

# 2022 Nationals - HTG Booking Process



## Hotel Booking steps

### \*\*NEW PROCESS FOR 2022\*\*

#### 1) **Click on the Preview Link to Pre-Register your team.**

Save time on Booking Day, by creating your HTG account early. Team representatives who are responsible for booking hotels can create an HTG account up to one week prior to hotel booking opening. This can be done via the hotel preview links available on the VC website in December.

- a. On the preview link you will see a “Block Rooms” tab on the left-hand navigator. Click on this and enter all the fields to pre-register and receive the booking link.
  - i. If you are an existing HTG client, you will be automatically redirected to input the following information: team club/group name, division/category.
  - ii. 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.
- b. If your team registers for the event after the above cut-off time (one week prior to launch) **OR** your team does not pre-register, your team will access the hotel booking portal via the booking link and team code sent in your event registration confirmation email. Please refer to the section ‘*Booking for teams who have not pre-registered*’, at the bottom of this document for full details.

*\*Hotel information will not be available on this dashboard page until the hotel booking portal goes live. Please refer to the VC website for your event’s accommodation opening time.*

#### 2) **Monitor your email.**

Within 24 hours of pre-registering, a confirmation email will be sent to the email account specified during Step 1. This confirmation email will contain a “Login Directly” link to a Hotel Dashboard. No hotel information will be available on this dashboard until the Hotel Booking Portal goes live. Please refer to the VC website, for details on the hotel booking opening dates. To continue to review the hotels available please use the *PREVIEW LINK* found on the VC website.

- a. The “Login Directly” contained in this email is the link that will be used on the Hotel Booking Portal when it opens. Please bookmark this email and have it accessible and ready to access on the Hotel Booking Portal launch day.
- b. These emails will be sent from [melanie@htgsports.com](mailto:melanie@htgsports.com). We advise that you add Melanie’s email to your safe list and check your spam during this time.
- c. It is important to note that these emails will be sent to the specified email in Step 1. The email address that is entered on the pre-registration page will receive the Hotel Options (Booking Link) email.

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## 3) Open the Hotel Options (booking link) Email.

On the hotel portal opening date, at the specified time, click on the “Login Directly” link found at the bottom of the Hotel Options email. This will bring you to the hotel selection page.

## 4) Review and select hotel choices.

After you click on ‘Login Directly’ you will be directed to the HTG hotel booking webpage for your specific team.

- a) Choose your 1<sup>st</sup> hotel choice by clicking on the “book this hotel” button next to your first choice hotel.
- b) Confirm the number of nights required. For your convenience, dates will be automatically set based on tournament dates
  - If your team is looking to book a date outside of the tournament dates found below (*Edmonton event only*), those additional night(s) will not be confirmed the day of initial booking. HTG will send you a separate email once we are able to confirm availability for requested dates.
    - T1 – May 18, 19, 20
    - T2 – May 21, 22, 23
- c) Input the number of rooms required. Individual and parent room requirements should be included in your block
- d) Choose your 2<sup>nd</sup> - 5<sup>th</sup> alternate hotel choice to allow for faster turnaround time
- e) Fill out the “comment” box for special requests/details
- f) Check the ‘Please send me a Player Self Registration link’, if applicable. (*Teams can use this link to allow all team members/staff to book and manage their individual rooms*)
- g) Click Submit

## 5) Check your email.

Teams will receive a “hotel confirmation” email which indicates that their hotel is booked and confirmed. You can add [melanie@htgsports.com](mailto:melanie@htgsports.com) to your safe sender list in advance to avoid the email going to your spam

- a. HTG will confirm 1<sup>st</sup> hotel choice, if available. Otherwise, HTG will automatically confirm you in one of your alternate hotel choices or the best available option.

## 6) 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. This will complete your courtesy block.

## 7) Forward Rooming List Entry link to those in the team block.

On March 1<sup>st</sup>, 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. Teams will have **two weeks** to complete the rooming lists. As of March 15<sup>th</sup>, any remaining rooms not allocated will be automatically released.

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## Booking for multiple teams in the same tournament:

### 1) Use “Book Another Team” function.

You can book rooms for additional teams, via ‘My Dashboard’. To access your dashboard, click on the ‘settings’ drop-down menu, in the top right-hand corner of your screen. Then click on ‘My Dashboard’. From your dashboard, you will see a “book another team” button for those booking for multiple teams. (Repeat Step 4a-g for each team). **Please note: when booking multiple teams, you will require each team’s unique team code to book.** These codes can be found in your team’s event registration confirmation email.

## Booking for Teams That Have Not Preregistered

If your team chooses not to pre-register an account, you will access the Booking Portal via the link and team code included in the event registration confirmation email. At the date and time your booking portal opens:

- 1) Click on link. You will be prompted to enter your email and your individual team code.
- 2) You will receive an email from [Melanie@htgsports.com](mailto:Melanie@htgsports.com) which will give you immediate access to hotels
- 3) You can add [melanie@htgsports.com](mailto:melanie@htgsports.com) to your safe sender list in advance to avoid the email going to your spam
- 4) From there, the steps remain the same as above from Step 4 onward.

### 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 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 Carrie Lynn Bonavia [clbonavia@htgsports.com](mailto:clbonavia@htgsports.com) or 1-800-668-5596 x 305.**