

How to add a booking to your party.

1. Go to the Party Orders tab:

The screenshot shows the iupperware Party Orders interface. At the top, there are navigation tabs: Party Details (Gerald Peterson), Manage Invitations (1 Invitees), Party Orders (highlighted in yellow, showing -- Orders | \$0.00 Total), and Review & Submit (1 Payments). The main content area is titled "Party Orders" with a reference number 4100014720. Below the title is a brief description: "Add new guests, edit and manage guest information, view orders, add items to orders, view special offers per guest, apply payments, apply coupon codes, edit shipping information, send invitations, and create new bookings - all in one place." On the right, there is an "Orders stats" table:

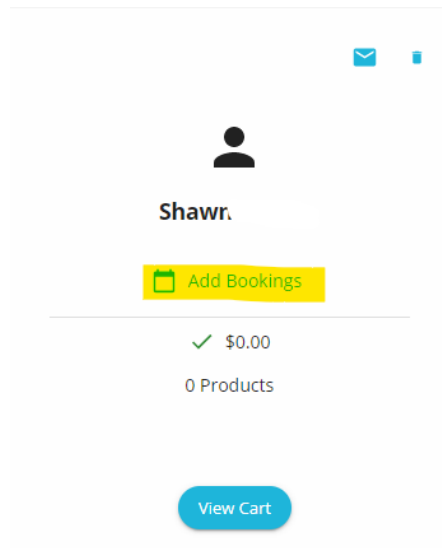
Orders stats	
Total Bookings	0
Total Carts	3
Total eOrders	0
Total Party Value	\$0.00
Qualifying Volume	\$0.00
Retail Volume	\$0.00
Paid at Party Balance	\$15.52

Below the stats, there are three guest cards. The first card is for "Julie Monty" with a status of "\$0.00" and "0 Products", and a "View Cart" button. The second card is for "Shawn" with a status of "\$0.00" and "0 Products", and a "View Cart" button. The third card is for "Shawn" with a status of "\$0.00" and "0 Products", and a "View Cart" button. There are also "Add Guest" and "Add Bookings" buttons on each card.

2. Select the guest who wants to book a party with you or create a guest if you need to add them.

This is a close-up screenshot of a guest card for "Shawn". The card displays a person icon, the name "Shawn", and an "Add Bookings" button. Below this, there is a status of "\$0.00" with a checkmark and "0 Products". At the bottom of the card is a "View Cart" button.

3. Select "add bookings"



4. Complete information and select date/time

Book A Party

Party Type\*  
Party

Party Name\*  
Shawn

Date\*  
04/30/2021

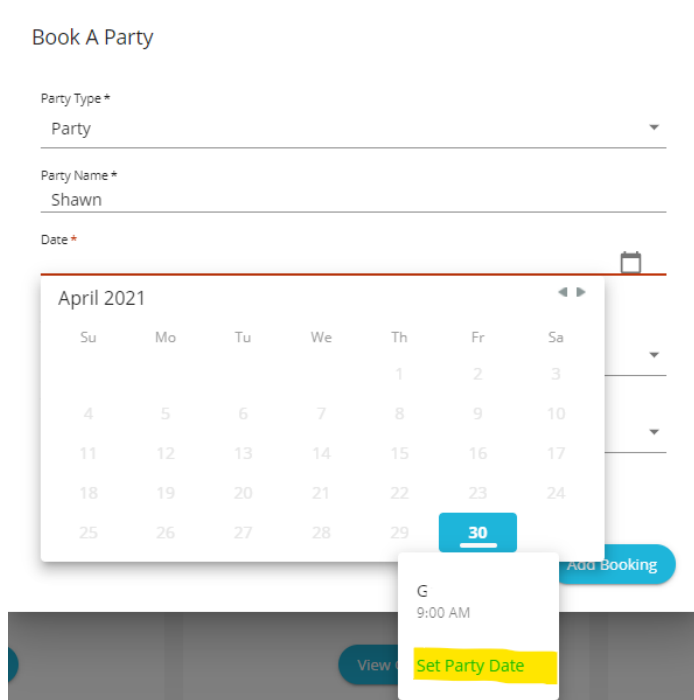
Time\* 9:00 AM      Duration\* 1 hour

Time Zone\*  
(UTC-05:00) Eastern Time (US & Canada)

