



Online Ordering for the Smoothie King Center

Website: skc.ezplanit.com

First Time placing an order?

You will need to create your user account. Click on **LOG IN** located at the top right corner of webpage and click on **Create your Account.**

You will be prompted to fill out required fields to set up your user account. This is done one time only. **Please retain your User Name & Password for future use.**

Returning User at the SKC?

Click on **Login** if you have a username & password for the **Smoothie King Center.**

If you have an Ezplanit **login for another venue** (SKC, Baby Cakes) that login **will not work at the SKC.** Please create another login, as logins, are venue specific. If you need assistance, please contact Carol Hernandez at 504.558.6278

Placing an order:

1. Select your Event by clicking the date of the event on calendar or from event list. Click on **Place Order** link.
2. Select your **location/Suite#.**
3. Select menu category of choice. You may use the light gray scroll bar to the right of categories to view **all** categories.
4. Click on a menu Item to expand and select **Add** to move to your cart.
5. Once you have completed adding items to your cart, click "**Go To Checkout**".
6. Review your order and select a method of payment. If this is your **first-time ordering**, please click on "**Add New**" and enter your credit card information. Your card information will be retained for future use.
7. Click **Continue.** You will be able to review the order, give delivery instructions and list the names of authorized guests, that can make purchases on event day by typing that information in the **Notes** section.
8. Check the box that you **agree to the venues policies** and then submit order. You may read the venue policies by clicking on the policy link.
9. You will receive an order number (located at the top of page) when you order is successfully submitted. If you do not receive, your order was not placed.
10. You will also receive an itemized copy of your order for your approval. Please sign and return via fax to 504.587.7939 or via email.
11. For changes or questions about your order please contact **Carol Hernandez at 504.558.6278** or **Catering Coordinator Monica Linam at 504.558.6260 ext. 6608**

Orders are due by 5pm (4) business days prior to event