

**How to create a group online order with Grounds Bakery Cafe**

**Log in or create a new account at [www.groundscafe/alohaorderonline.com](http://www.groundscafe/alohaorderonline.com)**

**Enter your delivery address where you want us to deliver your order**

**Click on FIND STORES and select Grounds Bakery at the bottom**

**Choose the delivery date and time**

**Click on GROUP ORDER BY INVITATION than click CONTINUE**

**Name your group order under Group order details**

**Add your guests that you would like to invite**

**Write their names than their email addresses, Repeat this until all guests have been added to your list.**

**Click on SEND INVITES**

**Your guest will receive an email with a link to the online ordering page where they will choose their meal than submit to you.**

**Once you receive all replies from everyone that is attending, click on ORDER TRACKING AND COMPLETION.**

**PLEASE DO NOT CLICK ON MODIFY ORDER DETAILS**

**Once you are ready to submit the order to us click on BUILD ORDER**

**Building the group order will stop invitee's ability to edit their orders. Continue? YES**

**Then you will see all the orders on YOUR BAG on the right side.**

**Continue to the check out page and enter your credit card information.  
ORDERS WILL NOT BE SUBMITTED WITHOUT A VALID CREDIT CARD**

**You will receive an email confirmation that your order was placed successfully.**