

Team Manager Work Flow



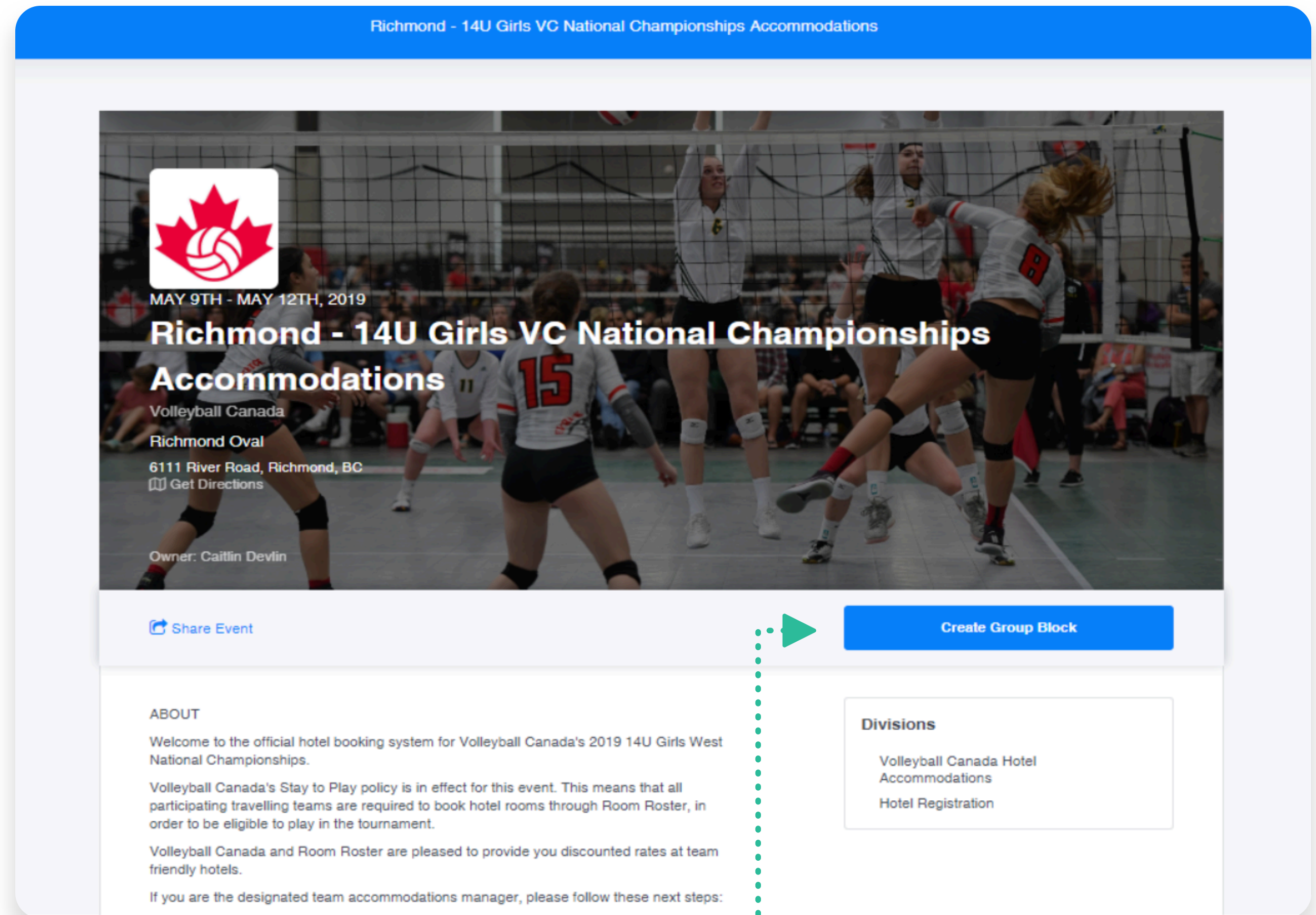
Volleyball
Canada

Step #1

Team Manager Registration Landing Page

Team Managers can access the **hotel booking link** through your team's event registration confirmation email. Click the direct link included in the email.

