CaterTrax Account Set-Up and Ordering Guide



Create a CaterTrax account: https://carnegiemelloncatering.catertrax.com/

• Click Sign In (upper left hand corner)



Under Sign In, select "Need an Account? Click Here"

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	Catering Availability	Creating an account is free and easy. You will enjoy many benefits including a quick	New Customers Prev	ious Customers			
	Mouse-over dates for details	checkout and exclusive offers. Please fill in the following fields. Please note that field	*Requ	ired fields			
	March 2020	preceded by * are required.	*First Name:				
	See Man Tee Wed The Fit Set	creating your account please ca	*Last Name:				
	i j i 4 i 6 7 0 5 10 11 12 13 14	Pamela Wilson 412.268.4853	*Department:				
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	29 38 31 29 38 31	Sincerely, The Chartwells Catering Team	*Phone:				
		Our Promise: We will not sell or rent your what address or any personally identifiable information to anyone.	*Cell Phone:				
	The Gathering		*Click To View Policies. Initial to Accept:				- 1
	The Gathering Student Menu - Pick Up		*Password:				
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Complete the New Customer profile and click "continue"



Select "Create New Order"

		CHANNEL
Current Menu The Gathering Student Menu - Pick Up Only	The Gathering Student Menu - Pick Up Only Student Breakfast	Results: 3 Items
Categories Student Breakfast Student Lunch Student Dinner	Block Breakfast Pick up location Tepper Quad \$7.45 per student	Select item
	Student Lunch WEDNESDAY- Block Lunch (W3)	
	Wednesday's Lunch Includes: Choice of Entree (click select item) Bagged Snack Cookie Beverage	Select Item
	\$9.80 Per Student	
	Student Dinner WEDNESDAY- Block Dinner (W3)	
	Wednesday's Dinner Includes: Choice of Entree (click select item)	Select Item

Place your order. From this page, you can order meals for pick-up on the same day and time.

From this page, you can order meals for pick-up. Please place orders through the CaterTrax online platform by 2 p.m. two or three days in advance.

- Orders for Tuesday Friday must be place two days in advance.
- Orders for the weekend (Saturday and Sunday) need to be placed by 2 p.m. on Thursday.
- Orders for Monday must be placed on Friday.

Notes:

- Breakfast, lunch and dinner orders can be picked up during the daily pick-up period (8:30 a.m. 12:30 p.m., Monday Saturday).
- Meals can only be picked up for the same day, except on Saturday (pick up for Saturday and Sunday meals).
- All meals will be served cold in microwave-safe containers to be reheated at your residence hall. Reheating instructions will be provided.

Block Breakfast
Pick up location Tepper Quad
\$7.45 per student
Breakfast Options (W2)
Choice of: 1
WEDNESDAY- Apple Cinnamon Oatmeal Cup, Croissant, Pint of Milk, a Banana
WEDNESDAY- Sausage, Egg & Cheese Biscuit, Croissant, Pint of Milk, a Banana
Student PLOCK Reverages
Chaire of 1
Choice of a
Bubbly
Bottled Water
Cancel Order
Cancel Order

Ordering meals:

- Select your entrée (breakfast, lunch or dinner option)
- Select a beverage (included in the price of the meal)
- Under special instructions, please note any dietary needs (vegan, food allergies/intolerances, kosher or Halal)
- Select "order." This will place the meal in your cart.



To view your cart, click on the cart and select "view cart"



Review the items in your cart. You can delete meals from this page or click "add more" to return to the ordering screen.

To check out from this page, click "continue."



To check out, click on the cart and select "check out."



Select your pick-up date by clicking on the calendar



From the drop-down on the right, select Pick-up. On-campus deliver is NOT available.



Choose your pick-up time between 8:30 a.m. – 12:30 p.m.

Chartwells at Carnegie Mellon University S000 Forbes Ave Pittsburgh, PA 15213 Ph: (412) 269-2123	Step 1 Carim Beteion Step 2 Carin Micromation	Step 3 Review Selection	
	Order Name: Monday pick	up order	
	Customer Information	Delivery / Pickup Information	
	First Name: Jessica Last Name: Dugan Department - Dising Email	Method: Pick-up Pick-up/Jessica Dugan Contact: Pick-up Phone:	
	Cell Phone Click To View Policies.JD	Event Information Guest Count: 1	
	Accept:	Pick-up/ Delivery Monday, 3/23/2020	
		Pick-Up Time- CHOOSE 7:30 7:30 AM am OR 11:30	
		Pick-Up Time- LUNCH 1.CHOOSEN/A 11:20 am (for 11:20 - 1:20):	
	Description Block Breakfast You may pick up lunch and dinner (if ordered) wi	Quantity Unit Price Balance 1 \$7.45 \$7.45 th your breakfast order	
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You will need to give the order a name. This can be your name again.



You will have the opportunity to review your order once more.



Select "other" under the payment method drop-down. **Payment is made at the time of pick-up.**

Account Information JESSICA DUGAN	Step 1 Continu Selection Information	Step 3 Interview Selection		
My Acct Log Off	*Please Note: The final invoice may be re-calculated You MUST click the Process This O orc Cher	o satisfy special requests or additions to stands rder button below to comple ler. kout	rd offer ete this	
Chartwells at Carnegie Mellon University	Please Select a Method for Payment			
5000 Forbes Ave Pittsburgh, PA 15213	Any saved online wallet entries are now listed under the appropriate payment method			
Ph: (412) 268-2129	*Payment Method:	Other 🔻		
	*Note::	81x000000x		
	0	Save Wallet Entry for Future Use		
	CC Additional People (Optional):			
	email address(es) You may 2C others on this order's correspondence (Please separate multiple email addresses with semicolons)		10	
	128-4 128-4	Secure		

Please type in your 81 number from your student ID. Orders that are not picked up will be charged to the student account.

Select "process this order" to proceed.

Your order has been placed!

- For more information and FAQs about the meal pick-up process, please visit cmu.edu/dining.
- Questions can be sent to dining@andrew.cmu.edu