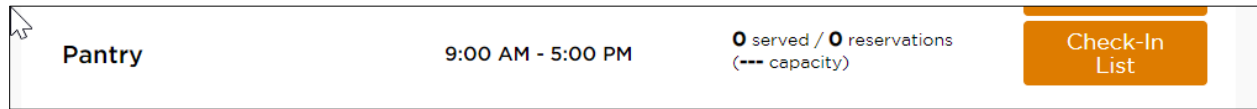


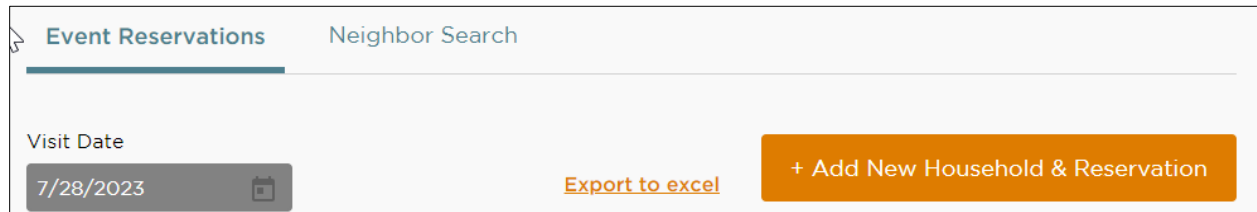
Add New Household & Visit – Using Reservations

Once you log in, scroll down to Events Today section. Choose your event and click on Check-In List.



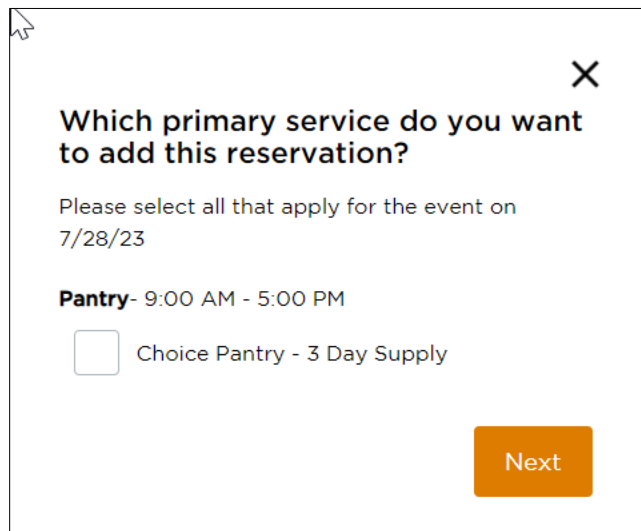
A screenshot of an event card for 'Pantry'. The card displays the event name 'Pantry', the time '9:00 AM - 5:00 PM', and the status '0 served / 0 reservations (--- capacity)'. On the right side of the card, there is an orange button labeled 'Check-In List'.

Click on +Add New Household and Reservation.



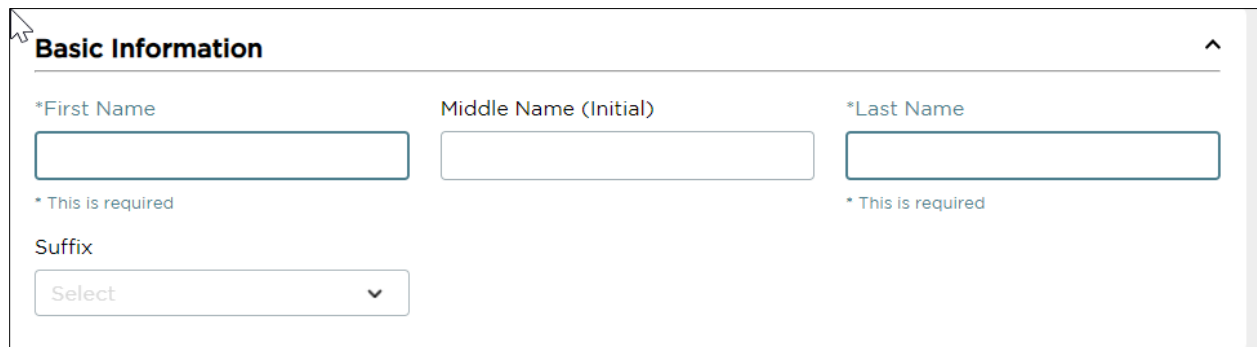
A screenshot of the 'Event Reservations' section. It shows a navigation bar with 'Event Reservations' and 'Neighbor Search'. Below the navigation bar, there is a 'Visit Date' field with the date '7/28/2023' and a calendar icon. To the right of the date field is an orange button labeled '+ Add New Household & Reservation'. Below the date field, there is a link labeled 'Export to excel'.

The following box will appear. Check the appropriate box and click Next.



A dialog box with a close button (X) in the top right corner. The main heading is 'Which primary service do you want to add this reservation?'. Below the heading, it says 'Please select all that apply for the event on 7/28/23'. Underneath, it lists 'Pantry- 9:00 AM - 5:00 PM' and a checkbox next to the text 'Choice Pantry - 3 Day Supply'. At the bottom right of the dialog box is an orange button labeled 'Next'.

Complete the Household Information.



A screenshot of the 'Basic Information' form. The form has a title 'Basic Information' and a collapse icon (upward arrow) in the top right corner. It contains three input fields: '*First Name', 'Middle Name (Initial)', and '*Last Name'. Below the '*First Name' and '*Last Name' fields, there is a small text '* This is required'. At the bottom of the form, there is a 'Suffix' dropdown menu with the text 'Select' and a downward arrow.