To give priority to registered teams only, the direct link will only be posted on Volleyball Canada's event web page one week after the initial accommodations opening date.



Click on "Create
Group Block" to begin.

Step #2

Team Manager Hotel Booking

Team Managers attending 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, they can streamline the process from this page by selecting more than one team in a shopping cart type experience.

The diagram illustrates the process of registering a team for hotel booking. It starts with a button labeled "Register Team" which leads to a "Team Information" form. The form includes fields for "Team *" and "Number of Players on Team *", and checkboxes for "Will the team require accommodations?", "I am the Primary Team Contact / Travel Coordinator", and "I would like to add a Coach". A "Next" button is at the bottom right of the form. A "Previous" button is at the bottom left of the form. A "Summary" section at the top shows "(no registrations) \$0.00" and "Total: \$0.00".

Click "Register Team" for **Hotel Booking Channel** access.

Enter your team name and how many players are on the team.

Note: By specifying that you are the Primary Team Contact/Travel Coordinator, you will enable our software and staff to contact you regarding accommodations.


Step #3

Previous Team Members

If your team has registered with EventConnect in the past, you will have the option to instantly notify these previous team members about your upcoming event. Simply click the check box and then specify the team member role (coach, team manager, player, affiliate, guardian).

14U Girls VC National Championships Accommodations -Abbotsford, BC - Registration

Summary:

 (no registrations)
\$0.00

Total: \$0.00

close

There are 3 previous team members associated with Mississippi Thunder Kings.
Please select who you would like to notify about this event below:

☐ Select all - 0 of 3 Selected

☐ RD **Richard Dorion**
richard.dorion@gmail.com Team Manager

☐ SD **Shalon Doxsee**
shal.doxsee@gmail.com Team Manager

☐ LM **Lisa Meabry**
lisa.meabry@gmail.com Team Manager

< Previous

Skip this step

Next

☒ RD **Richard Dorion**
richard.dorion@gmail.com Team Manager

☐ SD **Shalon Doxsee**
shal.doxsee@gmail.com

Coach

Team Manager - Original

Player

Affiliate

Guardian

Step #4

Hotel Registration Process

Select **Hotel Registration** and click Next to continue through the hotel registration process.

14U Girls VC National Championships Accommodations -Abbotsford, BC - Registration

Summary:

(no registrations)

\$0.00

Total: \$0.00

Select Mississippi Thunder Kings' Division(s)

close

1 division selected

Search

Volleyball Canada Hotel Accommodations

Hotel Registration

\$0.00

☒

Previous

Next

Step #5

Team Code

With Volleyball Canada, all registrants are required to enter a Team Code. This code can be found in the event registration confirmation email sent from Volleyball Canada. If you have any questions regarding your team code, please contact **caitlin@volleyball.ca**.

14U Girls VC National Championships Accommodations - Abbotsford, BC - Registration

Summary: (no registrations) \$0.00 Total: \$0.00

Mississippi Thunder Kings' Required Forms close ✕

1 division selected

Hotel Verification

Team Code *

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

← Previous Next

Enter your Team Code here and then click "Next".

Step #6

Shopping For Team Hotels

After entering your Team Code, you will be brought to the hotel portal where you can shop for accommodations. The All-Star hotel will be the first choice at the top. While on the Create Team Block information page, team managers can view tournament host hotels. By selecting a host hotel, team managers will see the selected hotel right after completing registration.

14U Girls VC National Championships Accommodations - Abbotsford, BC
May 07 - May 10 2020 • Abbotsford, BC

Showing results for "all hotels"

Tradex

All-Star Event Hotels

Sandman Hotel Abbotsford Airport

1st Round Draft Pick
25 reserved here

Event rate: **\$179 avg.**

40 rooms left

4.4 km - ~8 mins

Select your room

Best Western Plus Regency Inn & Conference Centre

2 night minimum

Event rate: **\$205 avg.**
~~\$269 avg.~~

50 rooms left

Saving 24% off reserving through this event

6.5 km - ~10 mins

Select your room

This symbol highlights your most popular host hotel.