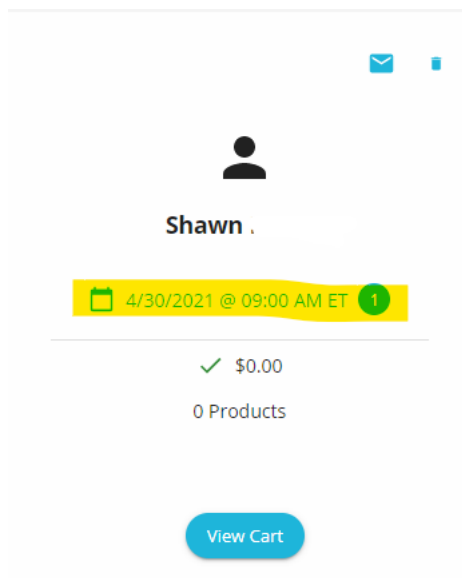
Show party link on my website

Cancel      Add Booking

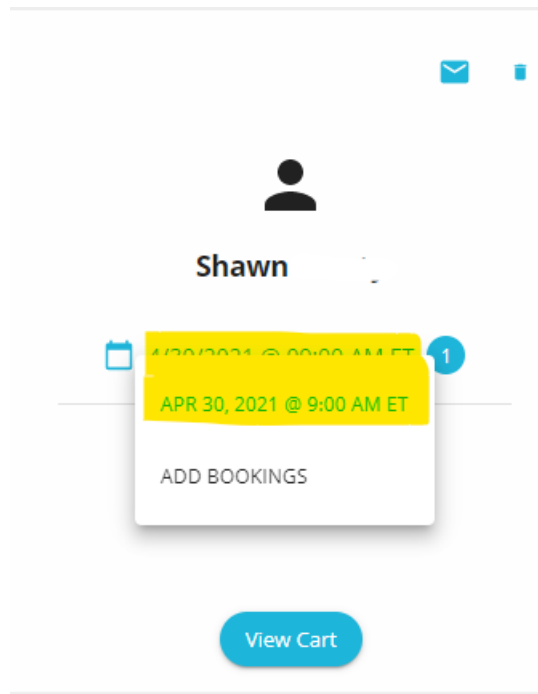
Note: if another party is already scheduled for that day/time it will appear. To add a party select “set party date”



5. Select show party link on my website if desired, then add booking. The party date/time now appear.



6. If you need to edit/cancel, click on the date/time.



7. Edit or click cancel booking to remove.

Edit / Remove Booking

Party Type\*  
Party

Party Name\*  
Shawn


Date\*  
04/30/2021

Time\*  
9:00 AM

Duration\*  
1 hour

Time Zone\*  
(UTC-05:00) Eastern Time (US & Canada)

Show party link on my website

 Cancel Booking

Cancel Save Booking

8. A confirmation appears:

The screenshot shows a confirmation dialog with a dark grey header titled "Edit / Remove Booking". Below the header, there are two input fields: "Party Type\*" with a dropdown menu showing "Party", and "Party Name\*" with the text "shawn" entered. Below these fields is a "Cancel Event" section with the question "Are you sure you want to Cancel this Event?". At the bottom of this section are two buttons: "Cancel" and "Proceed (Cancel this Event)". Below the "Cancel Event" section is a "Show party link on my website" toggle switch, which is currently turned off. At the bottom of the dialog is a "Cancel Booking" section with two buttons: "Cancel" and "Save Booking".

9. Click proceed (cancel this event). The booking is removed.

