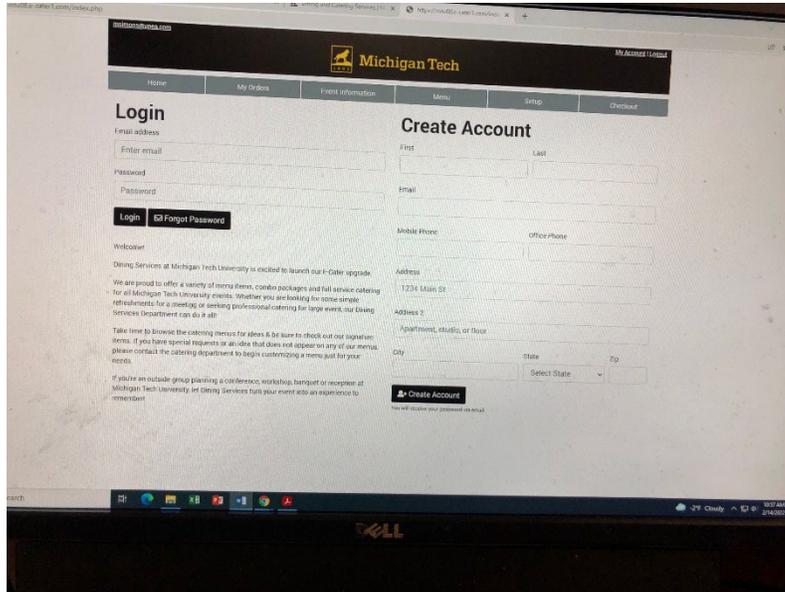


# How to View and Order from the Student Organizations Catering Menu

1. Go to <http://www.mtu.edu/dining/>
2. Click on Catering Services at top of dining services website page
3. Click on Order Online
4. Fill in login information or if you are a new user create an account



5. Click on "All MTU users must use the portal to access the online catering website, please [click here](#) to continue."
6. Click "Book an Event Button"
7. Read the Rules and Regulation page
8. Press "I Agree" Button
9. Fill out all information

## **Billing Information**

- ✓ In order to view and order from the student organization menu (discounted menu for student organizations) -fill in Student Organization box. The name must match the name it was registered as. You must use the full name of the organization, no initials of the organization.

## **Event Information –**

**Building:** Click on Memorial Union from drop down box

**Room:** Type in MUB Kitchen

- ✓ Student organization menu is pick up only and if you put the place of your meeting the system will automatically charge you a delivery fee of \$25.00

**EMS Reservation:** put in 0

**Date of the Function:**

**Frequency:**

**Time event must be set up by:**

**Event Start Time:**

**Event End Time:**

**Number of Guests:**

10. Click on Save Event Information button  
This will take you to the Menu Page – which will show several buttons.
11. Click on the Student Organizations button (if you correctly entered your RSO this button will be on the page. If you did not enter your RSO correctly it will not appear on this page). Note: If you put in the wrong RSO you can click on the event information button at the top of the page and the online system will take you back to event information page. Retype correct RSO name in the Student Organization box and hit Save Event Information Button. This will take you back to the meu page.
12. Order from this menu
13. Enter quantities
14. Hit Save & Checkout button
15. Click Submit Order button

If you need assistance please contact catering at [catering-@mtu.edu](mailto:catering-@mtu.edu) or call 906-487-2277.

Please remember Student Organization Menu can only be order by MTU registered student organizations and are for pick up only at the Memorial Union Building. All orders must be received Monday thru Friday 8:00 am to 4:00 pm. All orders must be received no less than 3 days prior to pick up. No plates, napkins or eating utensils are provided with Pizzas.