

TABLE RESERVATION "HOW TO"

1. Go to <https://web2.vermontsystems.com/wbwsc/wimilwaukee.wsc/splash.html>
2. Returning Vendors: Log into your account.
 - a. If you cannot remember your login info, please email Andrew at rossaaj@milwaukee.k12.wi.us.
3. First Time Vendors: Click under "First Time Users" **Click Here**.
4. Follow the directions to set up a new account.
 - a. When done click **Save**.
5. Under the "Search" tab click on **Activities Search**.
 - a. Type in the "Activity Code" box **5MKEMTB** and click **search**.
 - i. The system is not case sensitive.
6. Click the **Green +** button for each table you want to buy.
7. Click the **Add to Cart** button.
8. Answer the questions associated with the purchase.
9. Click **Continue** after you have made your selections.
10. Click **Proceed To Checkout**.
11. Verify your contact information and fees you owe and click **Continue**.
 - a. If you need to pay with a check change the fees owed to "0" and click continue. This will trigger an invoice that will be sent to your organization.
 - b. All invoices must be paid prior to the event.
12. If paying with a credit card please enter your credit card information and finish the transaction.

