

ONLINE REGISTRATION FOR SPECIAL DINING EVENTS

A step-by-step guide



This memo outlines the process for registering for special dining events through our online portal. Please follow these steps to ensure a smooth and successful registration.

Step-by-Step Registration Process

Here's how to register for special dining events online:

1. **Access the Website:** Open your web browser and navigate to our dining event website: www.nbocdine.org
2. **Click on Upcoming Events**
3. **Scroll down and locate the event you want to register for**
4. **Click on Get Tickets**
5. **To the right of the number 0, you'll see a + sign. Click on this until you see the number of tickets needed for you and your household**
6. **Click on Get Tickets**
7. **For each attendee, enter First Name, Last Name, and Unit #. Keep scrolling down and this is where you make your food selections. For example Starter, Entrée, and Dessert (required for most dining events). Then choose who you'd like to sit with (optional).**
8. **Once food choice selections have been made, at bottom of the page, click on Checkout Now.**
9. **On next page, enter your First Name, Last Name, and Email Address for charging purposes (you will be charged for all attendees you register) then click on Place Order.**
10. **The registration and dinner order have now been submitted.**
11. ****If you submit your order correctly, you should receive a confirmation email. If you do not, please contact the dining team to follow up.**

Troubleshooting

If you encounter any issues during the registration process, please check the following:

- **Internet Connection:** Ensure you have a stable internet connection.
- **Browser Compatibility:** Use an up-to-date version of a supported web browser (Chrome, Firefox, Safari, Edge).
- **Contact Dining Team:** If you still experience problems, please contact:

Chelsea Cromwell @ extension 4-9118 or Joshua Ferraro @ extension 4-9121

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Summary

This memo provided a comprehensive guide to registering for special dining events online. By following these step-by-step instructions, you can easily secure your spot at our special events. Remember to review your order carefully and contact support if you encounter any issues. We look forward to seeing you there!