

Table Registration Instructions

Click on the “Table Registration” button.

You will now open a new and secure window to begin your registration.

On this page there are 3 main boxes and 2 small ones:

- Details
- Your Information
- Registration Options
- Date & Time and Location
- Event Contact

Scroll down to the second box titled “Your Information.” Here you will enter your email address.

Next, scroll down to the last box titled “Registration Options”.

If you click on the blue “More Info” link you will get a description. Let’s take a look...

“Max Participants” is the number of TABLES you are allowed to purchase in this transaction. So you are buying only one table right now. “Max Guests” is the number of guests at your table. You have 9 guests at your table, with you being the 10th person, for a total of 10 people at the table.

If you are ready, make your table selection now.

Next, click on the “Continue” bottom in the lower-right corner.

This will take you to a new page.

On this page, you see a box labeled “Registration Options” and another box labeled “Participant Information.”

Fill-out the required fields in the box labeled “Participant Information.” Please note that the **red asterisks *** are mandatory information. So you must fill-out these fields.

Input the following:

- Name
- Last
- Street Address
- City
- Zip Code
- Phone Number

- Meat or Vegetarian
- Parish/Church
- Any Special Needs?
- Table Name

Now that you have finished your information you will need to start adding your table guests. Remember, you have 9 of them. So start by click on the button called “Save & Add Another Guest.”

You will now notice the following:

1. The box says “Guest #1 Information”
2. The first two items make it clear that this person is your guest
3. There is information to be filled-out for Guest #1
4. The email is yours -- you will need to change this to your guest’s email
5. Not everything is required like before (see the red asterisks)

Just like before, you will need to fill-out the information. Please make sure you don’t leave out any important information as this will only help the banquet coordinators.

You have now finished Guest #1. Now you need to add Guest #2. Click on “Save & Add Another Guest” to repeat the process. Notice that the number at the top of the box has changed (Guest 1, 2, 3, 4...) each time.

Once you have finished all 9 of your guests you will no longer see the “Save & Add Another Guest” button. At this point you will now click the “Continue” button to proceed to checkout.

On the next screen you may now pick between “Review Order” or “Complete Order.”

Depending on your choice:

- A. Review your order and click the “Checkout” button
- B. Complete your order the click on the “Complete Order” button

When you get to the Credit Card Section, you will need to click on the card you want to use. Continue filling-out the remaining information for billing and then click the “Complete Order” button.

You are now registered for the banquet!
A confirmation email will be sent to you very soon.