



63rd Annual
Benefit
Misericordia Family Association

Dinner Reservations

Renaissance Schaumburg Convention Center Hotel - 1551 N Thoreau Dr, Schaumburg, IL
Cocktails 4:00 PM - Dinner 5:30 PM - Raffles, Auctions, Music and Dancing until 9:00 PM
August 27, 2023

Invite your guests! You can send your guests the **Invitation Flyer** to invite them to attend the Benefit. The flyer is on www.mfabenefit.org (under Documents) for printing or emailing. 5X7 Invitation cards with envelopes are also available in the MFA Documents bin located in the vestibule at Thome Reception.

The invitations will direct your guests to make their reservations on the www.mfabenefit.org website. **Very important** -> There is a space on the card and flyer for you to enter your Group name (last name, first name) and MFA# before you send them to your invitees, which they should use when making a reservation. This will make sure that they are seated with your party and you receive credit for their donations. Be sure to include this information if you email your guests an invite.

Share the **Dinner Menu** document with your guests to assist them in selecting their meal choice.

Register/Make Dinner Reservations online at www.mfabenefit.org. We are no longer doing reservations by mail, and all reservations will be done through the Benefit website. **Please read the instructions for purchasing dinner tickets on the reverse/next page!**

Reservations are online only. Do NOT mail to or drop off a Reservation at Misericordia because there is no guarantee that we will receive and process it.

**** If you have questions or are not computer savvy and will need assistance making your Dinner Reservations, please contact us and we will be happy to help. ****

Diane & David Carpenter - MFA Benefit Reservations Chairs
reservations@m-f-a.org phone 630-476-4257 (Diane)

Ticket cost is \$200 per adult / \$75 per child (12 and under) / \$2,000 for a table of 10 thru **August 10, 2023**. The price of dinner reservations from August 11-17 will **increase** to \$210 per adult / \$85 per child / \$2,100 per table. The allowable tax deduction is \$52 per adult, \$30 per child. **No reservations will be accepted after August 17.**

Dinner Reservation/Registration Instructions

1. Browse to www.mfabenefit.org and click on the **Reservations** menu item at the top of the page.
2. Click on the red *Reserve Now* button. *Sign in or Register*. Click on the purple *Buy Tickets* button to purchase your dinner tickets.
3. Select the ticket type for the number of people you are purchasing dinner tickets for and enter 1 in the quantity field. (*Tables seat 10. If your party is less than 10, other guests may be seated at your table*). When finished, click on the *Next* button.
4. Enter your purchaser information: Be sure to enter a group name for your reservation in the *Company or Group Name* field. Usually you would enter your *last name, first name*. This is how we will keep track of all of the people in your party. Then click *Save* and *Continue*.
5. Now enter the information for Attendee #1. This is usually the info for you, the purchaser. It is important that you enter your MFA # or the MFA # of the person who invited you.

Next enter your guest names, email addresses, and cell phone numbers. Enter as much information as possible, and select their meal choice when purchasing tickets. *Do not guess meal choices* as we are severely restricted about the timing of these orders. If you enter an email address/cell phone number for a guest they will be able to make their own meal choice when they receive a confirmation email/text. If you provide no contact information for a guest, you will be required to make their meal choice, but it can be edited (before the ticket sales cutoff date) if you need to change it.

If you do not have all of your guests' contact info (or even names) at this time, don't worry, you can leave them unassigned and log back into your account later to fill in this information. The confirmation email/text you receive from GiveSmart upon purchasing your tickets will contain a link to easily return to edit your information, or you can return to GiveSmart by following these steps - go to www.mfabenefit.org, click on *Reservations* in the menu bar, click on the red *Reserve Now* button, *Sign in*, click on the *Pay* button in the menu bar, click on *View order*, and assign guests as needed.

After you've entered your guests' email addresses, they will receive a confirmation email with a link that will allow them to enter any missing information and create their own GiveSmart accounts which make things go smoothly during check-in at the Benefit.

It is critically important that no two people use the same cell phone number. The system is based on each guest account having its own unique cell phone number. Guests with cell phone numbers in GiveSmart will receive text updates on their auction item bidding during the Benefit.

6. Then click the *Next* button, enter your payment information, check the *I'm not a Robot* box, and click on the *Pay* button. If you did not already have a registered GiveSmart account, you will be asked to provide a Username and Password. This will give you access to your GiveSmart account and purchases.
7. Your reservation is now complete. You and your guests will receive a confirmation email/text.

If your guests make their own reservations, they must enter your Group name (last name, first name) when doing so to be seated with your party. They should enter your MFA# also.

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