

## **Editing a Portable Order**

Orders may be edited 7 days prior to an event start date. If it is past this date, please reach out to the Pinnacle Portables team.

1. After logging in, click on the History tab at the top of the screen.
2. Find the show you wish to update and click on edit located to the right of the order.
3. Once the editable order opens, you can adjust shipping information, dates, etc. on the first page.
4. To update the properties, click on "Select Inventory".
5. To update the quantity of a particular item in your cart, you can do so by clicking on the down arrow located to the left of the item in the cart and choosing the new amount.
6. If you would like to remove the item from your order, click on the X located to the right of the item in the cart.
7. Make sure you click on "Complete Order" once you have reviewed and updated everything.

**\* You MUST click on "Complete Order" even if you do not update anything. Otherwise, the order will be marked as "Incomplete", and the properties will not ship.**