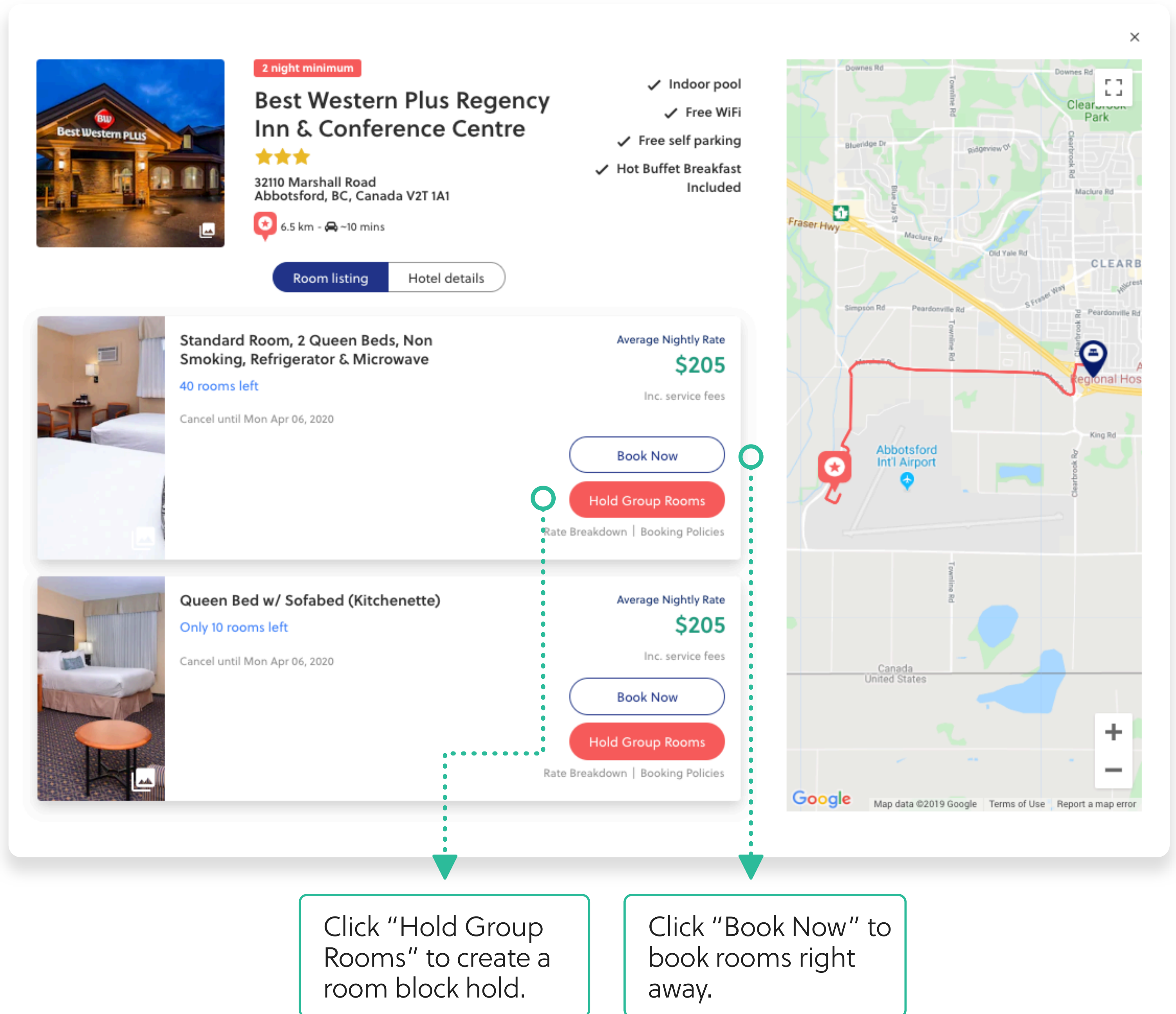
Click "Select Your Room" to open a detailed view of the hotel's inventory.

