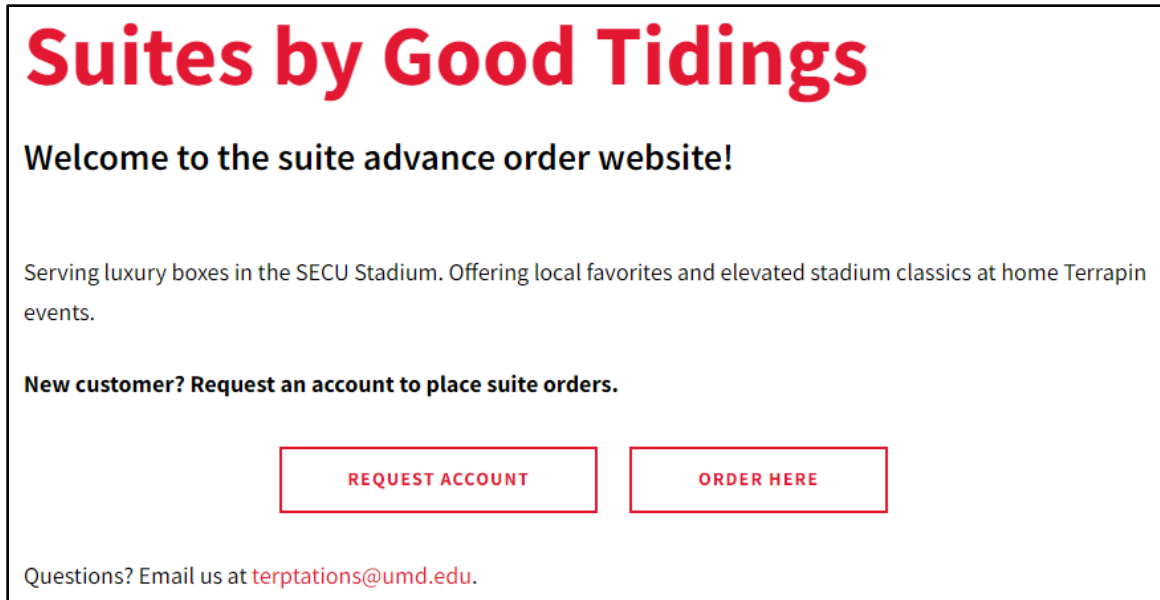


**I. Access the advance order website**


1. Open a web browser on your computer and go to the website [suites.umd.edu](https://suites.umd.edu).
2. The browser will be redirected to the web page **Suites by Good Tidings** (<https://dining.umd.edu/catering/suites-good-tidings>).



The screenshot shows the homepage of the Suites by Good Tidings website. At the top, the title "Suites by Good Tidings" is displayed in a large, bold, red font. Below the title, a black heading reads "Welcome to the suite advance order website!". A paragraph of text describes the service: "Serving luxury boxes in the SECU Stadium. Offering local favorites and elevated stadium classics at home Terrapin events." Below this text, a bolded line asks "New customer? Request an account to place suite orders." At the bottom of the main content area, there are two red-outlined buttons: "REQUEST ACCOUNT" on the left and "ORDER HERE" on the right. At the very bottom of the page, a line of text says "Questions? Email us at [terptations@umd.edu](mailto:terptations@umd.edu)."

3. If you are a new customer, click the **REQUEST ACCOUNT** button to register for a new customer account. Go to Section II.
4. If you already have a customer account, click the **ORDER HERE** button to start ordering. Go to Section III.

## II. Register for a new customer account

1. If you are a new customer and hit the **REQUEST ACCESS** button, the new customer registration form will be shown.
2. In the **Suites Account Creation** page, enter your contact, billing, and suites information. Click the **SUBMIT** button  when finished.

### Suites Account Creation

**NAME**

  
**CONTACT NAME**  
**ORGANIZATION**

:

**EMAIL ADDRESS**

  
Leave empty if same as contact information

**SUITES ASSIGNED**

**SUBMIT**

3. You will receive an email notification when your customer account is created. You will also receive a second email to reset the password of your user account.

