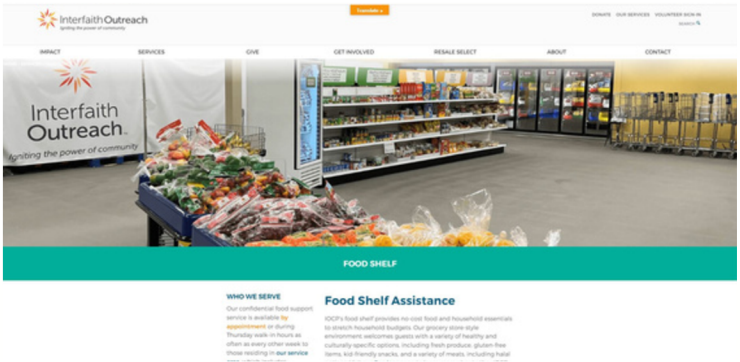
HOW TO SCHEDULE (OR CANCEL) A FOOD SHELF APPOINTMENT

All visits made by appointment: Mondays | Wednesdays | Thursdays | Fridays
Visit as often as every other week.
You need an email and phone number to schedule an appointment.

1 **Visit IOCP's website and find the Food Shelf page** (listed under SERVICES tab: *https://iocp.org/outreach-services/food-shelf/*

Or log directly to *iocp.org/food*



2 **Click on the orange button that says, "SIGN UP FOR A FOOD SHELF APPOINTMENT"**

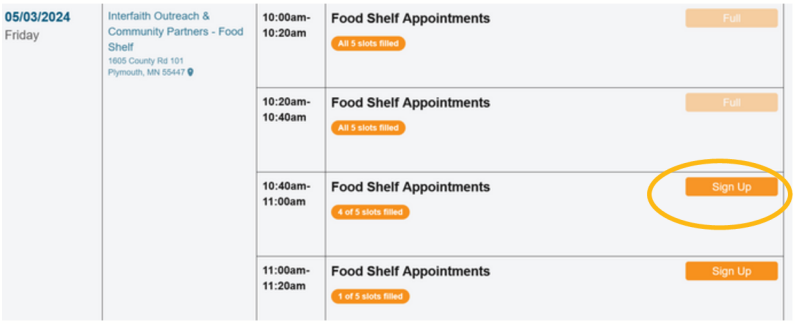
You will be moved to the SignUpGenius website where you can make, change, or cancel an appointment.

CLICK HERE



3 **You will be moved to the SignUpGenius website.**

- Choose an appointment date/time that works for you, then click the Sign Up button.
- *If button says "full," no appointments are available at that time.*



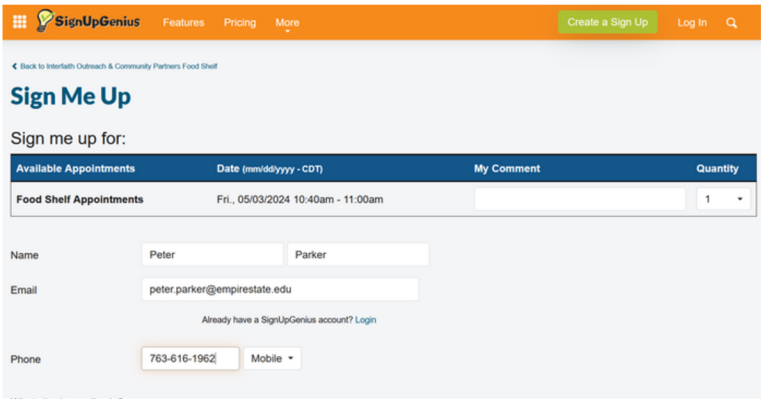
4 **Scroll to the bottom of the page, and click** Save & Continue.

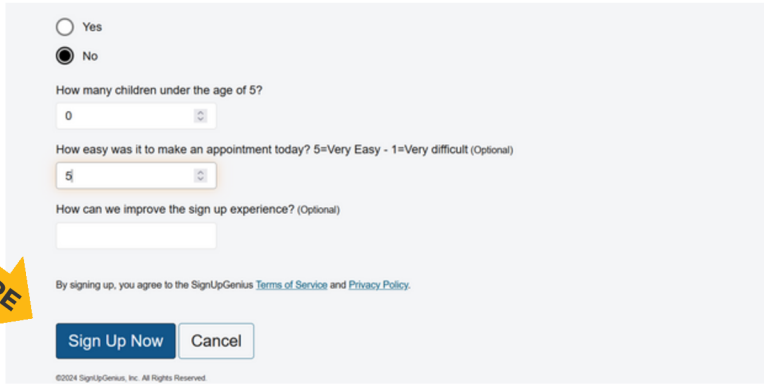


HOW TO SCHEDULE (OR CANCEL) A FOOD SHELF APPOINTMENT - PAGE 2

5 Fill out the form.

- Type your **name**, **email address** and **phone number**.
- Type the name of your **city**.
- Type the **number of people in your household.**
- Click **Yes** or **No** to answer if this is your **first visit**.
- Type **how many children under age 5** are in your household.
- Click **Sign Up Now** button to save this form.



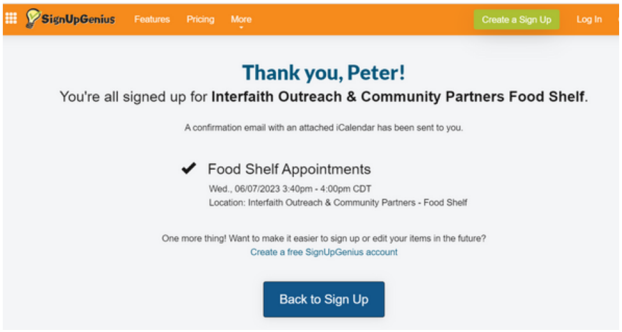


CLICK HERE

6 You will see a message confirming your appointment.

A confirmation will be sent to your email address.

You're all set!
We look forward to your visit.



7 On the day of your appointment...

- Arrive at the IOCP building a few minutes before your appointment time.
- Check in at the front desk.

Questions about IOCP Food Shelf?
Need assistance in making an appointment?
Leave a message with a Food Shelf Experience Coordinator at 763-489-7534 or email **foodshelf@iocp.org**
Servicio en idioma español disponible.

8 Need to cancel or change your appointment?

- Find your confirmation email in your email inbox
- Click "Edit My Sign Up"
- Cancel your appointment
- If you'd like to reschedule your visit, resubmit your form (see step 5)

CLICK HERE

