## **Chick-fil-A Reservation System**

## Breakfast Giveaway | Operator/RMD Guide

## **Customize Your Event:**

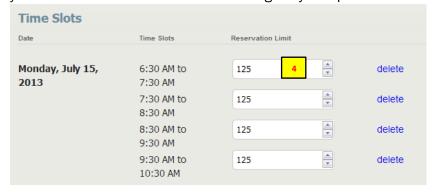
1. On the Home/Reservation Dashboard page, in the 'Active' reservations table, click the **View Summary** link in the last column of the table for the event you wish to modify. (This will take you to the 'Occurrence' (Store) page)



2. On your 'Occurrence' page, in the first table, click the **Edit Capacity** link in the first column of the table for your store event to see the timeslot and capacity settings for your event.



3. The 'Edit Occurrence' page displays the timeslots and capacity per timeslot CFA, Inc. has set up for your event. The timeslots cannot be changed by an Operator or RMD.

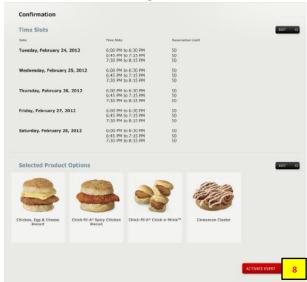


- 4. Capacity (maximum reservations) for each timeslot can be modified by entering a new number into the text field, or clicking the up and down arrows to adjust. You may increase or decrease the capacity for particular timeslots as long as you stay within the minimum daily capacity limit set by CFA, Inc.
- 5. Click Save to continue to the Product Options step of the customization process.

6. The breakfast products to be offered have been pre-selected by CFA, Inc. However, you have the option to select from among those products.



- 7. Select **Submit & Continue** to see an Overview of your timeslots, capacity and product selections.
- 8. Review and confirm the details of your Event. Click **Activate Event** to ensure the changes are reflected once the site goes live.

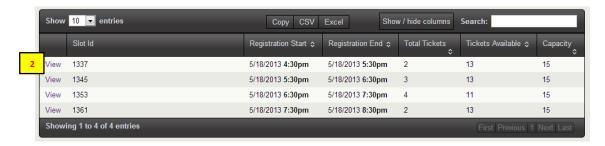


## Pull Your Event Guest List

1. On the Home/Reservation Dashboard page, in the 'Active' reservations table, click **View Summary** for the event you would like to pull a report for.



2. On your 'Occurrence' page, the second table lists all of the timeslots for your event. Select **View** for the time slot in the table you would like to pull a report for.



3. The 'Time Slot Details' page displays an overview of the Event details, as well as a table with a list of reservations.



- 4. You may export the guest list by selecting **Excel** in the top right-hand corner of the table, or you may copy the table and paste into Excel.
- 5. Tip In the top of the table, there is a Show/hide columns button. This button will allow you to select and deselect the columns that appear in the table (and export).