

Team Manager & Participant Flow

November 2018

Powered by:




Step #1 Team Manager Registration Landing Page:

Team Manager can access the event booking link through your teams event registration confirmation email. Click the Link included in email. To give priority to registered teams only, the direct link will only be posted on the event web page 1 week after the initial accommodations opening date. Team Managers will be prompted to create a group block clicking the “Create Group Block” button in the middle of the page on the right hand side”

Richmond - 14U Girls VC National Championships Accommodations

?

BE



MAY 9TH - MAY 12TH, 2019

Richmond - 14U Girls VC National Championships Accommodations

Volleyball Canada
Richmond Oval
6111 River Road, Richmond, BC
[\[U\] Get Directions](#)

Owner: Caitlin Devlin

[Share Event](#)

Create Group Block

ABOUT

Welcome to the official hotel booking system for Volleyball Canada's 2019 14U Girls West National Championships.

Volleyball Canada's Stay to Play policy is in effect for this event. This means that all participating travelling teams are required to book hotel rooms through Room Roster, in order to be eligible to play in the tournament.

Volleyball Canada and Room Roster are pleased to provide you discounted rates at team friendly hotels.

If you are the designated team accommodations manager, please follow these next steps:

Divisions

- Volleyball Canada Hotel Accommodations
- Hotel Registration

Step #2: Team Manager Registration - Select Your Division & # of Teams

Team Managers attending Volleyball Canada events will have the ability to select the number of teams that they will be managing at the event. For managers coordinating travel for more than one team can streamline the process from this page by selecting more than 1 team in a shopping cart type experience:

The screenshot shows a web application interface for hotel accommodations. A modal titled "Division and Teams" is open in the center. The modal contains a "Division" dropdown menu with "Volleyball Canada Hotel Accommodations" selected, and an "Enter # of Teams" dropdown menu with "0" selected. There are "Cancel" and "Continue" buttons at the bottom of the modal. The background page is titled "Richmond - 14U Girls VC National Championships Accommodations" and features a large image of volleyball players. Below the image, there is a "Share Event" button and a "Create Group Block" button. The "ABOUT" section provides information about the event and the hotel booking system. The "Divisions" section lists the selected division and the "Hotel Registration" option.

