

### **Preorder Landing Page**

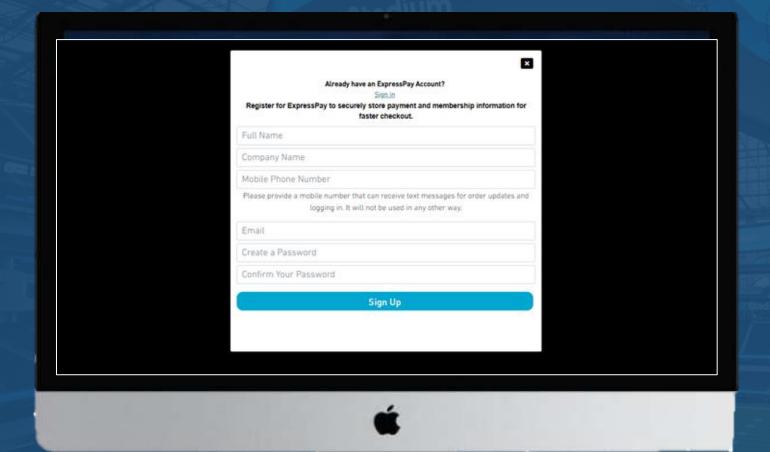




#### Page Information

- 1st time users are encouraged to "Sign up" and create an account to receive the account benefits
- Select "Get Started" to login, sign up or checkout as guest.
  - Signing in allows you to access your specific account information such as payment methods & favorite orders
- Device: the Webpage will format to the device you are using (PC, Tablet, Phone, etc)

### **Sign-Up Selection**



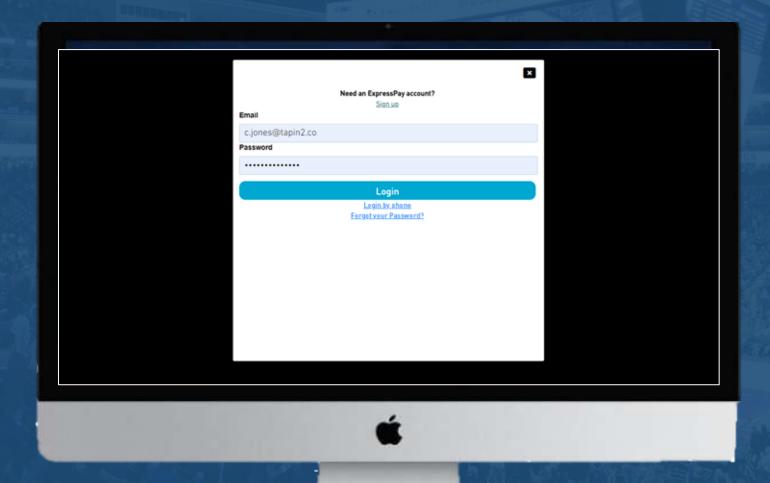
# tapin2

#### Sign-Up Options

- \*Please skip this step if you've been provided login credentials from the venue\* If necessary, update account information from the post sign-in page
- Follow the data inputs to complete your registration
- Creating an account allows you to save your payment methods, apply credits, view receipts, edit orders, etc.

### **Login Options**





# Login with one of the following options:

- Email & Password
- Phone number
- \*"Forgot Password" option for email login credentials\*

### Post Sign-In Page: User Options



## tapin2

Page Options: Manage your account and/or begin ordering!

 Account Button: Allows you to update the contact information and payment methods



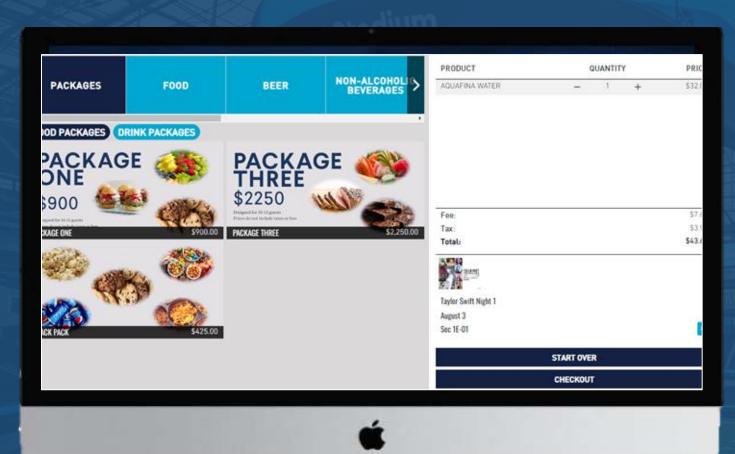
 Orders Button: Allows you to view all orders, view/print receipts and edit future orders within the ordering window