Step #7

Booking & Blocking Team Hotels

Once you have chosen a hotel, you can create **room blocks** for your teams or book them instantly. Depending on the hotel property you can book & block different room types based on your team's unique needs.

Note: All teams are limited to holding a maximum of 12 rooms.



2 night minimum

Best Western Plus Regency Inn & Conference Centre

32110 Marshall Road
Abbotsford, BC, Canada V2T 1A1

6.5 km - ~10 mins

- ✓ Indoor pool
- ✓ Free WiFi
- ✓ Free self parking
- ✓ Hot Buffet Breakfast Included

Room listing | Hotel details

Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave

Average Nightly Rate **\$205**
Inc. service fees

40 rooms left

Cancel until Mon Apr 06, 2020

Book Now

Hold Group Rooms

Rate Breakdown | Booking Policies

Queen Bed w/ Sofabed (Kitchenette)

Average Nightly Rate **\$205**
Inc. service fees

Only 10 rooms left

Cancel until Mon Apr 06, 2020

Book Now

Hold Group Rooms

Rate Breakdown | Booking Policies

Abbotsford Int'l Airport

Click "Hold Group Rooms" to create a room block hold.

Click "Book Now" to book rooms right away.

Step #7.1

Blocking Team Hotels

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. This service is offered free of charge.

If the hotel does not have enough inventory allocated for your block, an instant request will be sent to the hotel to procure the required rooms.

Mississippi Thunder Kings

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

You've chosen to hold.
Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave
Enter the number of rooms per night you'd like to hold for your team.

Wed, May 6
0 Rooms

Thu, May 7
10 Rooms

Fri, May 8
10 Rooms

Sat, May 9
10 Rooms

Sun, May 10
0 Rooms

Customize Your Block Name
Mississippi Thunder Kings's block

☐ Assign Block/Request to user?

Next

Nice Save!
Event Rate Saved You \$64!

6.5 km from venue
Best Western Plus Regency Inn & Conference Centre

24% OFF
Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave
Event Rate \$205/night (avg.)
Inclusive of service fees

Thu, May 7 (10 rooms)	\$205 per night
Fri, May 8 (10 rooms)	\$205 per night
Sat, May 9 (10 rooms)	\$205 per night

* Rates are subject to change based on the hotel's approval of any nights that have to be requested.