Richmond - 14U Girls VC National Championships Accommodations

Division and Teams

Division: Volleyball Canada Hotel Accommodations

Enter # of Teams: 0

Hotel Registration

Cancel Continue

Share Event Create Group Block

ABOUT

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Divisions

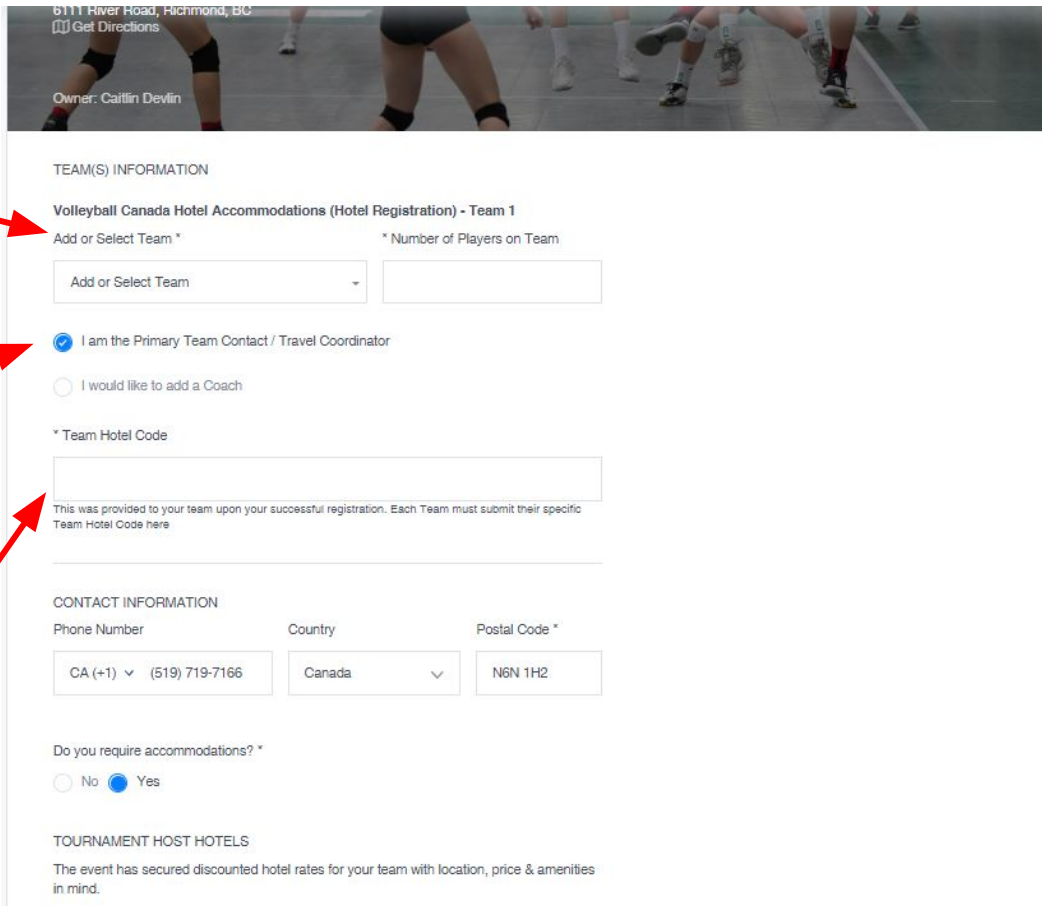
Volleyball Canada Hotel Accommodations

Hotel Registration

Step # 3 Team Manager Information

FAQ's on Create Group Block Info Page

- **Add or Select Team** - This is a drop down menu where once clicked will provide the option to enter your team name
- By selecting the option **"I am Primary Team Contact/Travel Coordinator"** will be enabling the software and our staff to be contacting you when connecting with your team regarding accommodations
- **Team Code** - The team code can be found in the event registration confirmation email from Volleyball Canada. If you have questions regarding your team code, please contact caitlin@volleyball.ca



6111 River Road, Richmond, BC
[U] Get Directions

Owner: Caitlin Devlin

TEAM(S) INFORMATION

Volleyball Canada Hotel Accommodations (Hotel Registration) - Team 1

Add or Select Team * * Number of Players on Team

☒ I am the Primary Team Contact / Travel Coordinator

☐ I would like to add a Coach

* Team Hotel Code

This was provided to your team upon your successful registration. Each Team must submit their specific Team Hotel Code here

CONTACT INFORMATION

Phone Number Country Postal Code *

CA (+1) (519) 719-7166 Canada N6N 1H2

Do you require accommodations? *

☐ No ☒ Yes

TOURNAMENT HOST HOTELS

The event has secured discounted hotel rates for your team with location, price & amenities in mind.

Step # 3 Continued - Hotel options displayed


Tournament Host Hotels -

- While on the Create Team Block information page team managers will have the ability to view tournament host hotels.
- Also, by selecting one of the host hotels, team managers will see the selected hotel as soon as completing registration

TOURNAMENT HOST HOTELS

The event has secured discounted hotel rates for your team with location, price & amenities in mind.

