

2018 Accommodations Booking Information



2018 VC National Championship Breakdown

Tournament 1: May 16 – 19, 2018

Age Categories: 15U and 16U
Team Check-In: May 16th
Competition: May 17 – 19th

Tournament 2: May 19 – 22, 2018

Age Categories: 14U, 17U, and 18U
Team Check-In: May 19th
Competition: May 20 – 22nd

Tournament turnover dates: Friday, May 18th and Saturday, May 19th

New in 2018

Booking by Tournament - Hotel bookings will open based on the Tournament 1 and Tournament 2 schedule. There will be two different links with separate (but equal) inventory, based on tournament dates. Teams will only be able to book hotel rooms for the tournament they are registered for.

Tournament 1 (15U, 16U teams only) online booking opens: **Monday, January 15th at 12:00 EST**
Tournament 2 (17U, 18U, 14U teams only) online booking opens: **Monday, January 22nd at 12:00 EST**

Ex. 17U teams are not permitted to book on the January 15th opening date, as the room inventory is only available for Tournament 1 dates and the team will not have a team code yet.

10 rooms maximum per team: to ensure we are able to accommodate all teams in Edmonton we have set a 10 room maximum on initial team blocks. However, more rooms can be requested in the comment section. We will do our best to accommodate any additional requests based on a priority sequence once all teams from both tournaments are booked.

Room night allocations based on tournament dates: Due to high demand during tournament turnover days (Friday and Saturday), we have automatically set booking dates in the HTG booking link based on tournament dates.

Tournament 1 room night allocation– May 16-18

- If you need room nights before the 16th, please be sure to change your arrival date.
- Room requests from the 19th-22nd should be requested in the comment section and will be placed in a queue system. Hotel options for those nights will be confirmed based on availability after Tournament 2 teams have booked; approximately 10 working days after their booking opening date.

Tournament 2 room night allocation – May 19-22

- If you need room nights after the 22nd, please be sure to change your departure date.
- Room requests for the 16th -18th should be requested in the comment section and will be placed in a queue system. Hotel options will be confirmed based on availability after Tournament 1 teams have booked; approximately 10 working days after their booking opening date.

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Priority on the turnover days (Friday and Saturday) will go to those teams that are competing the following day. **HTG will accommodate all requests** and will do their best to find rooms in the same hotel for the turnover days, however, this will be based on availability. If teams are wishing to extend their stay in their choice hotel, they are encouraged to do so before May 16th or after May 22nd, when hotels have more availability.

Tips for booking your top choices:

For those in charge of booking team accommodations, here are some tips:

- Team Code: Have your team code(s) ready!
- Choose 5 hotel options in advance: choose at least 1 hotel in a different area of the city than the others. Please note; you will be required to input your top 5 choices in the booking process.
- Prepare for the 10 rooms maximum per team: However, more rooms can be requested in the comment section of your booking request. HTG Sports will prioritize the teams 10 room block and will do their best to accommodate the additional request as soon as possible based on availability once the majority of teams have booked for both tournaments.
- Individual and parent rooms should be included in your block of 10 rooms.
- Be ready at 12:00pm EST! The HTG portal works on a queue system; the first people to submit their contact info and team codes into the system after 12:00pm EST will receive the confirmation email and live booking link first from HTG.
- Review the Stay to Play policy and FAQ document on the event page before the booking portal opening date.
- Have good internet access and an updated browser to avoid delays.
- If you are booking for multiple teams, plan in advance:
 - (a) have one person book all teams (in the same tournament) in one session using the 'book another team' function. This function allows you to circumvent the queue when booking additional teams.
 - (b) assign one person per team go through the queue and book when the link goes live

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Team Booking Process

1 – Register your team for the event on the [Volleyball Registration System](#) on the appropriate date, listed below. An automatic confirmation email will be sent to the identified team contact* after completing the registration process. The registration confirmation email will contain: (1) a unique team code and (2) the link required to book accommodations. This link will not go live until the specified date; so have this email handy on your booking opening date:

Monday, January 15th at 12:00 EST (15U, 16U teams only)

Monday, January 22nd at 12:00 EST (17U, 18U, 14U teams only)

***If the team contact is not in charge of booking accommodations, please forward this email to the appropriate person prior to the accommodations opening date.**

Event Registration Dates:

- January 9 12:00 EST – 15U Boys & Girls
- January 11 12:00 EST – 16U Boys & Girls
- January 16 12:00 EST – 17U Boys & Girls
- January 17 12:00 EST – 18U Boys & Girls
- January 18 12:00 EST – 14U Boys & Girls

Registration Confirmation Email – Example

Edmonton 2018 Nationals Registration Confirmation



Welcome to the 2018 Nationals - Edmonton! This email is your confirmation that you have successfully registered the team [redacted] for the event. Please keep this email as proof of registration and do not delete it.

