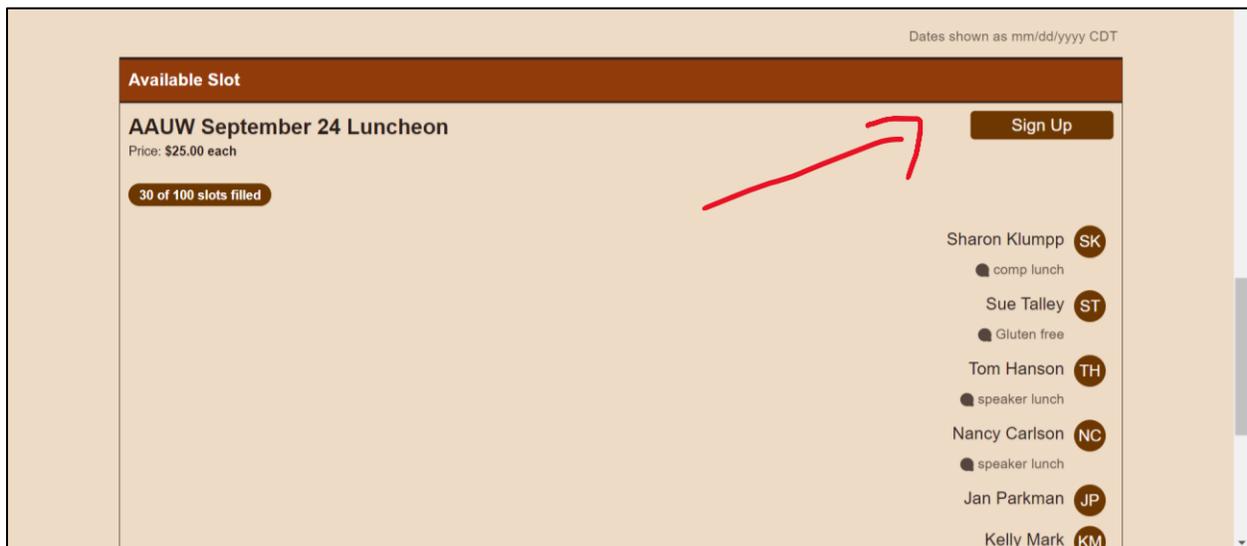


How to Make a Lunch Reservation on SignUpGenius

1. Click on the link in the SUG email, the weekly email, or on the website, and you will see a screen like the following for the specific date you are making the reservation.



2. Scroll down until you see the “Sign Up” button and click on that button.



3. When the “Sign Up” button changes to “✓ Selected” click on the “Save & Continue” button that is lower on the screen.



4. On the “Sign Me Up” page:

- Add any comments such as a request for a veggie meal or the name of a guest.
- Change the Quantity if you are paying for more than one lunch (for example, paying for your guest).
- Enter your name and email address.
- Click on the “Sign Up & Pay Now” button (preferred) or the “Sign Up & Pay Later” button.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	My Comment	Quantity	Cost
AAUW September 24 Luncheon	Tue., 09/24/2024 12:00pm - 1:15pm		1	\$25.00 USD
				\$25.00 USD

Name: First Last

Email:

Already have a SignUpGenius account? [Login](#)

Payments will be made directly to **Linda Miller Poff**. SignUpGenius is not responsible for the fulfillment of any goods or services.

By signing up, you agree to the SignUpGenius [Terms of Service](#) and [Privacy Policy](#).

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5. **If you click on “Sign Up & Pay Now”** (preferred) you will be taken to a screen where you enter your credit card information.
- a. Add your credit card information and click on the “Pay” button, and you will be taken to a screen that confirms your reservation.

The screenshot shows a 'Pay Now' modal form. A red arrow points to the 'Name on card' input field, which has a red error message below it: 'Your name on card is incomplete.' Another red arrow points to the 'Pay \$25.00' button. The form includes fields for Card number (1234 1234 1234 1234), Expiration date (MM / YY), Security code (CVC), Country (United States), and Zip code (12345). There are also logos for VISA, Mastercard, American Express, and Discover.

The screenshot shows a confirmation page with the following content:

- Header: **Thank you, JoAnne!**
- Message: You're all signed up for **AAUW September 24 Luncheon**.
- Text: A confirmation email with an attached iCalendar has been sent to you.
- Event Details:
 - ✓ AAUW September 24 Luncheon
 - Tue., 09/24/2024 12:00pm - 1:15pm CDT
 - Location: AAUW House
- Button: **Back to Sign Up**
- Footer: [Add to Calendar](#) [Share with Friends](#) [Contact Linda Miller Poff](#)

6. **If you click on “Sign Up & Pay Later”** you will be taken to a screen that confirms your reservation and looks just like the screen that members who pay by credit card will see.

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	My Comment	Quantity	Cost
AAUW September 24 Luncheon	Tue., 09/24/2024 12:00pm - 1:15pm	<input type="text"/>	1	\$25.00 USD
				\$25.00 USD

Name

Email

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Thank you, JoAnne!

You're all signed up for **AAUW September 24 Luncheon**.

A confirmation email with an attached iCalendar has been sent to you.

✓ **AAUW September 24 Luncheon**
Tue., 09/24/2024 12:00pm - 1:15pm CDT
Location: AAUW House

[Add to Calendar](#) [Share with Friends](#) [Contact Linda Miller Poff](#)