Select one of the following hotels to see more details after registration (limited inventory):

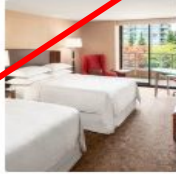


Executive Hotel Vancouver Airport
★★★★☆

Event Rate \$208 🔥
Hotel Rate \$472 (56% off)

Free Parking • Free Wifi • Pool


✔ Show me details after registration



Sheraton Vancouver Airport Hotel
★★★★☆

Event Rate \$256 🔥
Hotel Rate \$566 (55% off)

Free Parking • Free Wifi • Pool



Hilton Vancouver Airport
★★★★☆

Event Rate \$257 🔥
Hotel Rate \$469 (45% off)

Free Parking • Free Wifi • Pool

[View \(9\) More Hotels](#)

[Register](#)

Step #4 Team Manager instantly shown previously selected property

While on the Create Team Block page if the team manager selected a “preferred property” upon registering, they will be brought directly to that selected hotel and where all hotel details can be viewed -

Executive Hotel Vancouver Airport

★★★★★

7311 Westminster Highway
Richmond, BC, Canada V6X 1A3

1.6 km 🚗 → mins

- ✓ Indoor pool
- ✓ Breakfast available (surcharge)
- ✓ Free Wifi
- ✓ Free self parking

Room listing

Hotel details

 Queen Bed Only 20 rooms left Cancel until Tue Apr 23, 2019	\$208 avg. <small>Incl. service fees</small> <div>Book Room</div> <div>0 ▼ Hold Rooms</div> <small>Rate Breakdown Booking Policies</small>
 2 Double Beds Only 20 rooms left Cancel until Tue Apr 23, 2019	\$208 avg. <small>Incl. service fees</small> <div>Book Room</div> <div>0 ▼ Hold Rooms</div> <small>Rate Breakdown Booking Policies</small>
 Queen Bed plus Sofabed Only 10 rooms left Cancel until Tue Apr 23, 2019	\$208 avg. <small>Incl. service fees</small> <div>Book Room</div> <div>0 ▼ Hold Rooms</div> <small>Rate Breakdown Booking Policies</small>

Step #5 Team Manager also has ability to view all other tournament approved hotels

Team Manager's attending Volleyball Canada events will have the ability to see the discounted rates, interactive map, amenities included at hotel, and inventory remaining. All Hotel cards are interactive with the ability to click in and learn more about what each property has to offer!

Test Team Brandon Esler

?

BE

My Team Dashboard

Event Details

Manage Referees

Referee Questions

Referee Report

Team

Hotels(s)

Team Chat


Reservation(s)

New Registration

Richmond - 14U Girls VC National Championships Accommodations

May 09 - May 12 2019 • Richmond, BC

All-Star Event Hotels



Executive Hotel Vancouver Airport


★★★★☆

Saving 56% off reserving through this event.

1.4 km - 15 mins

78 rooms left

Select your room



Sheraton Vancouver Airport Hotel


★★★★★

Saving 58% off reserving through this event.

2.0 km - 15 mins

30 rooms left

Select your room



Hilton Vancouver Airport


★★★★★

Saving 45% off reserving through this event.

1.3 km - 14 mins

30 rooms left

Select your room



Vancouver Airport Marriott

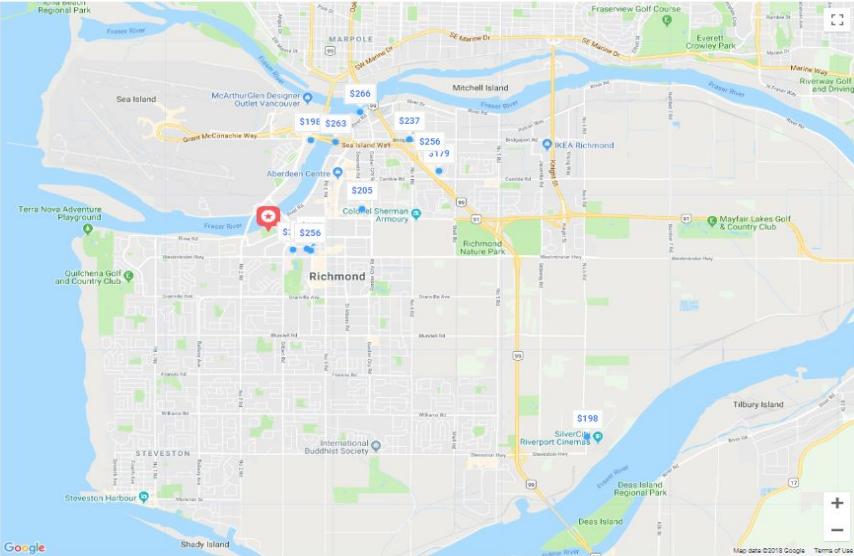
★★★★★

Saving 48% off reserving through this event.

