How do I add meals to my completed registration?

- 1. Login to your account.
- Meals are options to conference session. Therefore, you must have a current reservation in one of the categories below before you can add meals:
 - a. 2012 .. First Time Group or Camp (2 to 5 attendees)
 - b. 2012 .ACA Member (3 10 attendees)
 - c. 2012 .Non-Member (3 to 5 attendees)
 - d. 2012 First Time Individual
 - e. 2012 Individual Registration
 - f. 2012 Steering Committee
 - g. 2012 Student (not affiliated with a camp)
- 3. In the "Current Reservations" block click the <u>View</u> link (see the image below for location).

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My Account >>	Reservations >>	i Make a payment	>> 🯹	Contact	us >>	
Account Detail					Log Ou	
Account Detail			Print	<u>Statement</u>	Log Ou View Finances	
Account Detail Account #: 291971 Primary Contact		Account Balance: \$35.00 Current Reservations	Print	Statement <u>Make Ne</u> v	Loq Ou <u>View Finances</u> w Reservations	
Account Detail Account #. 291971 Primary Contact Stacie L. Simpson 1302 Wilmot Rd, Apt 101 Twin Lakes, WI 53181 Stacie.L. Simpson@gmail.com	Home Phone: Day Phone: Cell / Beer (715) 937-0415 Fax:	Account Balance: \$35.00 Current Reservations Session Individual Registration Simpson, Stacle *	Print Begin Date 3/11/2010	Statement Make Nev Balance \$35.00	Log OL <u>View Finances</u> w Reservations	
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4. Then click the **<u>Edit</u>** link on the next page (See below).

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5. The Meal Option screen will appear (See below).

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Si My Acco	unt >>	Reservations >> 🤯 Make a payment >>	Conta	act us >>				
Edit Session	Options			Log Out				
Select	Category	OptionName	Description	Cost				
🗹 Qty. 1	Meal Tickets	Friday Community Dinner		\$15.00				
🗹 Qty. 1	Meal Tickets	Saturday Box Lunch		\$5.00				
🗹 Qty. 1	Meal Tickets	Thursday Welcome Dinner Buffet		\$15.00				
	Cano	cel Save Session Options Clear my selections]					

Select the meals you would like to add then change the quantity for each meal you want to purchase – then use the "Save Session Options" button to complete addition of meals.

- 6. Add all desired meals to one registration.
- 7. The balance due for additional meals will be added to your account balance.
- 8. All pre-purchased meal tickets will be placed in the registration envelope for your group.