Need Help?”
3. Just up from the bottom of the screen, click “Reset your Password”
4. Enter the User Name associated with the account
5. Click “Reset Password”
6. An email will be sent to the email address associated with the account providing a link to instructions to be followed to reset your password
	* (be sure to look in your junk or clutter if the email does not arrive in your inbox)
7. Click the link in the email
8. Enter your new password and confirm by reentering your new password
9. Click “Reset Password”
10. Login into the Popcorn System using your User Name and New Password.

**Forgotten User Name:**

1. Go to the website listed above
2. Click “Need Help?”
3. At the bottom of the screen, click “Retrieve User Name”
4. Enter the Email Address associated with the account
5. Click “Retrieve User Name”
6. An email will be sent to the email address entered providing your User Name
	1. (be sure to look in your junk or clutter if the email does not arrive in your inbox)
7. Login to the Popcorn System using your User Name and Password.

**Forgotten Password:**

1. Go to the website listed above
2. Click “Need Help?”
3. Just up from the bottom of the screen, click “Reset your Password”
4. Enter the User Name associated with the account
5. Click “Reset Password”
6. An email will be sent to the email address associated with the account providing a link to instructions to be followed to reset your password
	1. (be sure to look in your junk or clutter if the email does not arrive in your inbox)
7. Click the link in the email
8. Enter your new password and confirm by reentering your new password
9. Click “Reset Password”
10. Login into the Popcorn System using your User Name and New Password.

**Forgotten both User Name and Password:**

1. Follow instructions above to first retrieve your User Name
2. After getting your User Name, use it to reset your Password

**Unit Popcorn Chair for two Scout Units:**

In order to have one Popcorn System login to access roles in both units, please contact your District Executive or the Council Popcorn Staff Advisor. They will be able to set this up for your using their district or council level popcorn system access.