2.0 km - 15 mins

30 rooms left

Select your room



Step #6 Team Manager blocks rooms Free of Charge!

Once you have decided on your desired team hotel you have the ability to select and hold the number of required rooms that you will need to house your team -

Volleyball Canada Referee Rooms

Richmond - 14U Girls V
May 09 - May 12 2019 • Richmond

Pacific Gateway Hotel
★★★★★
3500 Cessna Drive
Richmond, BC, Canada V7B 1C7
3.1 km - 7 mins

- ✓ Outdoor pool
- ✓ Free WiFi
- ✓ Free self parking
- ✓ Continental Breakfast Included

Room listing | Hotel details

Deluxe Room, 2 Double Beds
Only 25 rooms left
Cancel until Mon Apr 08, 2019
\$198 avg. Inc. service fees
Book Room

Deluxe Room, King Bed + Cot
Only 25 rooms left
Cancel until Mon Apr 08, 2019
\$198 avg. Inc. service fees
Book Room

Enter total number of rooms needed to house the team

10 Hold Rooms

Map view showing the hotel location near the Fraser River and Burkeville.

Step #7 Confirm Room Block Details

Event Nights will be automatically blocked for your team. However, if you require an additional night before or after your event dates this page will give you the ability to block those required nights.

test1

?

BE

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

You've chosen to hold.
2 Double Beds at \$257/night (avg.)
Enter the number of rooms per night you'd like to hold for your team.

Tue, May 7	Wed, May 8	Thu, May 9	Fri, May 10
0 Rooms	0 Rooms	12 Rooms	12 Rooms
Sat, May 11	Sun, May 12	Mon, May 13	
12 Rooms	0 Rooms	0 Rooms	

Customize Your Block Name

test1's block

Next

Nice Save!

Event Rate Saved You \$212!

0.5 miles from venue

Hilton Vancouver Airport

45% OFF

2 Double Beds

Event Rate \$257 /night (avg.)
Inclusive of service fees

Check out the savings by booking the event rate!

Here you will select what dates and the number of rooms your team will require on each day

****If Necessary Step** - Additional ROOM TYPE required**

Once confirming block of rooms if an additional room type is required please click the three white line in the top left corner to show the **display menu** on the left hand side. Here you will want to click the “**Hotels**” tab to return to the Hotel Feed.

The screenshot displays the 'Volleyball Canada Referee Rooms' interface. A blue header bar at the top contains a close button (X), the title 'Volleyball Canada Referee Rooms', a help icon (?), and a user profile icon (BE). On the left, a sidebar menu lists various options: 'Richmond - 14U Girls VC National Championships Accommodations', 'May 09 - May 12', 'My Team Dashboard', 'Event Details', 'Team', 'Hotel(s)', 'Team Chat', 'Reservation(s)', and 'New Registration'. A red arrow points from the text above to the 'Hotel(s)' option. The main content area shows a confirmation message: 'The following rooms have been instantly blocked. This includes any nights previously blocked for this room.' Below this, a card displays details for a 'Deluxe Room, 2 Double Beds' at an average rate of '\$198 avg.'. It includes a 'Share with team' link and a table showing room availability for three dates: THU, MAY 9 (10 ROOMS), FRI, MAY 10 (10 ROOMS), and SAT, MAY 11 (10 ROOMS). A red 'Book Now' button is at the bottom right of the card. To the right of the card, a 'Block expires' timer shows 09:03:37. Below the card, a 'Release Block' button is visible. On the far right, two promotional cards are shown: one for 'Event Rate Saved You \$311!' and another for 'Pacific Gateway Hotel' offering a 61% off on a 'Deluxe Room, 2 Double Beds' at an event rate of \$198/night.