### III Access and log in to the advance order website

1. If you have a customer account and hit the **ORDER HERE** button, you will be redirected to the ordering website (<https://suites.myvenue.com>)
2. If this is the first time you are in the advance order website, you will be prompted to enter a venue. Enter **UMS** to the **Venue Code** field and click the **Select** button.

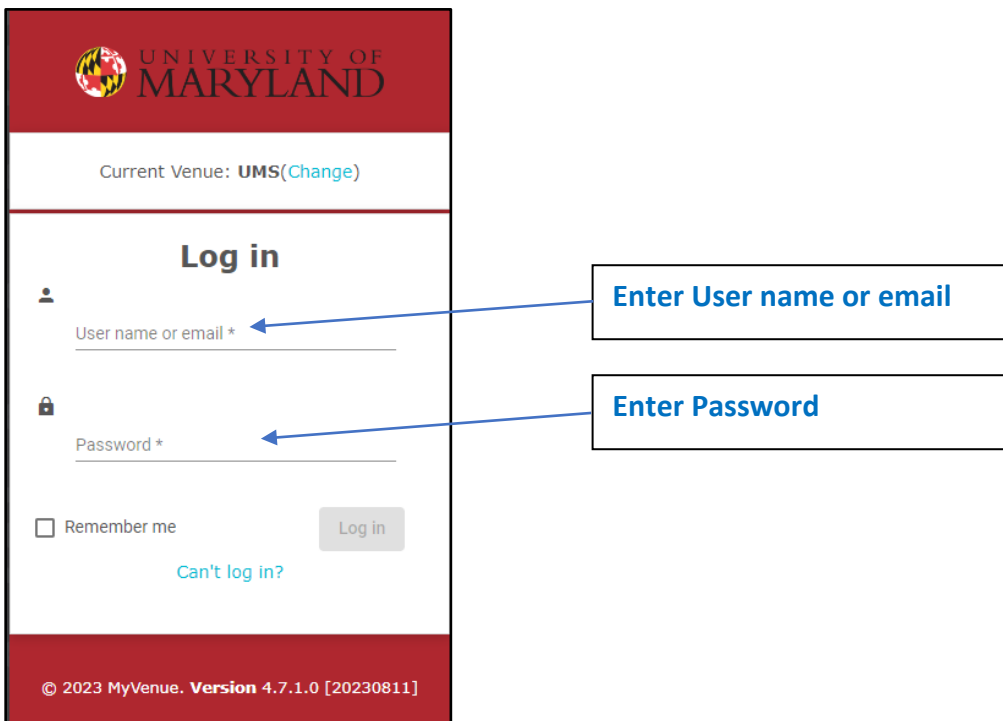


Select Venue

Venue Code  
UMS

Cancel Select

3. In the **Log in** screen, enter your **User name** or **Email**.
4. Then enter your **Password**.
5. Click the **Log in** button.



UNIVERSITY OF MARYLAND

Current Venue: **UMS**(Change)

### Log in

User name or email \*

Password \*

Remember me Log in


Can't log in?

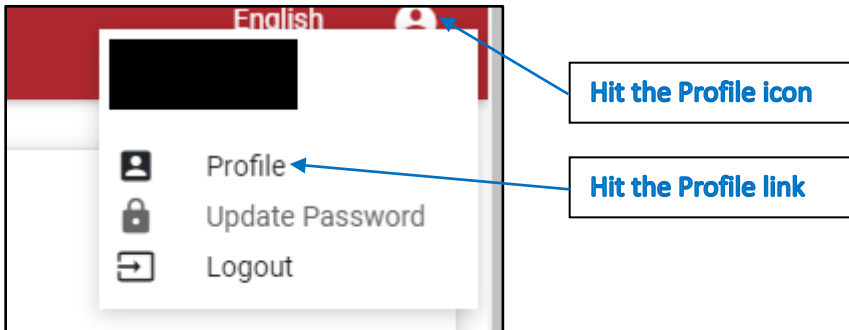
© 2023 MyVenue. Version 4.7.1.0 [20230811]


