



## Popcorn Ordering

- Log-in to the Trail's End system (<https://portal.trails-end.com/>)
- Click on "Popcorn Orders and Returns" (under "Popcorn")
- Click on "Create New Order" (be sure the "Selling Campaign" in the top right corner reflects the correct year)
- Click on "Choose Delivery"
- Click on the appropriate option for your order
- Under "Order Adj (+ or -)", add the number of cases you want for any particular item
- Click on "Submit"
- Lincoln Heritage Council will review your order for approval