

**1** To begin claiming Storefront Reservations, login to your Trail's End unit leader account at [www.trailsend.com/login](http://www.trailsend.com/login) and go to the "Storefront Reservations" tab on the left side menu.

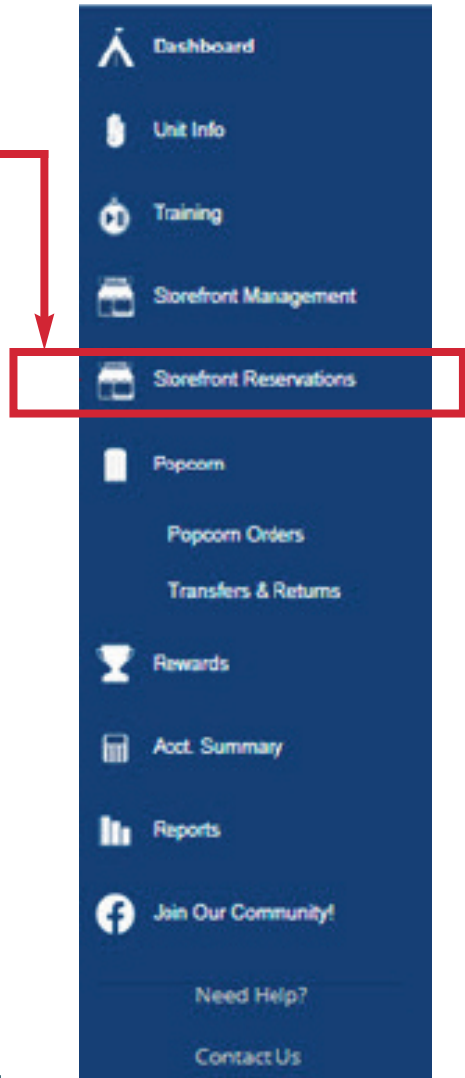
**2** You can locate available Storefront Reservations by clicking on dates with a blue icon (include a close-up of the icon here). The number next to the icon indicates the number of available Reservations.

**3**

**MANAGE RESERVATIONS**

September 2020

| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday  | Saturday |
|---------|--------|---------|-----------|----------|---------|----------|
| 1<br>1  | 2<br>1 | 3       | 4         | 5        | 6       | 7        |
| 8<br>1  | 9      | 10      | 11<br>1   | 12<br>2  | 13<br>1 | 14       |
| 15      | 16     | 17      | 18<br>1   | 19<br>2  | 20<br>2 | 21       |
| 22<br>2 | 23     | 24      | 25<br>1   | 26<br>2  | 27<br>2 | 28       |
| 29      | 30     | 1       | 2         | 3        | 4       | 5        |



Selecting a date will bring up a list of Storefront Reservations available, including the address, start time, and end time for the reservation. For dates with multiple reservations available, filter for specific stores or look up stores using the "Search" box.

4

You will claim the shift by clicking on the blue “Reserve” button. Due to the high volume of reservation requests, it may take several minutes to confirm your Reservation. Once confirmed, you will receive an email and the Reservation will be added to the “Storefront Management” screen.

5

Reservations may be rejected if the current rules prohibit you from securing that store (Example: It’s outside of your district) OR if another Unit claimed the Reservation prior to you clicking the reserve button.

| SITE LIST  |                   |            |          |         |
|------------|-------------------|------------|----------|---------|
| 09/12/2020 |                   |            |          |         |
| SITE NAME  | ADDRESS           | START TIME | END TIME |         |
| Kroger     | 2561 Kentucky Ave | 02:00 pm   | 07:00 pm | RESERVE |
| Walmart    | 6666 Glenmeade Dr | 01:00 pm   | 04:00 pm | RESERVE |

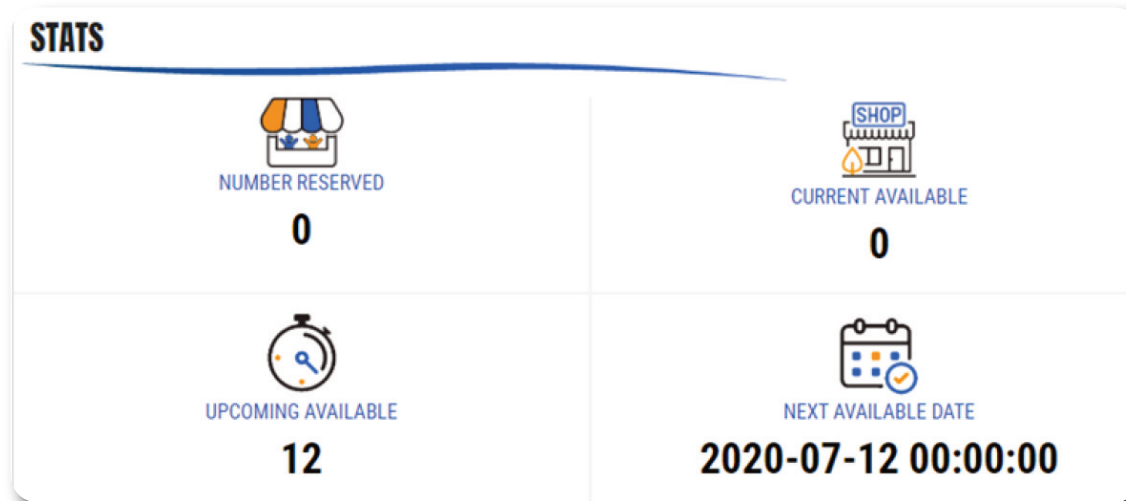
6

The “Stats” box on the Storefront Reservations page gives you information about upcoming claiming availability.

