

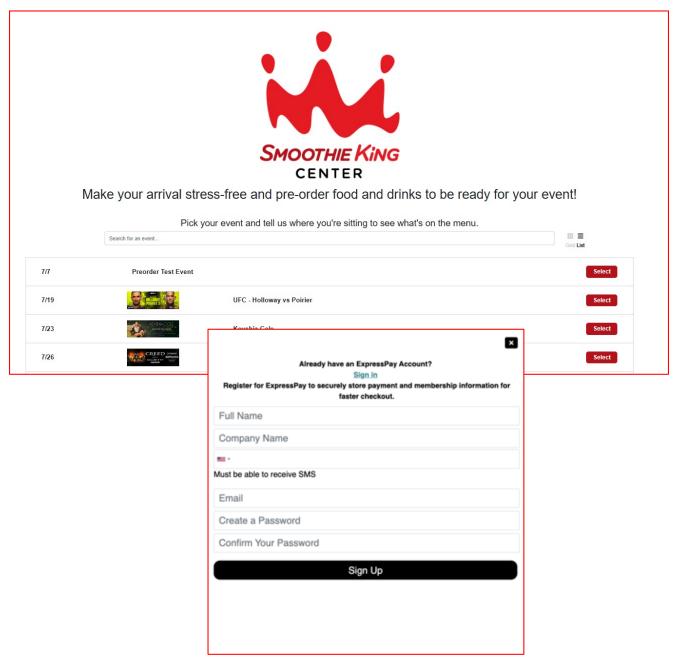
SUITE CATERING ORDER GUIDE

SMOOTHIE KING SUITES

HOME PAGE

ORDERING INFORMATION

- Copy and paste the above Smoothie King Center link into your browser.
- First time users will need to click the "Sign Up" button to create an account.
- Select your Suite and the event that you are attending. Then select "Go to Menu"
- By placing an order an account will be made for you. The mobile number must be a phone that you can receive text notifications. As you will receive a text message for confirmation of identity in present and future orders
- For future orders, you will be able to login to your account and place orders to your suites by selecting "Login" in the upper right, hand corner.



