

- Click the blue “Make Reservation” button
- Fill in the requested Check-in and Checkout dates, along with the number of rooms needed
- The website will show all hotels with group rates available for those dates with the selected number of rooms available. Click the blue “Select” button next to the desired hotel on this list.
- The website will show what room types are available for your selected dates and room number, along with the average nightly rate prior to taxes. Click the blue “Select” button next to desired room type.
- On the same page, in the upper right section, you will see a box that says “Reservation Summary”. Click the blue “Next” button in this box.
- On the new page that loads, you can make any changes to the dates requested. If everything is correct, scroll to the bottom and click the blue “Next” button.
- If you are booking multiple rooms and are using the same information for all the rooms, click the box that says “Apply same guest info to all rooms” underneath the phrase “Guest Information”.
- Proceed to fill out the requested information and click the blue “Next” button at the bottom of the page.
- Fill out the requested card information. This will not charge or place a hold on your card, this is just required to hold the room. You will be able to update the payment information with the hotel directly 30 days prior to check-in.
- From the new page, you can review the reservation and add in any special requests for each individual room. If everything is correct, scroll down to the bottom of the page and click the box that says “I have read and accept these room policies”. Then click the blue “Confirm Reservation” button.