We have received your payment of \$ [redacted] on [redacted] and you have selected the [redacted] category. If any of this information is incorrect, please contact us right away at nationals@volleyball.ca.

We would like to remind you that the Stay to Play policy is in effect for the 2018 Volleyball Canada National Championships. All teams must adhere to the policy in order to participate in the tournament. For more information on the guidelines please visit the accommodations section of the [event web page](#).

[Booking Hyperlink](#) redirected to the accommodations portal. Teams are required to use their unique team code when booking their rooms, otherwise the reservation block may be lost and/or teams may be deemed as not meeting the Stay to Play Policy requirements and may lose their entry into the event. Please use the team code: [Team Code](#) as your team's unique booking number in order to easily reference your booking.

If you believe you or your team qualifies for an exemption from the Stay to Play policy, please fill out the exemption request form by clicking [HERE](#).

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Hotel Booking steps

- 1) **Click on the booking link in the event registration confirmation email.**
- 2) **Entre your email address and required information.**
 - a. If you are an existing HTG client, you will be automatically redirected to input the following information: team club/group name, division/category, team code.
 - b. If you are NOT an existing HTG client, you will be automatically directed to input the following information: first & last name, phone number, team club/group name, division/category, team code.
- 3) **Wait in the queue.** Once the required information is submitted, teams will automatically be placed in the queue for booking. A queue system will be in place during high volume booking request periods; i.e. on the opening days of accommodations booking.
 - a. During the queue process the preview link will be on the screen showing live inventory or rooms options remaining.
- 4) **Monitor your email.** A hotel booking link will be emailed to you from registration@htgsports.com as soon as your place comes up in the queue. We advise that you continue to refresh your email. It could take up to 60 minutes to be processed through the queue, however, this is subject to change depending on high volume.
- 5) **Click on link in confirmation email.** When you receive the confirmation email from HTG, click on the “Login Directly” link, which will bring you to the hotel selection page.
- 6) **Review and select hotel choices.**
 - a) Choose your 1st hotel choice by clicking on the “bed” icon
 - b) Input the number of rooms required. Individual and parent room requirements should be included in your block of 10 rooms
 - c) Confirm the number of nights required. Dates will be automatically set based on tournament dates: Tournament 1 - May 16-18 | Tournament 2 – May 19-22
 - d) Choose your 2nd - 5th alternate hotel choice to allow for faster turnaround time
 - e) Fill out the “comment” box for special requests/details
 - *If you require more than 10 rooms, please indicate so here
 - *If you require rooms nights during the turnover days, indicate so here
 - f) Click Submit

Booking for Multiple Teams *in the same Tournament*

- 7) **Use “Book Another Team” function.** Once you have submitted your first team’s hotel request you will be redirected to a “room summary webpage”. On this screen, there will be a “book another team” button for those booking for multiple teams. (Repeat Step 6a-f for each team). **Please note: you will need all unique team code to book for each additional team in the same tournament.**

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- 8) **Check your email.** Teams will receive a “hotel confirmation” email which indicates that their hotel is booked and confirmed.
 - a. HTG will confirm 1st hotel choice if available. Otherwise, HTG will automatically confirm you in one of your alternate hotel choices.
- 9) **Login to HTG Dashboard.** Teams can access confirmed hotel bookings through the “login directly” link attached in the Hotel Confirmation email. This will redirect you to a personal team “Dashboard” with all hotel information and rooming list access. Additional team blocks can also be booked at this point by clicking the “Book Another Team” button within the dashboard.
- 10) **Forward Rooming List Entry link to those in the team block.** Teams will receive another email with the “Rooming List Entry Link” that can be forwarded to any/all team members/parents to book and manage their individual rooms.

Notes:

1. For large room block requests (multiple teams from the same club), our first priority will be to keep all rooms at the same property. This means you may end up with any of your hotel selections from 1 to 5. If this is not possible, we will fit as many rooms in one hotel choice and the remaining in another one of your hotel choices.
2. Individual Parent room bookings – Parents can use the “Rooming List Entry Link” email that can be forwarded to you by the accommodation/team manager.
3. All teams looking to book on opening day will be confirmed or will be in communication with HTG staff about confirming the booking by end of opening day.

If you have issues while completing the booking process, please contact Jennifer Kealey at jennifer@htgsports.com or 613-834-4001 x 300 or 1-800-668-5596 x 300.