**Login**

1. Login to your account (or create an account if you are a new customer).

**Create Your Order**

1. Click the **Create New Order** button.

This displays the **Create New Order Page**, which list the available menu options (breakfast, lunch, dinner, snacks, etc.).

2. Click on the desired menu option (e.g. **Breakfast Beginnings**).

This displays the food options available to order from the menu.
3. Scroll down to view all the ordering options.

4. Click on the View Details button.

The system displays the details of the menu option you selected.
5. Read the description and determine if this is the option you want to order.

![Image of menu options]

6. Enter the Number of guests who will attend the event.

   ![Number of Guests Input Field]

7. Select any Add-ons or seasonal items.

   ![Add-ons and Seasonal Items Selections]

8. Type in any Special Instructions.

   ![Special Instructions Input Field]

9. Enter the number of attendants you need to cater the event.

   ![Attendee Fee Input Field]

10. Click the **ORDER** button.

    ![Order Button]

    The system calculates your order and displays the Confirm Order page.
Confirm Your Order

1. Review your order to make sure the items and quantity are correct, and that you know the Product Cost.

2. To change the quantity of an item:
   - Type in the desired quantity.
   - Then click the **Recalculate Order** button.

The system recalculates your order and displays the new price.
3. To add more items, click the <<Add More button to display the Add Order Page.

- Click on the desired menu option (e.g. Breakfast Beginnings).

This displays the food options available to order from the menu.

- Scroll down to the desired option.

- Click on the View Details button.

- Select any Add-ons or seasonal items, then click the ORDER button.
The system recalculates your order and displays it in the *Your Selection* field.

4. To delete an item, click the X next to that item. The system automatically recalculates your order and displays it in the *Your Selection* field.

5. When you're satisfied with the order, click the **Continue >>** button.

The system displays the *Event Information* page.

**Event Information**

1. The system displays the *Event Information* page.

2. If necessary, click on the < & > buttons to change months.

   Note that there are 4 different date icons on the calendar.

   - A strikethrough indicates the dates has past.
   - A red/pink border indicates very short notice.
   - A yellow border indicates a short notice date.
   - A gray border indicates the available dates.
3. If you click on a date with a red/pink border, the system displays a short notice STOP message. You cannot place an online order for that date. You must call the caterer.

4. If you click on a date with a yellow border, the system displays a short notice WARNING message. You can place an order, but you must call the caterer to confirm that they fill the order on such short notice.
5. If you click on a date with a gray border, the system confirms that you're “Good To Go” on that date.

6. In the Delivery / Pickup field, click on the drop-down menu and select the desired delivery Method.

7. Complete all required information in both the Delivery/Pickup window and the Event Details window.

8. In the Special Instructions field, enter any special instructions.

9. Click the Continue >> button.
Review Your Selections

1. Review your order to make sure it is correct.

2. Click on the **Continue** button to proceed to Checkout.
   or
   Click on the **Cancel** button to cancel your order.

Checkout

1. **Select a Method for Payment.**
   - FOAP
   - Cheque
   - Credit Card
   - Online Wallet

2. In the **CC Additional People** field, type in the email address of anyone you want to receive a copy of this order.
3. Click on the **Process This Order** button.

(or Click on the **Cancel** button to cancel your order).

4. To print your Invoice, click on **Printable Invoice**.

5. Do one of the following:

   • Click on **Log Off**.
   
   or
   
   • Click on **My Acct** so you can place another order.