Enter User name or email

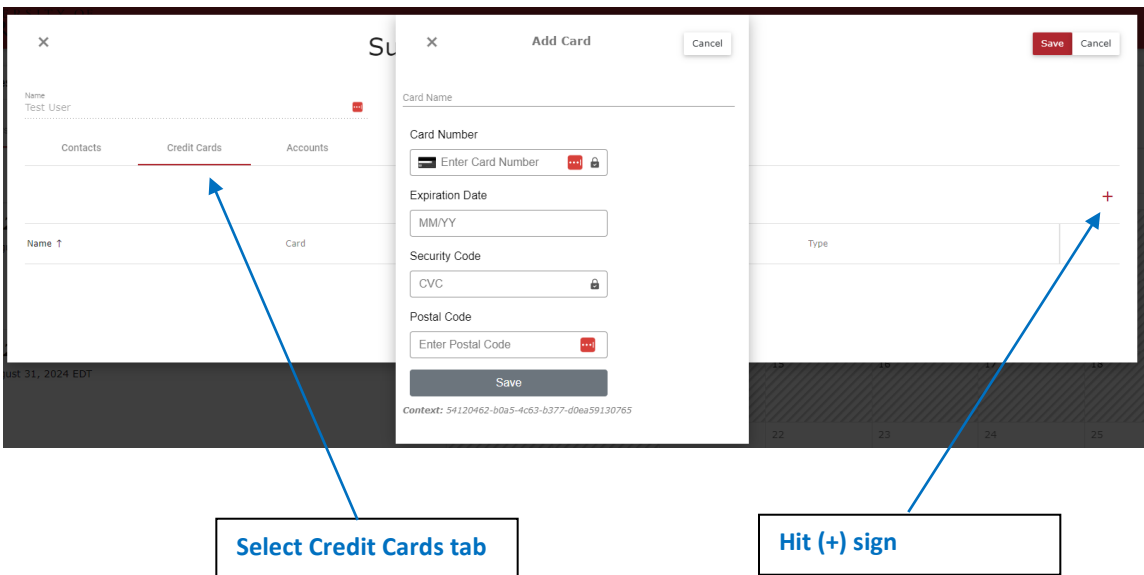
Enter Password

## IV Update user profile


1. After you have logged in to the advanced order page, you can update your profile to enter the credit card information to pay for the order. On the top right hand corner, click on the Profile icon  and select "**Profile**"

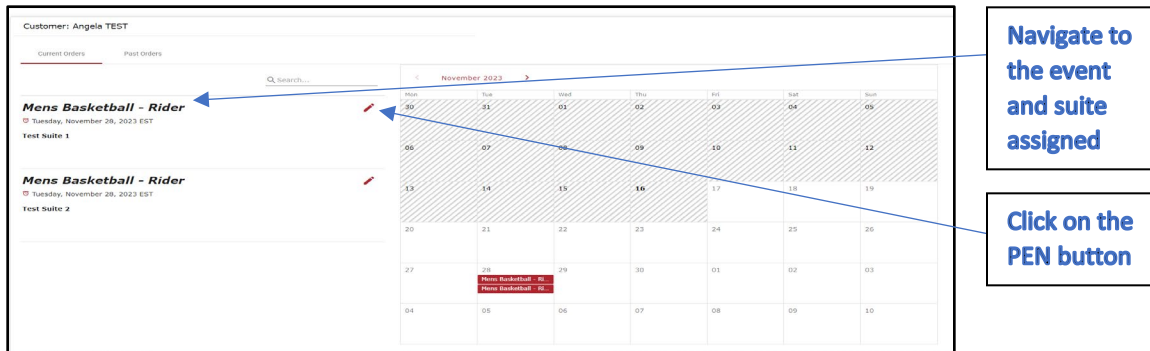



2. Select the "**Credit Cards**" tab. Click the  sign on the right. In the **Add Card** pop up screen, add your payment card information. Click the **Save** button to save the credit card information for future use.

