

# PASH Dinner Reservations Process

**PASH**  
Creates survey in Constant Contact which is sent to the selected mailing list

**Member**  
Completes survey in Constant Contact

**Constant Contact**  
Refers member to PayPal if payment is needed

**Hospitality**  
Obtains list of registered members from Constant Contact

**Treasurer**  
Downloads payments from PayPal to bank account and records transactions

**Member**  
Pays amount due if applicable

# Tools

**Constant Contact**  
- Templates  
- Mailing List  
- Surveys

**PayPal**  
- Accepts Payments  
- Transfers Funds

**QuickBooks**  
- Tracks Transactions  
- Accounting Entries