Richmond - 14U Girls VC
National Championships
Accommodations

May 09 - May 12

My Team Dashboard

Event Details

Team

Hotel(s)

Team Chat

Reservation(s)

New Registration

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

Return to dashboard

Volleyball Canada Referee...'s block

The following rooms have been instantly blocked.
This includes any nights previously blocked for this room.

Deluxe Room, 2 Double Beds
\$198 avg.

Block expires
09 : 03 : 37
DAYS HRS MIN SEC

Share with team

THU, MAY 9	FRI, MAY 10	SAT, MAY 11
10 ROOMS	10 ROOMS	10 ROOMS

Book Now

Release Block

Nice Save!
Event Rate Saved You \$311!

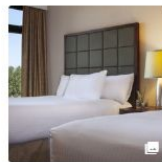
1.2 miles from venue
Pacific Gateway Hotel

61% OFF
Deluxe Room, 2 Double Beds
Event Rate \$198 /night (avg.)
Inclusive of service fees

****If Necessary Step** - Blocking an additional ROOM TYPE**

To block the second room type at the same property select the hotel card again. Here you will see your already blocked rooms at the top of the hotel card. You can now select your block your second room type required.

Volleyball Canada Referee Rooms



Pacific Gateway Hotel



3500 Cessna Drive
Richmond, BC, Canada V7B 1C7

3.1 km - ~7 mins

- ✓ Outdoor pool
- ✓ Free WiFi
- ✓ Free self parking
- ✓ Continental Breakfast Included

Room listing

Hotel details

Team Room Blocks



Volleyball Canada Referee...s block

Deluxe Room, 2 Double Beds

Only 10 rooms left

Share with team

Block expires:

09 03 32 50
DAYS HRS MIN SEC

Book Room

Hold Details



Deluxe Room, King Bed + Cot

Only 25 rooms left

Cancel until Mon Apr 08, 2019

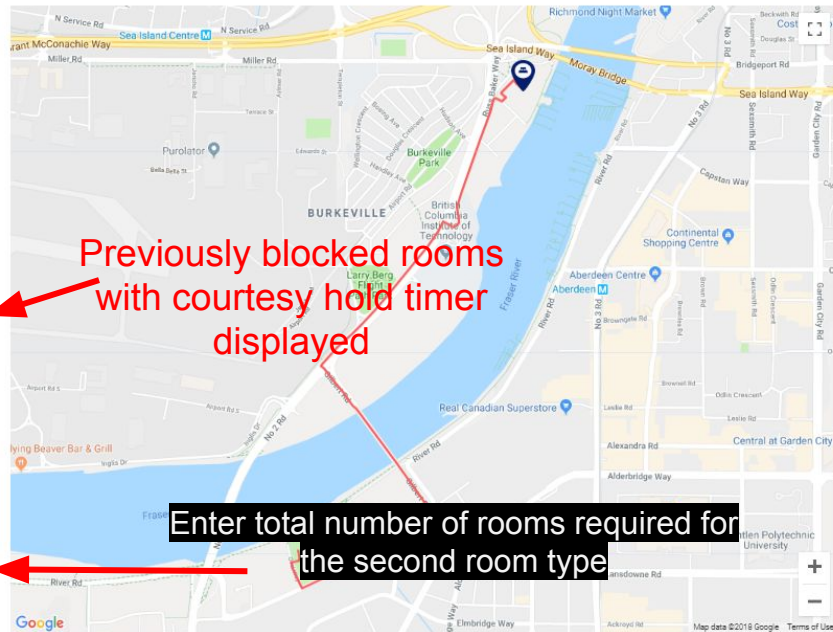
\$198 avg.
Inc. service fees

Book Room

10 ▾

Hold Rooms

Rate Breakdown | Booking Policies



Previously blocked rooms
with courtesy hold timer
displayed

Enter total number of rooms required for
the second room type

If Necessary Step - Confirm Block Details

Event Nights will be automatically blocked for your team. However, if you require an additional night before or after your event dates this page will give you the ability to block those required nights.

test1

?