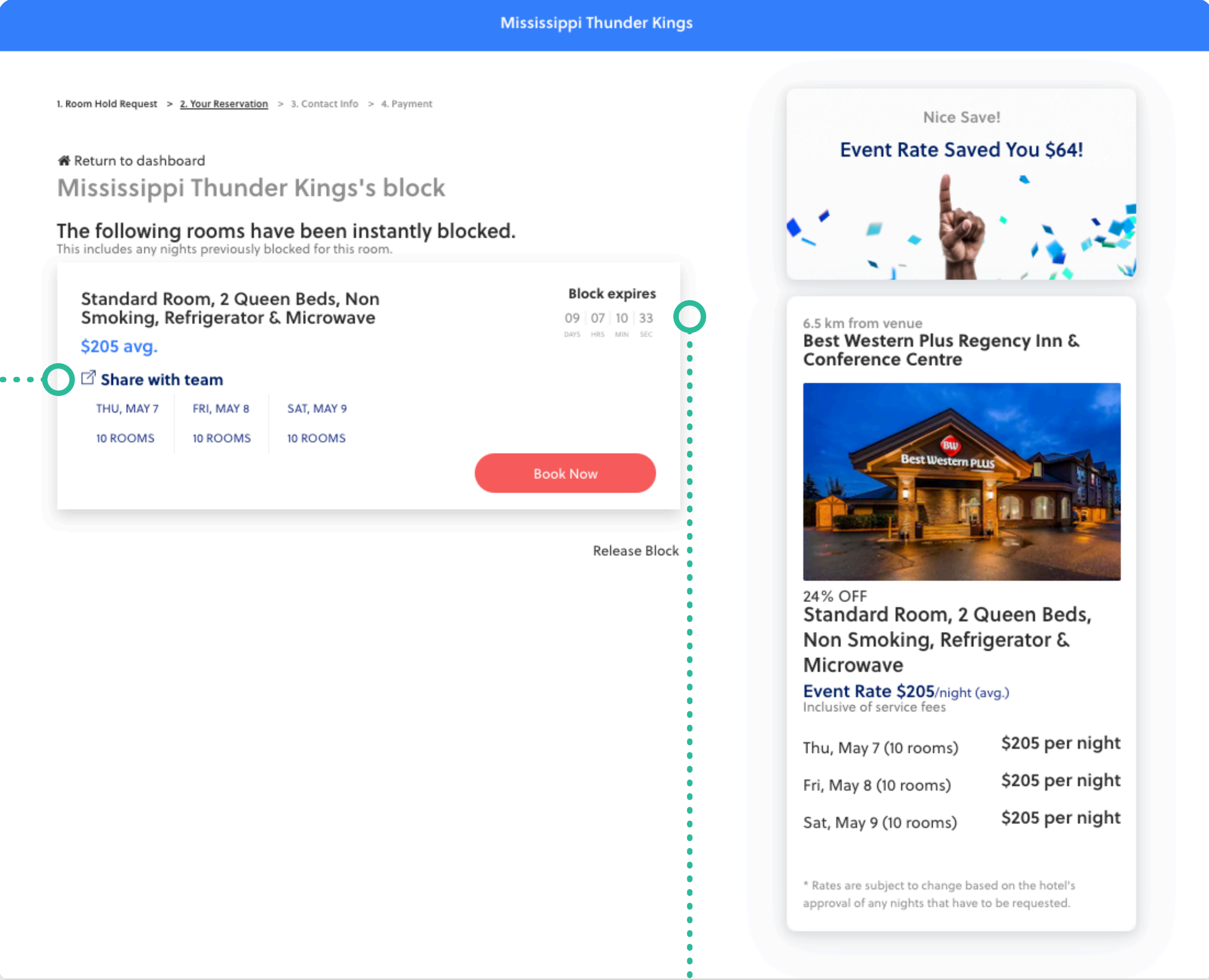
Select **how many rooms** you will need for your team on each day.

See a breakdown of your block per night.

Step #7.2

Confirming Block Details

After clicking "Next" you will have instantly made a block. Blocks have a lifespan before they expire and the inventory is released back to the hotel. You can send a direct link to team members for them to book rooms on the block, or click "Book Now" to book rooms right away. The block can be released at any time by clicking "Release Block". Your account manager can extend a block for you if needed.



Mississippi Thunder Kings

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

[Return to dashboard](#)

Mississippi Thunder Kings's block

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

Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave

\$205 avg.

Block expires
09 | 07 | 10 | 33
DAYS HRS MIN SEC

[Share with team](#)

THU, MAY 7	FRI, MAY 8	SAT, MAY 9
10 ROOMS	10 ROOMS	10 ROOMS

[Book Now](#)

[Release Block](#)

Nice Save!

Event Rate Saved You \$64!

6.5 km from venue

Best Western Plus Regency Inn & Conference Centre

24% OFF

Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave

Event Rate \$205/night (avg.)
Inclusive of service fees

Thu, May 7 (10 rooms)	\$205 per night
Fri, May 8 (10 rooms)	\$205 per night
Sat, May 9 (10 rooms)	\$205 per night

* Rates are subject to change based on the hotel's approval of any nights that have to be requested.

Direct link to share the block with your team.

Block timer indicates how long until block expires and inventory is returned to hotel.

Step #8

Booking Rooms

Click "Select Your Room" on the hotel you would like to book with, this will bring you to the expanded view. Select a room type that suits your needs and click "Book Now".

