

ONLINE MEAL EVENT INSTRUCTIONS

PLEASE REVIEW THE FLYERS ON THE WEBSITE PRIOR TO FILLING OUT THE MEAL ORDER FORM

Click on the Meal Event Order Form:

Step 1: Enter your personal information on the form.

Add additional attendees if desired

Step 2: Choose Event

Click on "select event".

Choose meal from drop down menu and make meal choice.

When you have completed all your meal event purchases click "I'm Done".

Next "How do you want to pay for your meals" will pop up.

1: Choose "online" if paying by Credit Card or PayPal.

2: Choose "by mail" if paying by check.

Click continue button to next step

Step 3: REVIEW ORDER AND CHECK OUT

Verify all your information.

To update your personal information, add or delete an attendee, click on "click here to make changes" then update.

Your Events: To update, add or delete event, make changes and update

Return to order summary and check out

Choose online or by mail.

Please note: The "START OVER" button clears the form and you can start a new order form.

By Mail

Once you have completed the order form, print 2 copies of the order form.

Mail 1 copy of the form with check your payable to "The Grand Chapter of California".

Keep the 2nd copy and bring with you to Grand Chapter.

Once you have downloaded the form and printed, you have finalized your order.

EXIT SYSTEM

Step 4: Buy online now.

If paying by Credit Card, fill out all the required information and click on "PROCESS PAYMENT". You will receive an email from Oescal for registration confirmation with a pdf transaction detail. This will have your Transaction ID and your payment Id listed as well as the meals you have purchased. Please bring a copy of this with you to Grand Chapter

PLEASE NOTE: If you are using Internet Explorer and are having difficulties with the form, change your browser to Chrome or Firefox. Certain versions of Internet Explorer are not compatible with this meal system.

PLEASE NOTE: Changes cannot be made once you have finalized and submitted your order.

You may place additional order as many times as you desire. **Please call the Grand Chapter Office at (714) 986-2380 for any questions or requests.**

"THANK YOU FOR USING OUR ONLINE EVENT SYSTEM"