BE

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

You've chosen to hold.

2 Double Beds at \$257/night (avg.)

Enter the number of rooms per night you'd like to hold for your team.

Tue, May 7

0 Rooms

Wed, May 8

0 Rooms

Thu, May 9

12 Rooms

Fri, May 10

12 Rooms

Sat, May 11

12 Rooms

Sun, May 12

0 Rooms

Mon, May 13

0 Rooms

Customize Your Block Name

test1's block


Next

Nice Save!

Event Rate Saved You \$212!

0.5 miles from venue

Hilton Vancouver Airport



45% OFF

2 Double Beds

Event Rate \$257 /night (avg.)

Inclusive of service fees

Check out the savings by booking the event rate!

Here you will select what dates and the number of rooms your team will require on each day

Step #8 Block Confirmed - Send Link to Team Members

You have now successfully set up a block of rooms at your Team Hotel. At this point you will have received an email with a link that can be sent out to your team members for easy booking access. The courtesy hold timer has begun and can be seen on this page. Please ensure all reservations are completed before this timer runs out!

Click this button to obtain the booking link that be sent out to Team Members for easy access to the booking feed.

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

[Return to dashboard](#)

test1's block

The following rooms have been instantly blocked.
This includes any nights previously blocked for this room.

2 Double Beds
\$257 avg.
[Share with team](#)

THU, MAY 9	FRI, MAY 10	SAF, MAY 11
12 ROOMS	12 ROOMS	12 ROOMS

Block expires
09 : 02 : 00 : 08
DAYS HRS MIN SEC


[Book Now](#)

[Release Block](#)

Block Expiry Timer - When this timer runs out all rooms will be released back into the live inventory feed


Nice Save!

Event Rate Saved You \$212!



0.5 miles from venue

Hilton Vancouver Airport



45% OFF

2 Double Beds

Event Rate \$257 /night (avg.)
Inclusive of service fees

Step #9- Book your Individual Room

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

Your Reservation: Deluxe Two Queen Studio Suite

Number of Rooms

Check-in

Check-out

Adults (18+)

Children (0 - 17)

Special Requests

11.5 miles from venue
Ayres Hotel Manhattan Beach LAX



Deluxe Two Queen Studio Suite

Event Rate \$204 /night (avg.)
Inclusive of service fees

Thu, Jun 6 (1 night)	\$204
Fri, Jun 7 (1 night)	\$204
Sat, Jun 8 (1 night)	\$204
Sun, Jun 9 (1 night)	\$204
Subtotal	\$816

Due Today	\$20
------------------	-------------

Balance Due at Hotel **\$796**
(plus applicable tax) \$199/night

Cancellations can be made until Mon Jun 03, 2019.
Reservation service fees, which are due today, are non-refundable.

Step #10- Input Credit Card Information for your room

At this step members will be asked to confirm their room reservation by paying a small service fee. This is a non-refundable service fee that is taken off the total amount that is owed to the property. The remainder of the balance will be paid at the time of check in.

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

Credit Card Information

Card Owner First Name *

Card Owner Last Name *

Street 1*

Street 2

City*

Country*

State/Province*

Zip / Postal Code*

Amount to Reserve Room Now:

\$20.00

Balance due at hotel.

Credit Card Number *

Month *

Year *

CVC



☐ I agree to the hotel cancellation policy / terms and conditions

☐ I agree to the booking policy

Back

Confirm And Pay



SECURE RESERVATION & FINALIZE ROOM HOLDS

* Credit Card pre authorizations or credit holds DO NOT occur with this reservation. Your reservation is fully cancellable up to the date specified in the Hotel Cancellation Policy. Reservation service fees, which are due today, are non-refundable. No price increases are permitted after the customer has paid the service fees. Rates are displayed in the currency local to the hotel.