The screenshot shows a hotel booking interface. At the top left is a photo of the hotel. To its right, the hotel name "Best Western Plus Regency Inn & Conference Centre" is displayed, along with its address "32110 Marshall Road, Abbotsford, BC, Canada V2T 1A1" and a distance of "6.5 km - ~10 mins" from a starting point. A list of amenities includes "Indoor pool", "Free WiFi", "Free self parking", and "Hot Buffet Breakfast Included". Below this, there are two room options: "Queen Bed w/ Sofabed (Kitchenette)" and "Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave". Each room option shows the "Average Nightly Rate" as "\$205" and includes a "Book Now" button. To the right of the room listings is a map showing the hotel's location relative to the "Abbotsford Intl Airport" and "Regional Hos".

Distance from this hotel to your event venue.

The amenities offered by this hotel to their guests.

Step #8.1

Booking Rooms -Reservation Details

Here you will enter the details of your stay. Specify how many rooms you will need for your stay, your check-in and check-out dates, how many adults and children are in the room, and any special requests you may have.

1. Your Reservation > 2. Contact Info > 3. Payment

Your Reservation: Queen Bed w/ Sofabed (Kitchenette)

Number of Rooms
1


Check-in: 2020-05-07 Check-out: 2020-05-10 Adults (18+): 1 Children (0 - 17): 0

Special Requests
Room requests, or collect points by entering your hotel rewards card number.

Next

Nice Save!
Event Rate Saved You \$192!

6.5 km from venue
Best Western Plus Regency Inn & Conference Centre



24% OFF
Queen Bed w/ Sofabed (Kitchenette)
Event Rate \$205/night (avg.)
Inclusive of service fees

Thu, May 7 (1 night)	\$205.00
Fri, May 8 (1 night)	\$205.00
Sat, May 9 (1 night)	\$205.00
GST	\$0.90
Subtotal	\$615.90
Due Today	\$18.90
Balance Due at Hotel <small>(plus applicable tax)</small>	\$597.00 <small>\$199.00/night</small>

Cancellations can be made until Mon Apr 06, 2020.
Reservation service fees, which are due today, are non-refundable.

The small deposit needed to hold your rooms until check-in.

The amount you saved by booking with EventConnect.

Step #8.2

Booking Rooms -Payment Info.

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. Your Reservation > 2. Contact Info > 3. Payment

Credit Card Information

Card Owner First Name *

Card Owner Last Name *

Street 1 *

Street 2

City *

Country *
Canada

State/Province *
State/Province

Zip / Postal Code *
N0M 2P0

Amount to Reserve Room Now:
\$18.90

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

beanstream

SECURE PROCESSING

SECURE RESERVATION & FINALIZE ROOM HOLDS


* Credit Card pre authorizations are accepted with this reservation 30 day(s) prior to arrival. 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.

Nice Save!

Event Rate Saved You \$192!

6.5 km from venue

Best Western Plus Regency Inn & Conference Centre



24% OFF

Queen Bed w/ Sofabed (Kitchenette)

Event Rate \$205/night (avg.)

Inclusive of service fees


Thu, May 7 (1 night)	\$205.00
Fri, May 8 (1 night)	\$205.00
Sat, May 9 (1 night)	\$205.00
GST	\$0.90
Subtotal	\$615.90
Due Today	\$18.90
Balance Due at Hotel (plus applicable tax)	\$597.00 \$199.00/night

Cancellations can be made until Mon Apr 06, 2020.

Reservation service fees, which are due today, are non-refundable.

You must review and agree to the details of your cancellation policy and booking policy before confirmation.

