

Online Pickup Scheduling Process:
Step-by-Step Guide.

Food Bank of North Central Arkansas

Created 8/4/16

Step 1: Go to the website <http://www.foodbanknca.com/shopping-list.html>

Step 2: Schedule your appointment time. (See below for location on website)

BRIDGE BASH

SHOPPING LIST

HOME

CONTACT US

MORE...

Warehouse Contact Form

Name *

First

Last

Email *

Comment *

SUBMIT

Sign In Help

SuperSaaS

Schedule for FBNCA Warehouse Pickup

Welcome to the Food Bank North Central Arkansas online pickup appointment schedule.

< August 2016 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

< Week 32 > Today

Month 2 Day Available 2 3

Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6
(No available space found)						
				9:00am - 10:00am		
				10:00am - 11:00am		
				11:00am - 12:00pm		
				1:00pm - 2:00pm		

Step 3: Selecting the week you would like to schedule a pickup.

Welcome to the Food Bank North Central Arkansas online pickup appointment schedule.

Choose (Click on) the **week** you wish to pick up your order in the **small** calendar. It will bring up the selected week in the large calendar below.

Step 4: Selecting the day and time you wish to reserve.

Once the week is selected you can select the day and time which is available.

Remember Tuesday, Wednesday & Thursday are the only available dates for pickup.

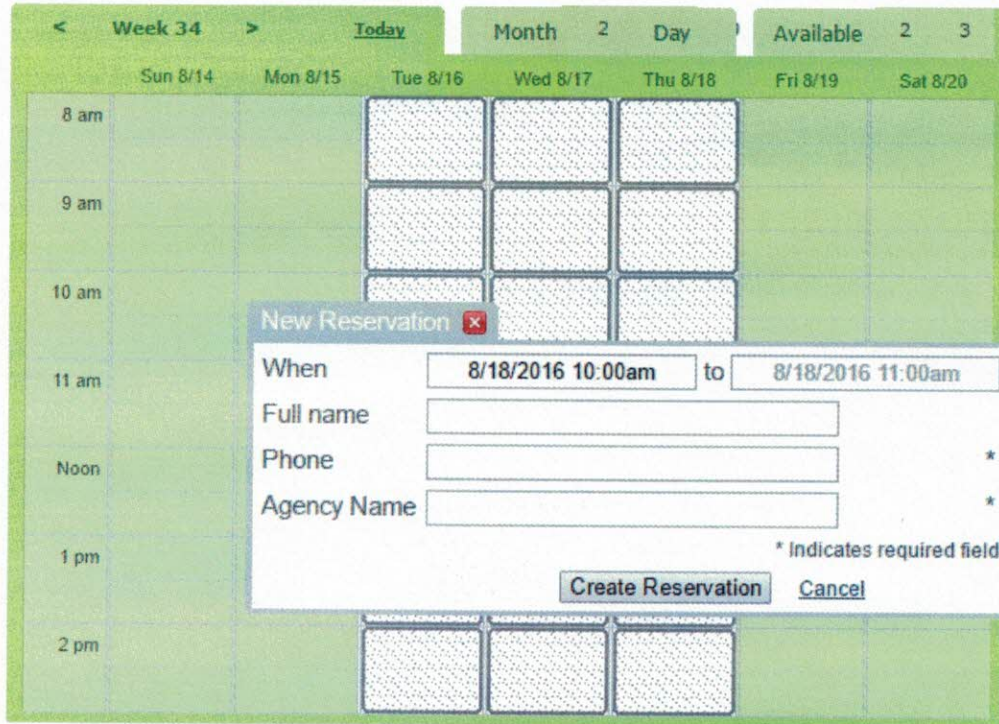
Step 5: Understanding the colors in the selected time slots.

Green squares have already been scheduled and are no longer available.



Squares with white background and gray dots are available time slots for scheduling pickup appointments.

Step 6: Scheduling your day and time.

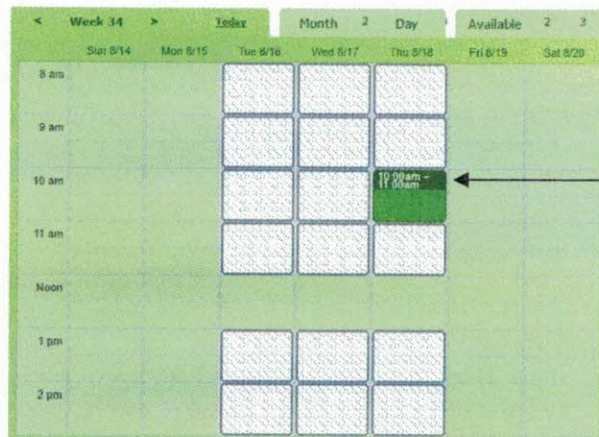


Select by clicking on the desired day and time square to bring up the reservation window. Enter the primary contact for this order, the phone number where you can be reached & your agency's name. These are mandatory so if there is an issue with filling the order we know who to contact.

Step 7: Making sure your reservation is complete.

Before your reservation is complete you will need to select "Create Reservation". If you decide not to create the reservation the select "Cancel". If you cancel you may select an available time and date which best suits you.

Create Reservation Cancel



Once your reservation is complete the time and date will lock your reservation in and send the warehouse an email notifying us of your appointment.

Step 8: Changes or Cancellations

Warehouse Contact Form

Name *

First

Last

Email *

Comment *

SUBMIT

We understand life happens where changes and cancellations will be inevitable.

We ask you email us at warehousefbnca@centurytel.net or if you are unable to access your email please send us a quick message using the new **"Warehouse Contact Form"** on the website next to the scheduling calendar. We will then cancel your appointment and you can reschedule at your convenience.

Please understand once a reservation has been set only an FBNCA authorized personnel may change or delete appointments. This is to insure we are kept up to date on any changes which may occur.

Thank you for understanding.

Step 9: Print order form. (Please see below for order form location on website)

[Please open the PDF file on the right to view and print off Shopping list.](#)

[Thank you!](#)

Shopping List updated 080316

[Download File](#) 

Step 10: Fill out order form and send to FBNCA (either by Fax 870-499-3500 or email warehousefbnca@centurytel.net).

Deadlines for placing orders:

Order Recvd	Order must be Recvd by:	Earliest possible Pick-up Date
Monday	10:00 AM	Wednesday
Tuesday	10:00 AM	Thursday
Wednesday	3:00 PM	Tuesday (following week)
Thursday	3:00 PM	Tuesday (following week)
Friday	3:00 PM	Tuesday (following week)

48 hours required between order received and pick-up date.

Pickup dock hours are 8 A.M. - 3 P.M. Tuesday - Thursday ONLY

Monday and Friday are not available pickup days as these are used for picking orders, organizing and cleaning.

Please remember your order must be in no later than 48 hours before your scheduled pickup time.

If you schedule a pickup and we do not receive your order by the 48 hour deadline your appointment may be cancelled and will need to be re-scheduled.

Direct Delivery information: There is no need to schedule appointments for Direct Delivery. Send in your order and note on order form which Direct Delivery location.

DDE: Fred's in Highland on the 2nd Friday of month. 11am – 12pm

DDS: Old Strawberry Shed in Marshall 2nd (or 3rd) Monday of the Month 11am - 12pm

DDW: Winkler Logistics in Harrison 3rd Friday of the Month 11am - 12pm