Contact ^

*Address No fixed address ?

* This is required

Apartment, Floor, etc.

*City *State *ZIP

* This is required * This is required * This is required

*County

* This is required

Email Address Ok to contact ?

*Phone # Ok to contact ? No phone

* This is required

What method of communication do you prefer?

Text Call Email

Household ^

How many people in your household, not including yourself, will benefit from the services provided today? ?


Household Members

Proxy xy ^

How many people outside of your household would be picking up food for you? ?

Proxies


SNAP Benefits





*Is anyone in your household currently receiving SNAP or food stamps? 

* This is required


- Yes No Don't Know / Prefer not to answer

Other Government Programs

Does anyone in your household currently receive benefits through the following government programs? 

- Don't know / Prefer not to answer Medicaid  Refugee Assistance
- Supplemental Security Income (SSI)  TANF or cash assistance  Women, Infants, and Children (WIC) 

Income

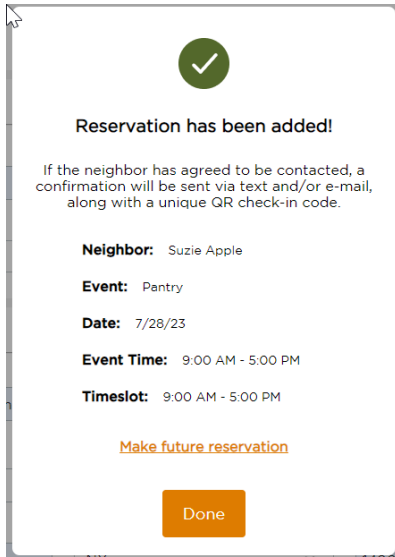
Is your total household income lower than?: 

per month or **\$32,805** per year

- Yes No Don't Know

Note: Total Household Income amount is automatically generated based upon household size.

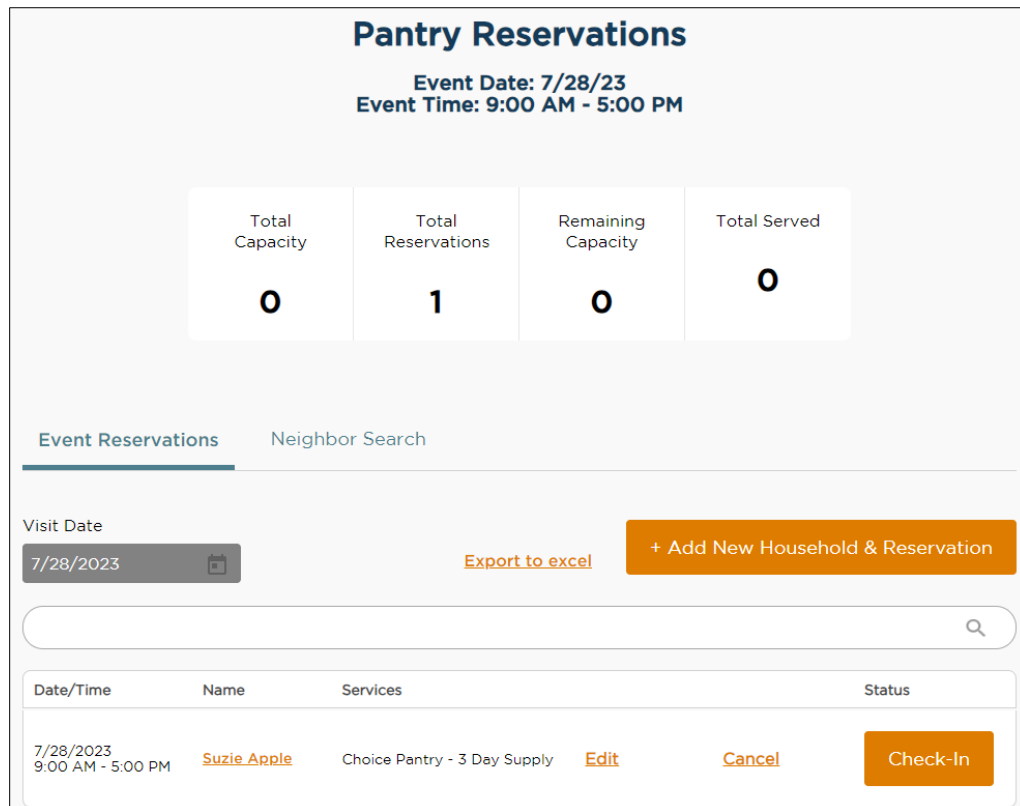
Click Finish. The following box will pop up.



You then have the option of clicking Done or to make a future reservation.

When you click on the Make Future Reservation link, it will take you to the following screen.

When you click Done, the reservation will be added.



When you click on the Make Future Reservation link, it will take you to the following screen.

Make an Event Reservation For Presley Peach [Export to excel](#)

Date Range: TO

Date	Time	Event	Services	Total Reservations	Capacity	
7/27/23	8:00 AM - 5:00 PM	Pantry	Choice Pantry - 3 Day Supply	1	---	<input type="button" value="Reserve"/>
7/27/23	8:00 AM - 5:00 PM	Food Cart	Food Cart	0	---	<input type="button" value="Reserve"/>
7/27/23	8:00 AM - 5:00 PM	Baby Diapers - no food	Baby Diapers	0	---	<input type="button" value="Reserve"/>
7/27/23	8:00 AM - 5:00 PM	Adult Diapers - no food	Adult Diapers	0	---	<input type="button" value="Reserve"/>

From this screen you may make reservations for any of the events offered during the designated date range. And, you have the ability to change the date range.