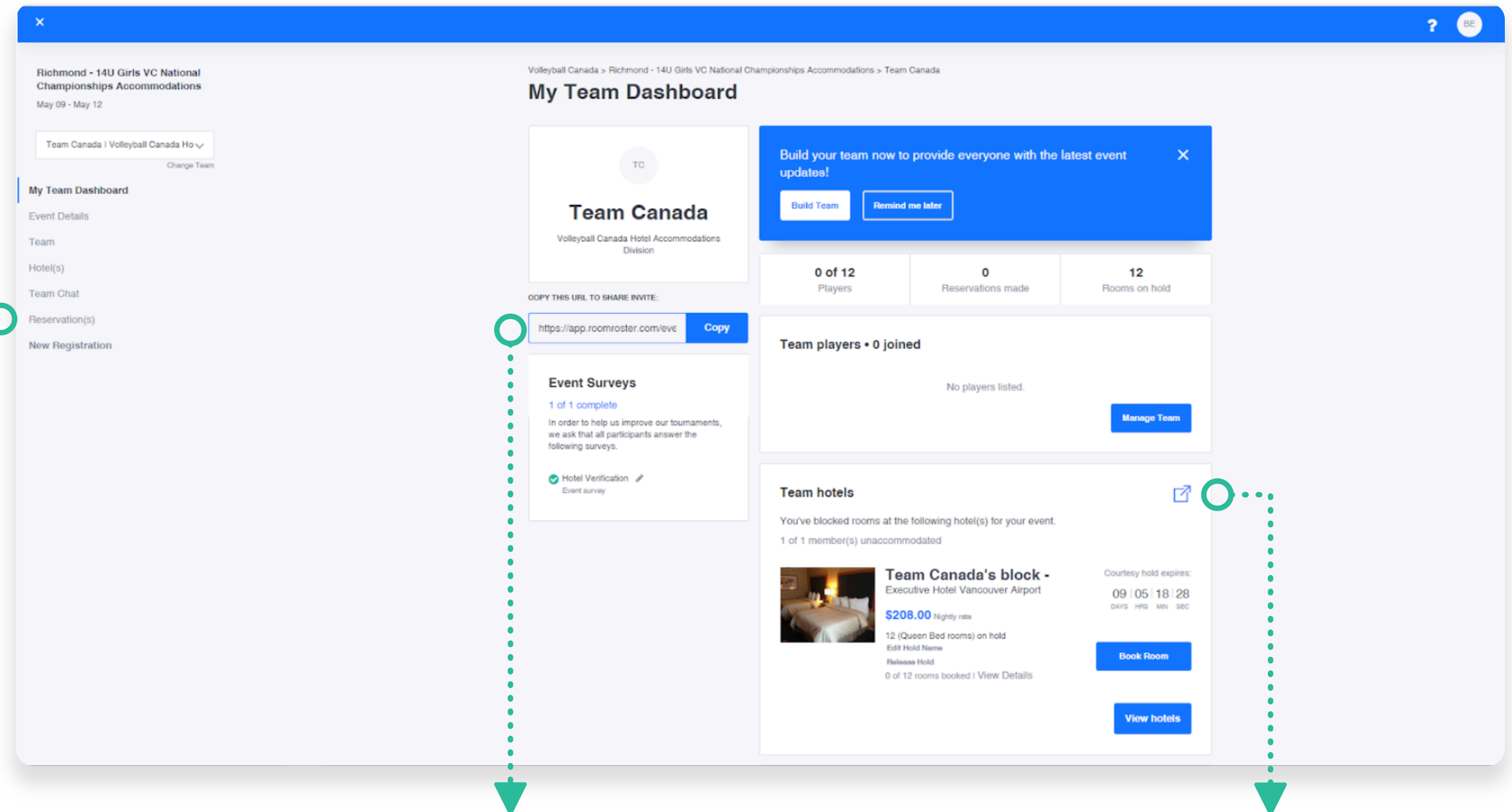
Amount due to hold rooms.

 EventConnect™

Step #9

Team Manager Dashboard

At anytime team managers are able to build out their teams, view all participants who have registered, and share out registration/booking links via the Team Manager Dashboard.



Click "Reservations" to view the team members who have reserved accommodations.

Invite your team members to ensure everyone is connected through the EventConnect platform.

Use this link to quickly share your Team Hotel Block to team members.