



# How to Add Catering to Your Existing Room Request

HOPE COLLEGE Events and Conferences

Browse Reservations My Account Admin Welcome Margie Wiersma

Room Reservation  
View My Requests

HOPE EVENTS AND CONFERENCES  
EVENT LOCATION TIME

PROVIDING FRIENDLY, PROFESSIONAL, AND DETAILED SERVICE  
SUPPORTIVE TO THE MISSION OF HOPE COLLEGE

Begin your reservation here

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HOPE COLLEGE Events and Conferences

Browse Reservations My Account Admin Welcome Margie Wiersma

Current Historical Reservation Id: Event Name: Quick Search  Show Cancelled

Reservations

| Id    | Name     | Group | First Booking | Last Booking  | Status      | Location                      | Has Services |
|-------|----------|-------|---------------|---------------|-------------|-------------------------------|--------------|
| 20664 | CIT Test | CIT   | 5/28/2009 Thu | 5/28/2009 Thu | Web Request | Maas Center - Maas Auditorium | No           |

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Select the name of the event



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HOPE COLLEGE Events and Conferences

Welcome Margie Wiersma

Thank you for your reservation submission. Please review your reservation summary below and you will receive an email confirmation soon.

Reservation Details | Additional Information | Back to My Requests

|                       |          |                         |              |                                          |
|-----------------------|----------|-------------------------|--------------|------------------------------------------|
| <b>Reservation Id</b> | 20664    | <b>Group Name</b>       | CIT          | <a href="#">Edit Reservation</a>         |
| <b>Event Name</b>     | CIT Test | <b>1st Contact Name</b> | (none)       | <a href="#">Add Booking</a>              |
| <b>Event Type</b>     | Test     | <b>Phone</b>            | 616-395-7670 | <a href="#">Cancel Services</a>          |
|                       |          | <b>2nd Contact Name</b> |              | <a href="#">Cancel Bookings</a>          |
|                       |          | <b>Phone</b>            |              | <a href="#">Cancel All Bookings</a>      |
|                       |          |                         |              | <a href="#">Service Availability</a>     |
|                       |          |                         |              | <a href="#">View Reservation Summary</a> |
|                       |          |                         |              | <a href="#">Download .ics file</a>       |

All | **Current** | Historical

| Actions | Services | Date ^        | Time               | Title    | Location                      | Status      | Setup       |
|---------|----------|---------------|--------------------|----------|-------------------------------|-------------|-------------|
| X       |          | 5/28/2009 Thu | 12:00 PM - 1:00 PM | CIT Test | Maas Center - Maas Auditorium | Web Request | (none) (12) |

[Add or Edit Services](#)

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Select green tab

HOPE COLLEGE Events and Conferences

Welcome Margie Wiersma

Booking Details | Back To Reservation Summary

|                   |                               |                   |             |
|-------------------|-------------------------------|-------------------|-------------|
| <b>Event Name</b> | CIT Test                      | <b>Group</b>      | CIT         |
| <b>Date</b>       | Thursday, May 28, 2009        | <b>Setup Type</b> | (none) (12) |
| <b>Location</b>   | Maas Center - Maas Auditorium | <b>Status</b>     | Web Request |
| <b>Event Time</b> | 12:00 PM - 1:00 PM            | <b>Event Type</b> | Test        |

**Available Services**

- Additional Power
- Audio Visual Equipment
- **Catering Requested**
- Furniture/Phys Plant Other
- Sound & Lighting Equipment - No Resources Available

**Existing Services**

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Select Catering Requested



## How to Add Catering to Your Existing Room Request

**HOPE COLLEGE** Events and Conferences

Welcome Margie Wiersma

Booking Details

|            |                               |            |             |
|------------|-------------------------------|------------|-------------|
| Event Name | CIT Test                      | Group      | CIT         |
| Date       | Thursday, May 28, 2009        | Setup Type | (none) (12) |
| Location   | Maas Center - Maas Auditorium | Status     | W           |
| Event Time | 12:00 PM - 1:00 PM            | Event Type | Te          |

**Catering Requested**

Start Time: 12:00 PM End Time: 1:00 PM Service Type: [dropdown] Estimated Count: 12

Menu Requested

Type of Products: Paper products

Type of Service: \* [dropdown]

Save Cancel

Fill in the number of people attending and service type

Select Menu Requested

**Catering Requested**

Start Time: 12:00 PM End Time: 1:00 PM Service Type: [dropdown] Estimated Count: 12

Menu Requested

- 1 AM Break (Enter your Break items below)  
Special Instructions: [text area]
- Breakfast (Enter your Breakfast items below)
- Dinner (Enter your Dinner items below)
- Lunch (Enter your Lunch items below)
- Other (Enter your Catering items below)
- PM Break (Enter your PM Break items below)

Type of Products: Paper products

Type of Service: \* [dropdown]

