## **STOREFRONT GUIDE**

1. Log in to your Trail's End Unit Leader account at *trails-end.com/login* and click on the "Storefront Reservations" - tab on the left side menu.

**2.** Look for available Storefront Reservations by clicking on dates with a blue icon. The number next to the icon shows how many Reservations are available.

	SHIFTS					
		<	April 2023	>		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	<b>6</b> 1		en:			
23	24	25	26	27	28	29
30						

**3.** Select a date to see a list of available Storefront Reservations with their address, start time, and end time. Filter for specific stores or search for stores using the "Search" box.



**4.** Click the blue "Reserve" button to claim a shift. It may take several minutes to confirm your Reservation, and you will receive an email once it is confirmed. Once confirmed, the Reservation will also appear on the "Storefront Management" screen.

STE NAME     DISTRICT     CTV     ADDRESS     START TIME     END TIME       Kroger     Training District     Nobesville     08:00 am     02:00 pm     RESERVE       Kroger     Training District     Nobesville     08:00 am     08:00 pm     RESERVE       Wamart     Training District     Corna     08:00 am     02:00 pm     RESERVE	SITE LIST							
Kroger Training District Noblesville 08:00 am 02:00 pm RESERVE   Kroger Training District Noblesville 02:00 pm 08:00 am RESERVE   Walmart Training District Corona 08:00 am 02:00 pm RESERVE	04/27/2023			ALL SITE	S ♥ _ o Search	₽ Search		
Kinger Training District Noblesville 02:00 pm 08:00 pm RESERVE   Walmart Training District Corona 08:00 am 02:00 pm RESERVE	SITE NAME	DISTRICT	CITY	ADDRESS	START TIME	END TIME		
Walmart Training District Corona 08:00 am 02:00 pm RESERVE	Kroger	Training District	Noblesville	and share the country line.	08:00 am	02:00 pm	RESERVE	
	Kroger	Training District	Noblesville	10403-0010-0040-0040	02:00 pm	08:00 pm	RESERVE	
Low's Home Improvement Training District Norco 08:00 am 02:00 pm RESERVE	Walmart	Training District	Corona	distribution of the	08:00 am	02:00 pm	RESERVE	
	Lowe's Home Improvement	Training District	Norco	AND TAXABLE INC.	08:00 am	02:00 pm	RESERVE	

**5.** Your Reservation may be rejected if it violates current rules or if another Unit claimed it before you.

**6.** Check the "Stats" box on the Storefront Reservations page to see information about upcoming availability.

- 1. Number Reserved is how many reservations your unit has claimed so far.
- 2. Current Available is how many reservations your unit can claim now.
- 3. Upcoming Available is how many reservations your unit will be able to claim on a future date.
- 4. Next Available Date is when your unit can claim more reservations.



**7.** Your reserved storefronts can be managed under the "Storefront Management" tab, where you can manage shifts, add Scouts, assign inventory and cash, and record sales.