

# Booking Dining Reservations

## Why Book Online?

Booking a dining reservation using the online dining system is an extremely easy way to sign up for dining reservations. Dining reservations will allow you to access events, see event details, reserve a spot, receive email communication on the event, and link events to your own personal calendar. Simply follow the steps below to begin using the calendar today.



## Calendar Location

Before you can make a reservation, you'll first need to access the dining reservations page. Login to your website to enter the private member portion of the website. Once you're logged in, you may access dining reservations from several spots.



Names & Calendar Locations:

### Dining Reservations | Quick Links, Under Dining Tab

## Dining Reservations Overview

**Dining Reservations** | My Reservations Need Help?

**Tuesday, August 01**  
8/1/2017  
Wednesday, August 02 >>

JUMP TO TODAY

■ AVAILABLE   ■ UNAVAILABLE   ■ SOLD OUT   ■ YOUR RESERVATION

### The Grille

**LUNCH : 11:00 AM - 2:30 PM**

11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM <a href="#">EDIT</a>
1:30 PM	2:00 PM <a href="#">EDIT</a>	2:30 PM		

**DINNER : 5:00 PM - 8:30 PM**

5:00 PM <a href="#">BOOK</a>	5:30 PM <a href="#">BOOK</a>	6:00 PM <a href="#">BOOK</a>	6:30 PM <a href="#">BOOK</a>	7:00 PM <a href="#">BOOK</a>
7:30 PM <a href="#">BOOK</a>	8:00 PM <a href="#">BOOK</a>	8:30 PM <a href="#">BOOK</a>		

### Wine Cellar

**DINNER : 5:00 PM - 8:30 PM**

5:00 PM <a href="#">BOOK</a>	5:30 PM <a href="#">BOOK</a>	6:00 PM <a href="#">BOOK</a>	6:30 PM <a href="#">BOOK</a>	7:00 PM <a href="#">BOOK</a>
7:30 PM <a href="#">BOOK</a>	8:00 PM <a href="#">BOOK</a>	8:30 PM <a href="#">BOOK</a>		

The dining reservations view will default to the current date. You may change the date by using the datepicker.



**Tuesday, August 01**

<< Monday, July 31      8/1/2017      Wednesday, August 02 >>

JUMP TO TODAY

■ AVAILABLE    ■ UNAVAILABLE    ■ SOLD OUT

1

2

« AUGUST 2017 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUMP TO TODAY      CLOSE X

You may also change the date by using the date links on either side of the datepicker to move forward or backward in time.

**Tuesday, August 01**

<< Monday, July 31      8/1/2017      Wednesday, August 02 >>

JUMP TO TODAY

Below the datepicker there will be a legend that you may refer to, which shows the color codes for booking.

**Tuesday, August 01**

<< Monday, July 31      8/1/2017      Wednesday, August 02 >>

JUMP TO TODAY

■ AVAILABLE    ■ UNAVAILABLE    ■ SOLD OUT    ■ YOUR RESERVATION



Time slots will be listed on the dining reservation calendar which you may reserve.

The Grille					
LUNCH : 11:00AM - 2:30PM					
11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	EDIT <a href="#">↗</a>
1:30 PM	2:00 PM	2:30 PM			
DINNER : 5:00PM - 8:30PM					
5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	BOOK <a href="#">↗</a>
7:30 PM	8:00 PM	8:30 PM			

If the time slot is in green then the spot is available to book. Reservations can be made **X days** in advance. Same day booking ends at **Xpm** the day of the reservation.

The Grille					
LUNCH : 11:00AM - 2:30PM					
11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	EDIT <a href="#">↗</a>
1:30 PM	2:00 PM	2:30 PM			
DINNER : 5:00PM - 8:30PM					
5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	BOOK <a href="#">↗</a>
7:30 PM	8:00 PM	8:30 PM			

If the time slot is in gray, then the spot is unavailable to book.

The Grille					
LUNCH : 11:00AM - 2:30PM					
11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM	EDIT <a href="#">↗</a>
1:30 PM	2:00 PM	2:30 PM			
DINNER : 5:00PM - 8:30PM					
5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	BOOK <a href="#">↗</a>
7:30 PM	8:00 PM	8:30 PM			



If the time slot is in blue, then you have already made a reservation for this time slot.

**The Grille**

LUNCH : 11:00AM - 2:30PM

11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM EDIT
1:30 PM	2:00 PM EDIT	2:30 PM		

DINNER : 5:00PM - 8:30PM

5:00 PM BOOK	5:30 PM BOOK	6:00 PM BOOK	6:30 PM BOOK	7:00 PM BOOK
7:30 PM BOOK	8:00 PM BOOK	8:30 PM BOOK		

## Make a Reservation

Now that you've reviewed the dining reservation tools, you can start booking dining reservations..

Click on the time slot that you wish to make the reservation for (available time slots for booking will be in green).

**The Grille**

LUNCH : 11:00AM - 2:30PM

11:00 AM	11:30 AM	12:00 PM	12:30 PM	1:00 PM EDIT
1:30 PM	2:00 PM EDIT	2:30 PM		

DINNER : 5:00PM - 8:30PM

5:00 PM BOOK	5:30 PM BOOK	6:00 PM BOOK	6:30 PM BOOK	7:00 PM BOOK
7:30 PM BOOK	8:00 PM BOOK	8:30 PM BOOK		



This will launch the Book Reservation window where you can add details to your reservation.