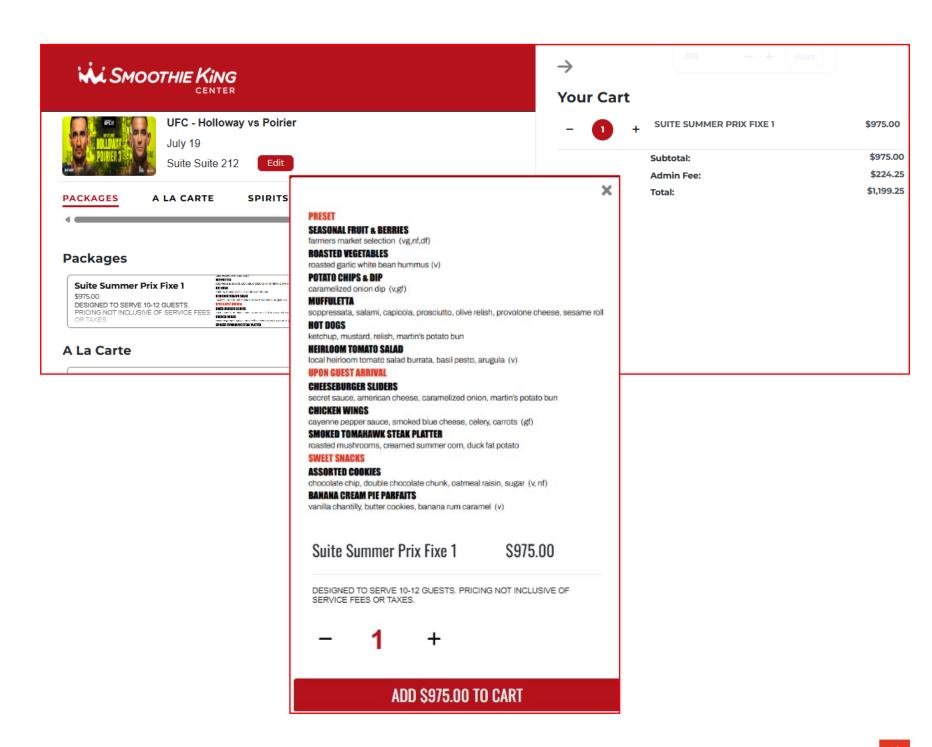
SMOOTHIE KING CENTER LOGIN

HTTPS://PREORDER.TAPIN2.CO/2121



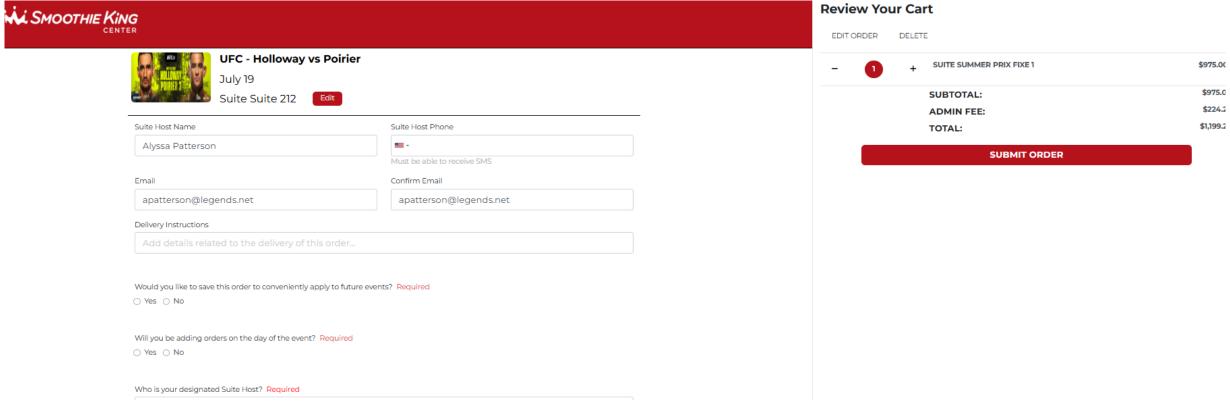
ITEM SELECTION

- The top menu bar is scrollable from right to left by category
- To change categories, click on the category you wish to view.
- Select the menu items that you would like to order by either pressing "Quick Add" or selecting the product elsewhere.
- To add an item, CLICK on the item, adjust the quantity you would like and hit ADD TO CART.
- Once you CLICK on the item, it will enlarge and display an item description, dietary restrictions, and other item related details.
- When everything is in your cart, select "Check Out"





