



To Set Up Your Agency for Reservations:

1. Choose **Admin Settings** from the menu (top left).
2. Choose the **Event Schedules** tab and select the event you would like to offer reservations for.
3. Double check your dates and times for that event and make changes if necessary. Click Save.
4. Choose the **Reservations** tab and select the type of reservations you'd like to add.
 - **Yes, RSVP:** this allows neighbors to reserve a spot during your normal distribution time
 - **Yes, reserve a time slot:** this schedules neighbors for a specific time on your schedule (good for deliveries, referrals, or longer conversations). You can then adjust the length of the time slot to 15, 30 or 60 minutes.
5. Click **Save**.
6. **(COMING SOON)** If you would like your reservation options to be published on the MealConnect site, choose the **Publishing** tab and fill out the form. Click **Save**.

Make a Reservation for a Neighbor

INTAKE OPTION - Existing Neighbor

1. **Search** for your neighbor as usual.
2. Click the **plus sign** beside the neighbor's name to view household information.
3. Click **Reserve for a Future Event**.
4. Choose the date and click **Reserve**.
5. Choose the type of service and click **Next**.
6. Choose the time slot, if applicable, and click **Next**.
7. Reservation is complete! Click **Done**.

INTAKE OPTION - New Neighbor

1. **Add** your new neighbor and household as usual.
2. On the **Visit has been added!** screen, click **Make future reservation**.
3. Choose the date and click **Reserve**.
4. Choose the type of service and click **Next**.
5. Choose the time slot, if applicable, and click **Next**.
6. Reservation is complete! Click **Done**.

MENU OPTION - Existing Neighbor

1. Choose **Reservations** from the menu (top left).
2. Choose the date and click **Reserve**.
3. **Search** for an existing neighbor or click **+ Add New Household & Reservation** as usual.
4. Click **Reserve**.
5. Choose the type of service and click **Next**.
6. Choose the time slot, if applicable, and click **Next**.
7. Reservation is complete! Click **Done**.

MENU OPTION - New Neighbor

1. Choose **Reservations** from the menu (top left).
2. Choose the date and click **Reserve**.
3. Click **+Add New Household & Reservation**.
4. Choose the type of service and click **Next**.
5. Choose the time slot, if applicable, and click **Next**.
6. Add new neighbor's information as usual. (Note that only name, address and eligibility for government programs shows up here. Other information will be added at check-in for the actual visit.)
7. Reservation is complete! Click **Done**.

Check in Reservations

1. From the home screen, scroll down to **Events Today** and click **Check-In List**.
2. Select the neighbor you're checking in and click **Check-In**.
3. Verify the service provided and time slot and click **Next**.
4. Process the neighbor's visit as usual and click **Finish**.

Either process has created a data file for the Neighbor but NOT a visit for the Neighbor.