## How to add a Booking to an existing TGC Order

 Go to Members Home page. Click on "Orders" in the menu



 A menu of all of your "Orders" are listed. You will need to know what the date of your original order was placed to open the correct listing. Or, you can click on listings and a description will come up.

| BER'S HOME    | COMMITTEES FLOWER SH   | IOW MEMBERSHIP  | DUES & DONATIONS M       | INUTES & REPORTS CART |  |  |  |
|---------------|------------------------|-----------------|--------------------------|-----------------------|--|--|--|
|               | 1                      | Member's H      | ome                      |                       |  |  |  |
|               | Events                 | Potting Shed    | Forms & Resources        |                       |  |  |  |
| Dashboard     | 0 Ordersth Downloads D | Addresses@ Paur | nent Methods B Account d | Ataile 8 Lonout G     |  |  |  |
| My Bookings 🕅 |                        |                 |                          |                       |  |  |  |
|               |                        |                 |                          |                       |  |  |  |
| Order         | Date                   | Status          | Total                    | Actions               |  |  |  |
| #3690         | March 26, 2024         | Completed       | \$50.00 for 1 item       | Vev                   |  |  |  |
| #3639         | March 7, 2024          | Completed       | \$0.00 for 1 item        | Vev                   |  |  |  |
| #3601         | February 29, 2024      | Completed       | \$0.00 for 1 item        | Wew                   |  |  |  |
| #3600         | February 29, 2024      | Completed       | \$0.00 for 1 item        | View                  |  |  |  |
| #3523         | January 19, 2024       | Completed       | \$30.00 for 1 item       | View                  |  |  |  |
| #3500         | January 2, 2024        | Completed       | \$33.00 for 1 item       | Mew                   |  |  |  |
| #3323         | November 22, 2023      | Completed       | \$20.00 for 1 item       | Maw                   |  |  |  |
| #3322         | November 22, 2023      | Completed       | \$0.00 for 1 item        | Maw                   |  |  |  |
| #3088         | September 25, 2023     | Completed       | \$40.00 for 1 item       | Maw                   |  |  |  |
| #3053         | September 16, 2023     | Completed       | \$0.00 for 1 item        | Maw                   |  |  |  |

3. Click on the Order # you want to edit and the details of the order will appear. Look down at the lower lefthand corner of the table and see the green box with the words "Order again". Click on this box and a copy of your original order will appear. Click on the Quantity and add the number of additional tickets you want to order. You will need to complete by proceeding to the "Proceed to Checkout" and then "Place Order" as usually required. This order will then be processed and charged to your bankcard on file. You will get email notifications of your order.

## A Member of the Garden Club of America

| Member's Home   |                      |  |  |  |
|---|----------------------|--|--|--|
| Events Potting Shed Forms & Resources   |                      |  |  |  |
| Dashboard Orders Downloads Addresses Payment Methods Acco   | unt details R Logout |  |  |  |
| My Bookings 🖻   |                      |  |  |  |
| Order #3690 was placed on March 26, 2024 and is currently Completed.  |                      |  |  |  |
| Order details   |                      |  |  |  |
| Product   | Total                |  |  |  |
| "Blooms of Support" Fundraising Event - Blooms of Support ¥ 1<br>Triaket Boons of Support ¥ 1<br>Triaket Boons of Support A 1<br>Support Negri12,2224 Otan - 100 pm | \$50.00              |  |  |  |
| Subtotal:   | \$50.00              |  |  |  |
| Payment method:   |                      |  |  |  |
| Total:  | \$50.00              |  |  |  |
| order agan  |                      |  |  |  |
| Debi Schmid<br>3311 N 26 St<br>Tacoma, WA 98407<br>0/ 2533-10-2015  |                      |  |  |  |

Also, if you want to add to your order when placing your initial order, see the green box at the lower right corner that says "Order again."

| A Member of the Garden Club of America       |                         |                             |                        |                     |               |  |  |  |
|--|-------------------------|-----------------------------|------------------------|---------------------|---------------|--|--|--|
| HOME   | FLOWER SHOW             | INTEREST GROUPS & EDUCATION | NW NATIVE PLANT GARDEN | COMMUNITY RESOURCES | MEMBER'S HOME |  |  |  |
| Support                                      | May 18, 2024            | 00 am - 1:00 pm             |                        |                     |               |  |  |  |
| Subtotal:                                    |                         |                             |                        |                     | \$50.00       |  |  |  |
| Payment metho                                | od:                     |                             |                        |                     | Credit Card   |  |  |  |
| Total:                                       |                         |                             |                        |                     | \$50.00       |  |  |  |
| Order again<br>Billing address               |                         |                             |                        |                     |               |  |  |  |
| Debi Schmid<br>3311 N 26 St<br>Tacoma, WA 98 | 407<br>15<br>@yahoo.com |                             |                        |                     |               |  |  |  |