ORDER INFO & REVIEW

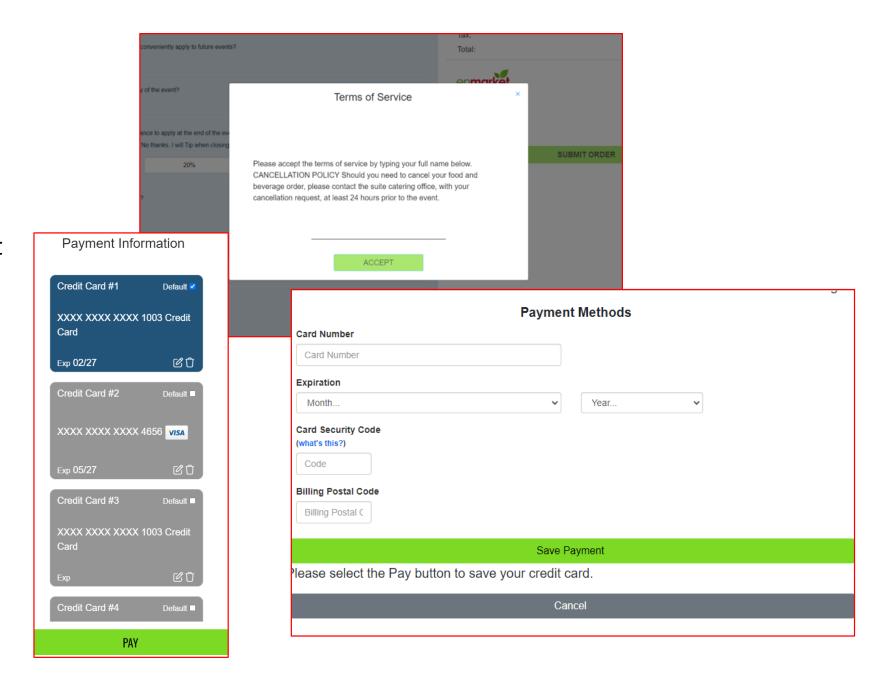


- After selecting your menu items, you will click CHECK OUT and it will take you to the Final Step! Page.
- You will be required to enter your Mobile Number and verify all your information.
- All fields listed as a REQUIRED in Red are mandatory fields to fill out prior to hitting "CHOOSE PAYMENT METHOD"
- When you enter the Suite Host Phone, a confirmation code pop will appear, if you are not logged in, that will authorize us to text you a confirmation code by selecting "Get Code" or login by email.
 - When you enter your confirmation code correctly, you will be able to charge all saved credit cards or add new payment.



TERMS OF SERVICE

- Enter your initials on this "Terms of Service" to approve the Terms of Service
- Then press "Accept"
- Once that pop up disappears your saved credit cards appear, where you may select the credit card you would like to charge
- If you are entering your credit card for the first time, the "Payment Methods" will appear where you may enter credit card details
- To make that credit card a default card, select the "default" checkbox at the bottom.





ORDER CONFIRMATION

ORDERING INFORMATION

- Once you've placed your order, you will be redirected to our confirmation page shown to the right.
- You will receive an email with copy of your order.
- Please be sure to review all details of your order to ensure everything is correct. If you need to make any adjustments, log in and update your order before the deadline.
- After that, you're all set!
- You may add another order for a different event by selecting "Start Over".
- You may also review your past and future orders by going to the home page or selecting "Start Over".



Thank you!

Your order is completed and you will receive an e-mail confirmation shortly with additional instructions and contact information.

Enjoy the show!

