



# Placing an Order


Access the CaterTrax website by either putting in the URL directly OR by our Catering portion of the Dining website:

<https://wiucatering.catertrax.com/>

[https://www.wiu.edu/student\\_success/dining/catering.php](https://www.wiu.edu/student_success/dining/catering.php)

You will want to make sure you are signed in to your account before placing an order.

1. Click ACCOUNT in the top right corner and select SINGLE SERVICE TIME or MULTIPLE SERVICE TIMES under CREATE NEW ORDER – or you can click the ORDER NOW button on the Home page:



Western Illinois University Catering by Sodexo

[FLAVOURS](#) [EXTERNAL ACCOUNT SETUP](#) [MEET THE TEAM](#) [ACCOUNT](#) [CART](#)

Hi, Kara Aldrid...

\$0.00

### WHAT WOULD YOU LIKE TO DO?

From your account you can start a new order, manage existing orders or update your account information.

**Create New Order:**

- Single Service Time
- Multiple Service Times

[Manage And Repeat Orders](#)


Manage Online Wallet

Update Account Information

View All Account Options

➔ Sign Out

## CATERING



## FLAVOURS

TASTE : SUCCESS

Flavours spans the simple coffee break to the more elaborate dinner reception offering a variety of chef-inspired foods and flavours.

[ORDER NOW](#)

2. View the Menu Options and select what best fits your needs. When you click the image, you will be able to view more options. Once you have an item in mind, click DETAILS.
3. Fill out the form as needed and use the SPECIAL INSTRUCTIONS box to detail specific requests for this dish such as allergies). Please note that this is a request and is not guaranteed until confirmed by the Catering team.
4. Add the item(s) to your cart and click CHECK OUT when finished ordering.
5. A calendar will appear. You'll want to select the date(s) of your event.

Date Selection

April 2025

▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	28	29	30			

6. Finish filling out the event details and review the Order Summary to ensure accuracy.
7. Select the appropriate Payment Method and click PLACE YOUR ORDER when finished.
8. The Catering Team will then review your order and they will change the status from PENDING to CONFIRMED. You can also add documents to your order if needed.