

# Commencement Brunch Online Reservation Instructions 2022

Parents and family of our 2022 graduating class are now invited to make reservations for Commencement Brunch! The brunch will be held on May 8, 2022, at Anderson Commons. We look forward to serving you! Reservation deadline is May 3, 2022.

## STEP 1: Create an account

- Go to [bawheaton.catertrax.com](http://bawheaton.catertrax.com).
- Click on **Need an Account-click here** in the upper left corner to create an account.
- Enter your name, email, phone number and password. Click **Continue**.

## STEP 2: Add a payment method

- Go to the green tab that says **Online Wallet**.
- Click **Add** then under Payment Method Selection, select **Credit Card**.
- Complete the required information to add a new payment method. VERY IMPORTANT: You must **CLICK THE ORANGE SAVE BUTTON** to save the information.
- After you hit save, you will be prompted to fill in a **Wallet Description** - for this you can type **Temp Credit Card** and then click **Add Wallet Entry**.
- Now that you have successfully added the payment method, you can close the **Online Wallet** and are ready to make your reservation!

## STEP 3: Make your reservation

- Click on the green orders tab that says **Create New Order**.
- Choose the seating time you prefer. There are three choices (10am, 11:30am and 12:30pm), if a seating is sold out, please choose your next preferred option.
- After you select your timing, our brunch menu will display, scroll down and click **Pricing and Ordering**.
- Enter the total number of adults and children who will be part of your table. (Note: Do not include your Wheaton College graduating senior in your total.)
- Click **Order** then review and click **Continue** if everything looks correct.
- Select May 8, 2022, as the date. In the pick up box under **Method**, click **Credit Card**, and click **Copy Contact info**.
- Click **Yes** to confirm menu date and pick up date are the same, then click **Continue**.

## STEP 4: Check out to complete reservation

- Click **Proceed to check out**. Select **Credit card** as payment method, click **Online Wallet** then click the **Temp Credit Card** you previously entered in Step 2.
- Click **Process Order**. You will receive an email receipt confirming your reservation. Please print this receipt and bring it with you for entry into Anderson Commons at your dining time.

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