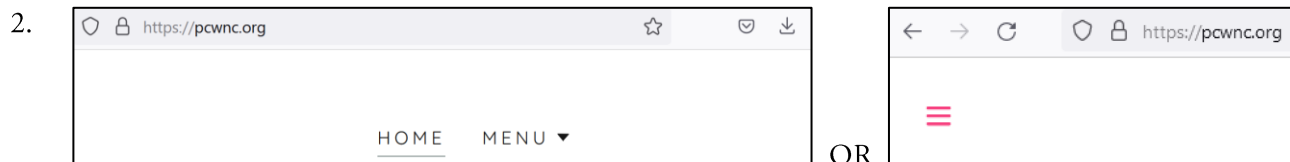


PCWNC Monthly Meeting and Luncheon Reservations

1. Go to pcwnc.org in your browser (ex. Edge, Chrome, Safari, Firefox). You can do this from your phone, tablet, or computer.

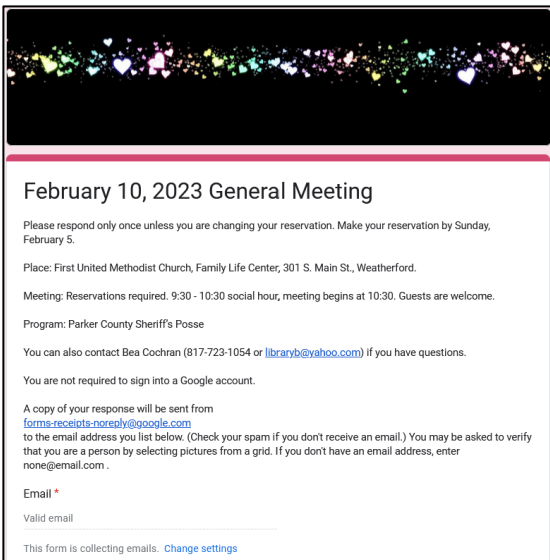


When the PCWNC home page opens, click the *Menu* item and click on *Monthly Meeting* from the site menu. If you do not see it, you may need to click the menu button (≡) at the top of the page and then select *Monthly Meeting*.



Click on the button labeled *Click Here to Make Your Reservations*.

4.



This is an example of the form you will fill out. It details the date of the meeting, RSVP deadline, place of meeting, program for the meeting, and Membership Communications contact info.

We request your email so that you will receive a confirmation of your reservation.

- Please check your Spam or Junk folder if you don't see it if you don't see the confirmation email in your account.
- You can add form-receipts-noreply@google.com to your Contacts to make it less likely for your confirmation to get moved to your spam folder.

5. You will be asked to fill in your name your email, and answer a few questions. Don't forget to click the *Submit* button at the end of the form!
6. If you need to change your reservation before the deadline, you can fill out the form again with your changes or contact the Membership Communications chair.
7. That's it. See you at the meeting!