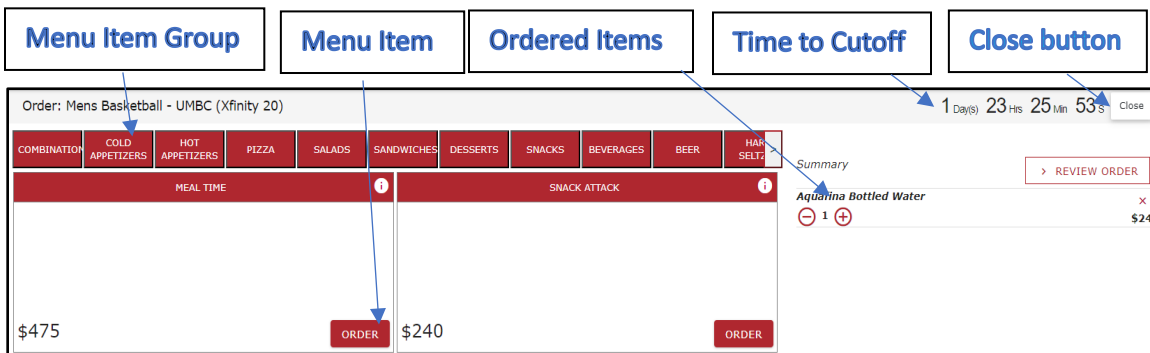


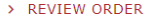

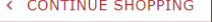
## V Place an advance order

1. After logging in, a calendar view of all events eligible to place an order to is presented on the right pane. On the left pane is an event-suite list.
2. On the left pane, navigate to the event and the assigned suite. Click on the pen  button.



3. In the **Order** page, select the Menu Item Group on the top row and click the **ORDER** button  to add the item to the Ordered Item list on the right.



4. You can quit the **Order** screen by clicking on the **Close** button.
5. In the **Ordered Item** list, you can click the + or – button to add or remove the quantity of an ordered item. If the quantity reaches 0, the item will be removed.
6. Click the **REVIEW ORDER** button  when finish placing all items to the **Ordered Item** list.
7. In the **Review Order** screen, you can review and update the ordered item list. Ordered items are listed followed by the total amount. You can also set the delivery time to either Game Time or Half Time. Click the **CHECKOUT** button  when finish reviewing, or click the **CONTINUE SHOPPING** button  to continue shopping.

The screenshot shows the 'Review Order' page for 'Basketball - Test Event (Test Suite 1)'. It lists items like 'Meal Time' and 'Mini Brownie Truffle Cakes' with plus and minus icons for quantity adjustment. A 'Notes' field is present for entering KFS or Foundation numbers. A 'CHECKOUT' button is at the bottom. Callout boxes on the right provide instructions: 'Click on Plus (+) to add or Minus (-) to subtract the quantity of ordered item.', 'Set the delivery time', 'Enter KFS # or Foundation # at the Notes field', and 'Click CHECKOUT button'.

8. If the order will be paid by KFS or Foundation, please put the KFS # or the Foundation # in the Notes field.
9. In the Check Out screen, add your contact information and credit card information that you updated in your profile if the order will be paid by credit card

The screenshot shows the 'Check Out' page for '08/31/24 Mens Football - UConn (Test Suite 1)'. It includes a 'Contact' dropdown menu, a 'Card #' dropdown menu with an 'ADD CARD' button, and a 'PLACE ORDER' button at the bottom.

**\*\*\*If a card was not added during the profile set up or you would like to use a different card, you can click the "Add Card" button to add a new card for payment. If you want to save the payment to your profile make sure that "Add to profile" is checked\*\*\***

10. Click on the PLACE ORDER button **PLACE ORDER** to place the order.
11. After placing the order, the browser will go back to the calendar view.
12. Click on the Profile icon and select **Logout** to exit the advance order website.