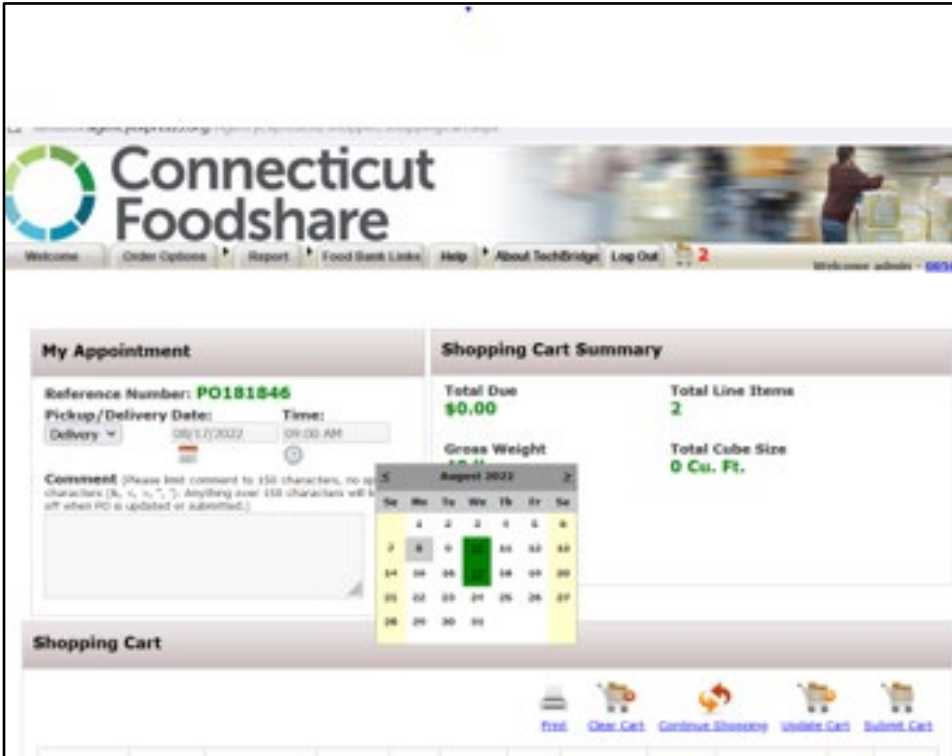


## How-to Schedule a Delivery Appointment

Beginning September 1, the scheduling process will change when ordering food to be delivered from Connecticut Foodshare. All agencies that receive a delivery now have a “standing appointment,” which means that their appointment will occur on the **same day and time each week**.

You can select your agency’s appointment **BEFORE** or **AFTER** you add items to your shopping cart.



From the “**Shopping List**” or the “**Order Options**” tab, select “**Check Out**”

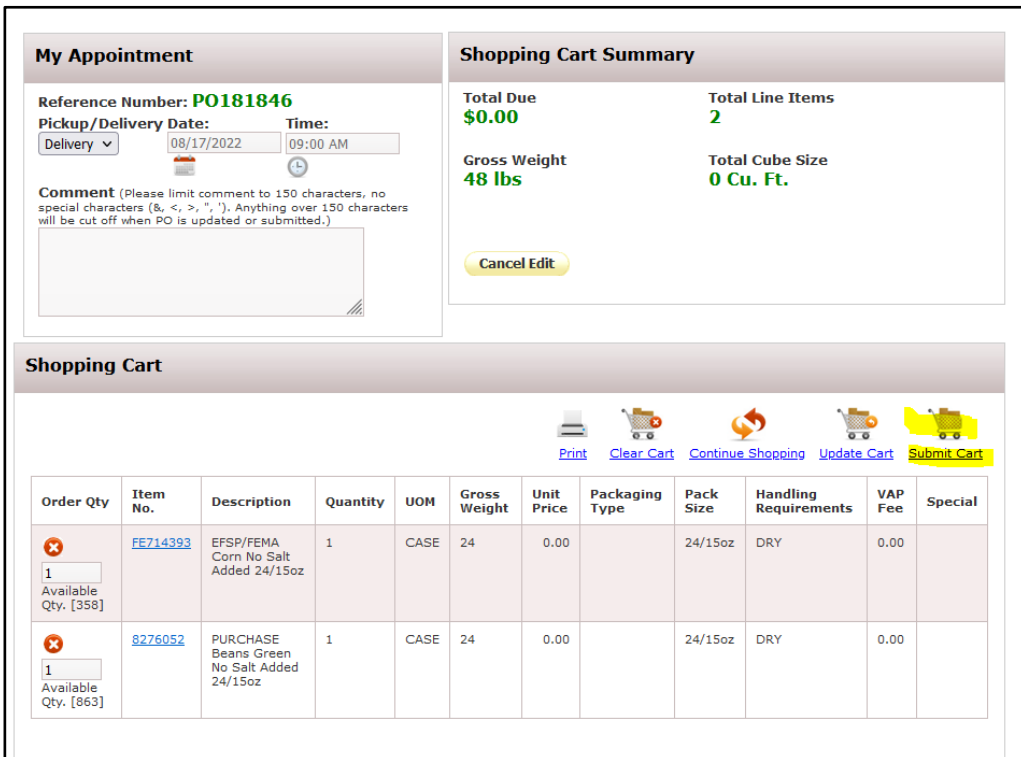
Go to “**My Appointment**”

From the Date field select an available date

Your agency’s assigned appointments will be highlighted in green

From the time field select the available time.

There is a limited range of how far in advance appointments may be scheduled. Please refer to the Online Ordering Schedule



Don’t forget to **SUBMIT** your order after you have added all items to your shopping cart.