Preorder Test Event

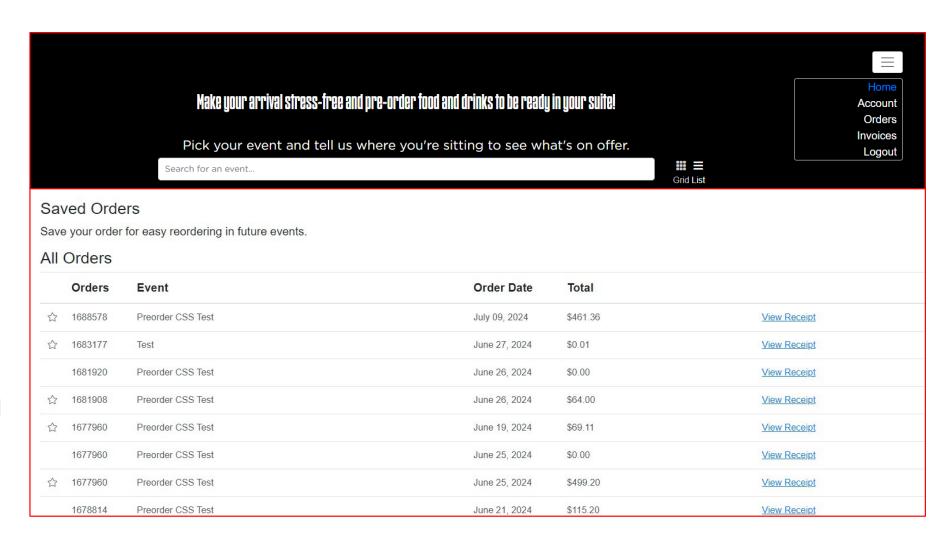
July 14 - 5:00PM

Start Over



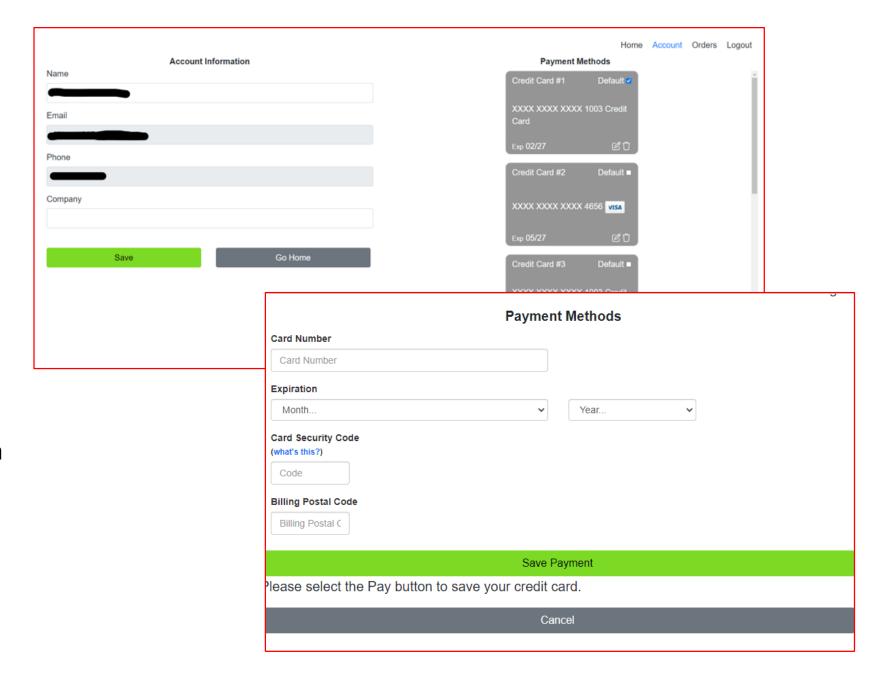
PAST/FUTURE ORDERS & RECEIPTS

- After logging into your account, you can select "Orders" on the upper right-hand corner.
 - You can also go to the home page and "Login" on the upper right-hand corner.
- Here you will be able to see your receipts and print them out as well by selecting "View Receipt".
- On this page, you will see all your past and future orders for review.



PAYMENT MANAGEMENT

- When you are logged into your account from the home page, select "Account" to manage your information including payment options,
- The default card has a blue check mark.
- You may select "Save New Card" to add a credit card to your account.
- The second pop up will appear where you may enter your credit card credentials to add payment.
- Make sure to press "Save Payment" when adding payment.





GENERAL NOTES & FAQS

THE PRE-ORDER DEADLINE IS (3) BUSINESS DAYS PRIOR TO ANY SCHEDULED EVENT. ONCE THE PRE-ORDER DEADLINE HITS, YOU WILL BE ABLE TO ORDER FROM OUR DAY OF EVENT MENU UNTIL 1 DAY PRIOR TO EVENT DAY. THE PORTAL WILL NOT LET YOU PLACE AN ORDER PAST THE PRE-ORDER DEADLINE.

1. Can I order for multiple events?

YES, YOU CAN ORDER FOR ANY EVENT THAT IS WITHIN THE PRE-ORDER WINDOW.

2. Can I update my order or Suite Host prior to an event?

YES, YOU CAN UPDATE THE SUITE HOST AND/OR ORDER BY NAVIGATING TO YOUR "ORDERS" PAGE AND SELECTING "EDIT" ON THAT PREORDER AND UPDATING THE CONTACT INFORMATION ACCORDINGLY

3. What happens if I forget my login password?

YOU CAN EITHER SIGN IN USING YOUR PHONE NUMBER WITH A OTP CODE OR SELECT "FORGET PASSWORD" ON THE "LOGIN" PAGE

4. How can I manage my payment methods?

NAVIGATE TO THE EVENT/SUITE SELECTION PAGE AND SELECT "ACCOUNT" YOU CAN THEN ADD A CREDIT CARD USING THE "ADD CREDIT CARD" OPTION OR REMOVE SAVED PAYMENTS BY SELECTING THE "X" NEXT TO THAT CARD

5. Can I add a favorite order for easy reorder?

YES, YOU CAN FAVORITE AN ORDER AT THE EVENT INFORMATION PAGE AND ADD IT TO A NEW TAB ONCE YOU'VE STARTED AN ORDER FOR A NEW EVENT.



CONTACT INFO

IF YOU HAVE ANY ISSUES ACCESSING YOUR ACCOUNT OR NEED ASSISTANCE, PLEASE REACH OUT TO OUR SUITES CATERING TEAM.

HOURS OF OPERATION

Regular Office Hours: 9:30am - 5:00pm CT,

Monday - Friday

For general inquires, please contact us at:

skcsuites@legends.net

WE LOOK FORWARD TO HOSTING YOU AT SMOOTHIE KING CENTER!