- The “Number Reserved” is the current number of Storefront Reservations that your unit has claimed.
- The “Current Available” is the number of Storefront Reservations that your unit is allowed to claim right now. More Storefront Reservations will become available to reserve as other units have had the opportunity to claim shifts.
- The “Upcoming Available” is the number of Storefront Reservations your unit will have at an upcoming date.
- The “Next Available Date” is when your unit will be able to claim a certain amount of shifts.

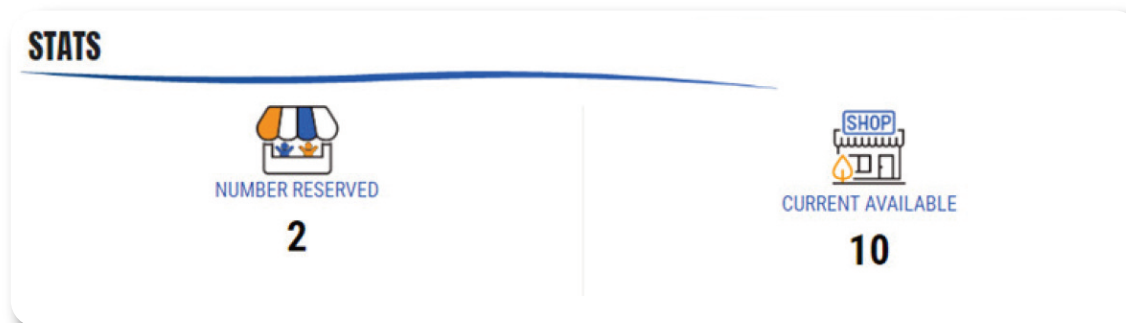
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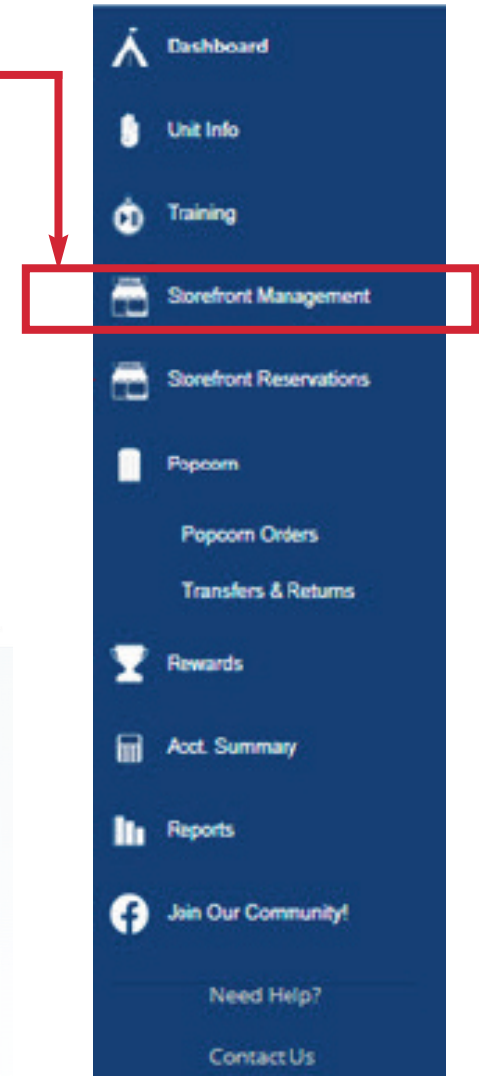
9

To see your reserved storefronts, you'll move to the "Storefront Management" tab on the left side menu.

10

Your Storefront Reservations will then be managed the same as any sites you set up on your own. You can manage shifts, add Scouts, assign inventory and cash, and record sales.

**New in 2022** You can view the TE Storefront Agreement, which provides specific information about the Storefront Reservation & other forms from store management for stores in the "Agreements" section. You may download and/or copy the URL file to share with your Unit if desired. Scouts may also view agreements for shifts they have registered for from "My Storefront Shifts," then clicking the carrot to view "Agreements."



**MANAGE SHIFTS**

April 2022

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 3      | 4      | 5       | 6         | 7        | 8      | 9        |
| 10     | 11     | 12      | 13        | 14       | 15     | 16       |
| 17     | 18     | 19      | 20        | 21       | 22     | 23       |
| 24     | 25     | 26      | 27        | 28       | 29     | 30       |

**STATS**

- TOTAL SALES: \$0.00
- SPLIT METHOD: ALL SALE
- CASH OWED TO UNIT: \$0.00
- SHIFT SALES: \$0.00
- PER HOUR SALES: \$0.00

| SITE NAME   | DATE        | SALES      | INVENTORY? | \$ OWED |
|-------------|-------------|------------|------------|---------|
| Hobby Lobby | Trail's End | 04/16/2022 | \$0.00     | \$0.00  |

**AGREEMENTS**

| File Name                             |
|---------------------------------------|
| 2022 Scheduling Agreement_Webinar.pdf |

11 Sites reserved from Trail's End booked stores will have a Trail's End logo next to them.

12 Please note that you sign up for a store with a certain time range set by the store (ex. 4pm – 8pm) and you then have the ability to adjust the shifts within that time range. You can have 4 one-hour shifts, 2 two-hours shifts, etc.

| SITE NAME | DATE       | SALES  | INVENTORY? | SOWED  |  |
|-----------|------------|--------|------------|--------|--|
| Kroger    | 09/12/2020 | \$0.00 | NO         | \$0.00 |  |
| Walmart   | 09/12/2020 | \$0.00 | NO         | \$0.00 |  |

13 If your unit no longer wants the shifts or is unable to work the site, you can delete it and it will be released to other units to claim.

### Release Site

Releasing this storefront will open the reservation for other units to claim. Are you sure you want to release this storefront?

**RELEASE** **Cancel**