



Ordering System Update

How to Choose a Pickup Location

Your Akron-Canton Regional Foodbank is proud to offer two pickup locations, creating greater regional access. This guide walks you through how to choose your pickup location – Main Campus (Akron) or Stark County Campus (Canton) – when placing an order.

Questions? Please call the Network Partners and Programs department at 330.535.6900.

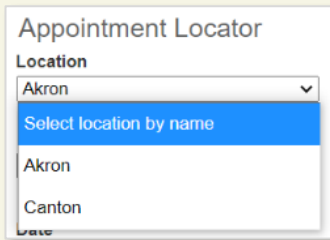
Note, please complete the following steps each time you place an order. If you have a recurring appointment, utilize a drop-site, or receive a delivery, please skip Step 1.

Step 1. Book Now

Log in to the e-ordering site and click *Book Now*.

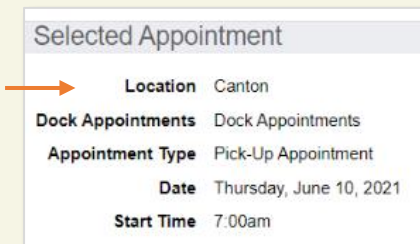


After logging in to the *Book Now* site, choose *Akron* or *Canton* by clicking the *Location* dropdown.



Proceed to choose your day and time as normal. Appointments are available Monday through Friday 7:00am – 2:00pm (Thursday until 1:00pm) at both locations.

At the end, before clicking *Finalize Appointment*, confirm your location by reviewing the appointment details.

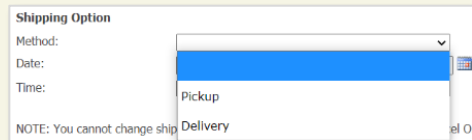


Step 2. Order Entry

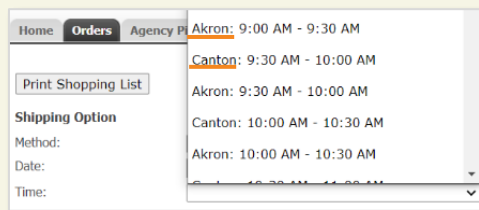
After closing the *Book Now* window, click *Order Entry*.



Choose *Pickup* on the *Method* dropdown (unless you receive a delivery).



Select your *Date* and then click the *Time* dropdown. Choose your time, corresponding to your pickup location.



Proceed to create your order as normal. At the end, before clicking *Checkout*, confirm your location by reviewing the details.