- Logout: Logs the user out of the system
- Select "Go To Menu"
  - o \*If you've saved an order, you can auto-add this order by selecting "Yes"

### **Menu Selection Page**

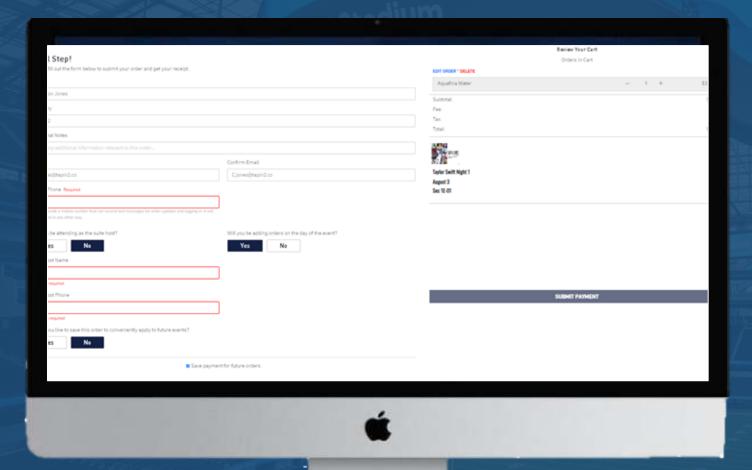




#### Page Options: Select your order!

- Categories: include Packages, Food, Beer,
   Non-Alcoholic Beverages, ets
  - You can scroll to the right to see more categories
  - Some categories may have subcategories for differentiation
  - Event & Suite Information will appear in lower right corner
    - Select edit to update event/suite
  - An order cart will appear on right side of screen
    - O Use "-" or "+" to adjust quantities
- Item Selection: Click the menu item and select "Add To Cart"
  - O Use "-" or "+" to adjust quantities
  - Select "Checkout" to continue to payment
  - Select "Start Over" to begin from step 1

### **Event Information**



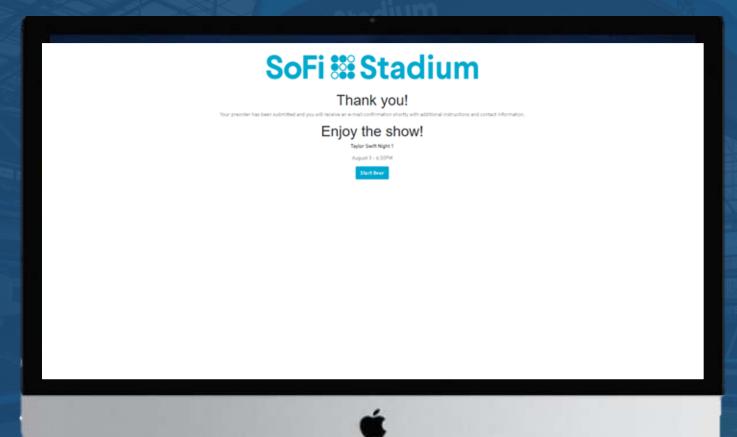


#### Page Options: Update event info!

- Contact Information: This information is auto generated once a login is created
  - o \*A customer will be prompted to sign in if they input an email or phone number associated with an account while signed out
- Suite Host- Let the team know who the suite host will be for that event (if it isn't the account holder)
- Will you add event day orders to the tab?
  - Select "No" to prompt a tip option if you will not be adding orders to this tab
- Payment: Select
  - First Time: Select "Submit Payment" to enter your credit card for the first time
  - Returning Guests: Select one of your stored payment method and hit "Submit Payment"
- Misc: You can adjust quantities using the "-" & "+" edit the order or delete the order from the cart page

### **Confirmation page**





Page Options: Your order has been submitted!

- This page confirms the order has been placed
- The account holder should receive an automatic confirmation email and/or text upon completion
- Select "Start Over" to place another order for your suite!

### **FAQ: Premium Preorders**



#### Can I order for multiple events?

Yes, you can order for any event that is within the ordering window

#### Can I update my order or suite host prior to an event?

Yes, you can update the suiteholder and/or order by navigating to your "orders" page and selecting "Edit" on that preorder
and updating the contact information accordingly?

#### 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

#### 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

#### 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.