A reservation is a future-dated service visit that you can schedule in advance. It is a placeholder to indicate a neighbor will be served at a specific event. In Service Insights on MealConnect reservations can be a useful tool for reminding neighbors to come to a specific distribution or for creating a check-in list for a special event (such as a holiday distribution).

Reservation Management

Reservation Configuration
Beginning with an event, food bank and/or agency administrators can utilize the reservation tab to configure an event to accept reservations. Events can have Yes, RSVP, Yes, Reserve time slot or No. If either of the Yes options are selected there can additionally be an optional reservation capacity.

Check-In List
The check-in list will serve as the primary way to review the upcoming reservations for an event. From here you can review the details of the events, manage reservations, and serve neighbors who have made reservations.

Serving a Reservation
A reservation can be served two ways. The first is to use the Check-In List. This is ideal for large distributions in which all neighbors will have a reservation. The second is to use the search from the home page. This is ideal for distributions in which some, but not all, neighbors will have a reservation.