The screenshot shows a 'Book Reservation' window with the following fields and options:

- Date: 08/02/2017
- Time: 5:30 PM
- Adults: 2 Adults
- Dining Room: Wine Cellar
- Children: None
- Send Notifications
- Patron 1: Aaron, Duane
- Patron 2: Type Patron Name
- Comments section with a text area and the prompt 'Write a comment'
- Buttons: Discard Changes (with a red X icon) and Make Reservation (with a green checkmark icon)

At the top of the Book Reservation window, you can also change the reservation date, time, and dining room if needed.

This close-up screenshot highlights the top section of the 'Book Reservation' window, showing the following fields:

- Date: 08/02/2017
- Time: 5:30 PM
- Adults: 2 Adults
- Dining Room: Wine Cellar
- Children: None



Using the dropdown menu, choose how many adults and how many children will be attending.

The screenshot shows a 'Book Reservation' form. The 'Date' field is set to 08/02/2017 and the 'Time' field is set to 5:30 PM. The 'Adults' dropdown menu is expanded, showing options from 2 Adults to 6 Adults. The '4 Adults' option is highlighted with a mouse cursor. To the left of the dropdown, there are three checked checkboxes labeled 'Send M', 'Patron 1', and 'Patron 2'.

Once you have selected the party size, the listing of patrons will expand to match our selection.

Please add the names of the other members or guests joining you.

To add another member to your reservation, start typing their last name, a comma, and then their first name into the patron field and click on their name when it populates in the listing.


The screenshot shows the 'Book Reservation' form with 'Patron 1' set to 'Aaron, Duane'. The 'Patron 2' dropdown menu is expanded, showing search results for 'Luna'. The results include 'Luna, Mr. Donatas', 'Luna, Mr. James', 'Luna, Mrs. Katie', 'Luna, Mrs. Monica Dirito', and 'Luna, Mc Barbara'. The 'Luna, Mr. James' option is highlighted with a mouse cursor. Below the dropdown, there is a 'Filter' section with checkboxes for 'Buddies' and 'Guests', and a 'Write a comment' field with a dropdown menu for 'New Guest', 'Guest TBA', and 'TBD'.



To add a guest, enter a guest's first name and last name and hit enter. Guests that you have included in the reservation in the past will display in the dropdown list for you to select.

<input checked="" type="checkbox"/>	Patron 1	<input type="text" value="Aaron, Duane"/>	▼
<input checked="" type="checkbox"/>	Patron 2	<input type="text" value="Luna, Mr. James"/>	▼
<input checked="" type="checkbox"/>	Patron 3	<input type="text" value="Sarah Sheppard"/>	▼ 
<input checked="" type="checkbox"/>	Patron 4	<input type="text" value="Type Patron Name"/>	▼

If the guest is not in the system, you may easily add this guest so that the guest is easier to find on your next booking reservation. Simply click the green person icon next to the patron section.

<input checked="" type="checkbox"/>	Patron 1	<input type="text" value="Aaron, Duane"/>	▼
<input checked="" type="checkbox"/>	Patron 2	<input type="text" value="Luna, Mr. James"/>	▼
<input checked="" type="checkbox"/>	Patron 3	<input type="text" value="Sarah Sheppard"/>	▼ 
<input checked="" type="checkbox"/>	Patron 4	<input type="text" value="Type Patron Name"/>	▼





Next, add the guest's information and click Add Guest.

You may also leave fields as 'Type Patron Name' and these will be converted to TBDs, or placeholders, for your reservation.

To the left of each person, check the boxes to select who will receive an email confirmation for this reservation.

If you would like to include comments with your reservation, please feel free to do so by typing in the comments section.



Once you are ready to confirm your reservation, click Make Reservation.

Book Reservation

Date: 08/02/2017  
Time: 5:30 PM  
Adults: 4 Adults  
Dining Room: Wine Cellar  
Children: None

Send Notifications

Patron 1: Aaron, Duane  
 Patron 2: Luna, Mr. James  
 Patron 3: Sheppard, Sarah  
 Patron 4: Type Patron Name

Comments  
Our guest Sarah has a nut allergy.

## Editing an Existing Reservation

You can make edits to existing reservation by navigating to the date the reservation is on and clicking the blue Edit button.

Wine Cellar

DINNER : 5:00PM - 8:30PM

5:00 PM	BOOK	5:30 PM	EDIT	6:00 PM	BOOK
7:30 PM	BOOK	8:00 PM	BOOK	8:30 PM	BOOK

The Book Reservation window will launch. From here, you may alter details on your reservation.

Once you are ready to confirm the changes to your reservation, click Make Reservation.



## Need to cancel?

You can cancel a reservation by navigating to the date the reservation is on and clicking the blue Edit button.

The Book Reservation window will launch.

Click Cancel Reservation at the bottom of the booking window.

The screenshot shows a 'Book Reservation' window with the following elements:

- Patron 1:  Patron 1 **Aaron, Duane** (dropdown menu)
- Patron 2:  Patron 2 **Luna, James** (dropdown menu)
- Patron 3:  Patron 3 **Sheppard, Sarah** (dropdown menu) with a green person icon
- Patron 4:  Patron 4 **To Be Determined** (dropdown menu)
- Comments section: A text box containing the text "Our guest Sarah has a nut allergy."
- Bottom navigation bar: Three buttons: **Cancel Reservation** (with a trash icon, highlighted with a red box), **Discard Changes** (with a red 'x' icon), and **Update Reservation** (with a green checkmark icon).