Save Cancel

This is where you can fill in your catering items

Complete type of service

Make your selection here

Select Save



## How to Edit an Existing Catering Request

**HOPE COLLEGE** Events and Conferences

Welcome Margie Wiersma

**Booking Details** Back To Reservation Summary

|                   |                               |                   |             |
|-------------------|-------------------------------|-------------------|-------------|
| <b>Event Name</b> | CIT Test                      | <b>Group</b>      | CIT         |
| <b>Date</b>       | Thursday, May 28, 2009        | <b>Setup Type</b> | (none) (12) |
| <b>Location</b>   | Maas Center - Maas Auditorium | <b>Status</b>     | Web Request |
| <b>Event Time</b> | 12:00 PM - 1:00 PM            | <b>Event Type</b> | Test        |
| <b>Fund</b>       | 18150-7590                    |                   |             |

**Available Services**

- Additional Power
- Audio Visual Equipment
- Catering Requested
- Furniture/Phys Plant Other
- Sound & Lighting Equipment - No Resources Available

**Existing Services**

**Actions** **Quantity** **Item** **Notes** **Special Instructions**

|  |    |                                         |  |  |
|--|----|-----------------------------------------|--|--|
|  | 12 | AM Break (Enter your Break items below) |  |  |
|--|----|-----------------------------------------|--|--|

Select the pencil

**AM Break (Enter your Break items below)**

**Category** Catering Requested

**Group** Menu Requested

**Price**

**Notes**

Quantity: \*

Special Instructions: \*

Edit your existing request & Save

# Adding an additional Break or Meal to an Existing Catering Request

Select Catering Requested

**HOPE COLLEGE** Events and Conferences

Welcome Margie Wiersma

**Booking Details** Back To Reservation Summary

|                   |                               |                   |             |
|-------------------|-------------------------------|-------------------|-------------|
| <b>Event Name</b> | CIT Test                      | <b>Group</b>      | CIT         |
| <b>Date</b>       | Thursday, May 28, 2009        | <b>Setup Type</b> | (none) (12) |
| <b>Location</b>   | Maas Center - Maas Auditorium | <b>Status</b>     | Web Request |
| <b>Event Time</b> | 12:00 PM - 1:00 PM            | <b>Event Type</b> | Test        |
| <b>Fund</b>       | 18150-7590                    |                   |             |

**Available Services**

- Additional Power
- Audio Visual Equipment
- Catering Requested**
- Furniture/Phys Plant Other
- Sound & Lighting Equipment - No Resources Available

**Existing Services**

+ / X **Catering Requested 12:00 PM - 1:00 PM Catering Requested for 12** Additional Information

| Actions | Quantity | Item                                    | Notes | Special Instructions |
|---------|----------|-----------------------------------------|-------|----------------------|
| + / X   | 12       | AM Break (Enter your Break items below) |       |                      |

Make your additional selection here & Save

**HOPE COLLEGE** Events and Conferences

Welcome Margie Wiersma

**Booking Details** Back To Reservation Summary

|                   |                               |                   |             |
|-------------------|-------------------------------|-------------------|-------------|
| <b>Event Name</b> | CIT Test                      | <b>Group</b>      | CIT         |
| <b>Date</b>       | Thursday, May 28, 2009        | <b>Setup Type</b> | (none) (12) |
| <b>Location</b>   | Maas Center - Maas Auditorium | <b>Status</b>     | Web Request |
| <b>Event Time</b> | 12:00 PM - 1:00 PM            | <b>Event Type</b> | Test        |
| <b>Fund</b>       | 18150-7590                    |                   |             |

**Catering Requested**

Start Time: 12:00 PM End Time: 1:00 PM Service Type: Catering Requested Estimated Count: 12

Menu Requested

- AM Break (Enter your Break items below)
- Breakfast (Enter your Breakfast items below)
- 12 Dinner (Enter your Dinner items below)

Special Instructions:

- Lunch (Enter your Lunch items below)
- Other (Enter your Catering items below)
- PM Break (Enter your PM Break items below)

Type of Products:



## How to Cancel an Existing Catering Request

The screenshot shows the HOPE College Events and Conferences interface. The page title is "Events and Conferences" and the user is logged in as "Welcome Margie Wiersma". The navigation menu includes "Browse", "Reservations", "My Account", and "Admin". The "Booking Details" section shows the following information:

|            |                               |       |         |
|------------|-------------------------------|-------|---------|
| Event Name | CIT Test                      | Group | CIT     |
| Date       | Thursday, May 28, 2009        |       | (12)    |
| Location   | Maas Center - Maas Auditorium |       | Request |
| Event Time | 12:00 PM - 1:00 PM            |       |         |
| Fund       | 18150-7590                    |       |         |

The "Available Services" section lists the following items:

- Additional Power
- Audio Visual Equipment
- Catering Requested
- Furniture/Phys Plant Other
- Sound & Lighting Equipment - No Resources Available

The "Existing Services" section shows a table with the following data:

| Actions | Quantity | Item             | Special Instructions                                 |
|---------|----------|------------------|------------------------------------------------------|
|         | 12       | AM Break (below) | I would like to add assorted pastries to this order. |

A "Windows Internet Explorer" dialog box is displayed in the center of the screen, asking "Are you sure you wish to cancel this item?" with "OK" and "Cancel" buttons. An arrow points from the dialog box to the red 'X' icon in the table, with the text "Select the Red 'X'". Another arrow points from the text "Select OK" to the "OK" button in the dialog box.