11.5 miles from venue
Ayres Hotel Manhattan Beach LAX



Deluxe Two Queen Studio Suite

Event Rate \$204 /night (avg.)

Inclusive of service fees

Thu, Jun 6 (1 night)	\$204
Fri, Jun 7 (1 night)	\$204
Sat, Jun 8 (1 night)	\$204
Sun, Jun 9 (1 night)	\$204

Subtotal \$816

Due Today \$20

Balance Due at Hotel \$796
(plus applicable tax) \$199/night

Cancellations can be made until Mon Jun 03, 2019.
Reservation service fees, which are due today, are non-refundable.

Total Room Cost

Service Fee -
Pay Now

Remaining
owed at Hotel

Team Manager Dashboard

Team Manager can access at anytime. Build out their team, share the link again and view all participants registered

The screenshot displays the 'My Team Dashboard' for 'Team Canada'. The interface includes a left sidebar with navigation links: 'My Team Dashboard', 'Event Details', 'Team', 'Hotel(s)', 'Team Chat', 'Reservation(s)', and 'New Registration'. The main content area features a 'Team Canada' profile card with a 'Build Team' button, a shareable link 'https://app.roomroster.com/eve', and an 'Event Surveys' section. A blue banner at the top right prompts to 'Build your team now to provide everyone with the latest event updates!'. Below this, statistics show '0 of 12 Players', '0 Reservations made', and '12 Rooms on hold'. The 'Team players' section indicates '0 joined'. The 'Team hotels' section shows '1 of 1 member(s) unaccommodated' and lists 'Team Canada's block - Executive Hotel Vancouver Airport' with a nightly rate of \$208.00 and 12 rooms on hold. Red arrows and text annotations highlight key features: 'Click here to view the Team Members that have reserved a room' points to 'New Registration'; 'Invite your Team Members to ensure everyone is connected through the Software' points to the 'Build Team' button and the shareable link; and 'Link to give team members easy access to reserve room from the Team Hotel Block' points to the 'Book Room' button.

Click here to view the Team Members that have reserved a room

Invite your Team Members to ensure everyone is connected through the Software

Link to give team members easy access to reserve room from the Team Hotel Block

Participant Flow

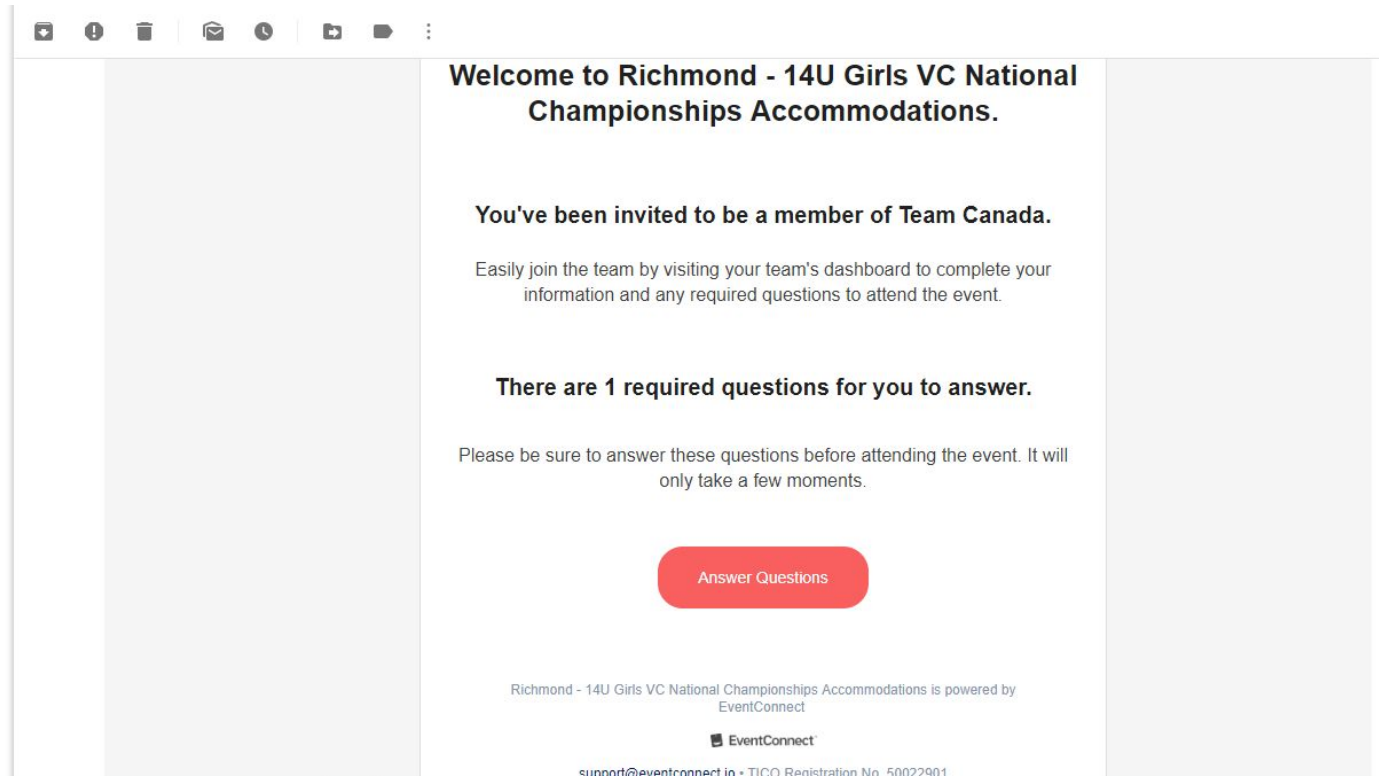
November 2018

Powered by:






Participant Room Booking Process

Once added to Dashboard by Team Manager, participants will receive an email such as the one displayed below.



Participant Room Booking Process

Simple Registration questions are asked to be completed before viewing Participant Dashboard

Richmond - 14U Girls VC National Championships Accommodations

May 09 - May 12

My Team Dashboard

Event Details

Team

Hotel(s)

Team Chat

Reservation(s)

New Registration

Brandon Esler,

You've been added to Team Canada in the Richmond - 14U Girls VC National Championships Accommodations.

Please confirm your information below to accept your membership.

Player

Billy

Esler

Brandon




Esler



esler17@gmail.com

CA (+1) 888-888-8888

Confirm Invitation

Add Member

Participant Dashboard

All participants will have own dashboard. Ability to book hotel reservation under team block and answer further questions requested by Event owner or edit hotel reservation all in real time!

×

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BE

Richmond - 14U Girls VC National Championships Accommodations

May 09 - May 12

My Team Dashboard

Event Details

Team

Hotel(s)

Team Chat

Reservation(s)

New Registration

TC

Team Canada

Volleyball Canada Hotel Accommodations Division

COPY THIS URL TO SHARE INVITE:

https://app.roomroster.com/eva

Copy

1 of 12

Players

0

Reservations made

12

Rooms on hold

Team players • 1 joined

Billy Esler has joined the team.


BE

Manage Team

Team hotels

You've blocked rooms at the following hotel(s) for your event.

3 of 3 member(s) unaccommodated



Team Canada's block -
Executive Hotel Vancouver Airport
\$208.00 Nightly rate
12 (Queen Bed rooms) on hold
Edit Hold Name
0 of 12 rooms booked | View Details

Courtesy hold expires:
09 | 04 | 47 | 41
DAYS HRS MIN SEC

Book Room

View hotels

Team & Customer Support at Event Connect

Team Support

- EventConnect support staff to help Team Managers with setting up their hotel blocks
 - Email: teamsupport@eventconnect.io
 - Phone: 1-888-723-2064

Customer Support

- EventConnect support staff to help Team Participants with reservation related questions
 - Email: support@eventconnect.io
 - Phone: 1-888-723-2064



EventConnect™