

# 2025 Nationals - HTG Hotel Booking Process



Below is a step-by-step guide to the hotel booking process with Hudson Travel Group (HTG) for Volleyball Canada's Youth Nationals' events.

## Included within this document:

1. Important Notes for 2025
2. Hotel Booking Process on Launch Day
3. Submitting Rooming Lists
4. Large Club Booking Process

## 1. Important Notes for 2025

- **HTG Upload of Team Names and Contacts**  
Volleyball Canada will be providing HTG with an upload of all team names and Accommodations Manager contacts per event. This eliminates the first step in previous years of entering your name and email.
- **Test Emails** – A test email will be sent to all uploaded Accommodation Managers prior to launch. Team Accommodations Managers should keep an eye on their inbox for this email. *If you do not receive the test email on the date indicated below, please complete the Accommodations Manager Change Request [form](#).*

Group	Test Email Sent
Large Club	February 7, 2025
General Booking (all events)	February 13, 2025

## 2. Hotel Booking Process on Launch Day

- 1) **Booking Link Email Sent to Accommodations Manager** – At each event's designated launch time (see Volleyball Canada event webpage for dates and times) HTG will email the booking links to the Accommodations Managers.

This email (Email #1) will come from [cathy@htgsports.com](mailto:cathy@htgsports.com) and will provide immediate access to the hotel booking portal for your team.

*\*Please note that due to the high number of teams booking at launch, there is a randomly generated queue in place. The booking link may take 1-10 minutes to arrive. Please monitor your inbox closely during this time.*

Tips and Notes:

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- a. Add *Cathy@htgsports.com* to your safe sender list beforehand to prevent the email from going to your spam folder.
- b. Only access your HTG Dashboard through one browser window. Using multiple tabs or windows can cause system errors and delays in your booking process.
- c. All booking- related emails will be sent to the Accommodations Manager email address provided during your event registration with Volleyball Canada. If you need to update this contact information, please complete the Accommodations Manager Change Request [Form](#).
- d. If a Team Accommodations Manager is booking for multiple teams in the same event, they will receive one booking link **per team**. The “book another team” function used in past Nationals will not be utilized for 2025.

## 2) Click on the Icon for Select Hotel

The screenshot shows the HTG dashboard interface. At the top, there is a navigation menu with '2023 Volleyball Canada National Championships - Tournament 1 - 16UG' and a dropdown arrow. Below the menu is a sidebar with 'HTG Test team' and a notification icon. The main content area features the Volleyball Canada logo and the text 'Your Registered Event List: Please click on the event/team name you wish to access.' Below this, there is a section for 'Team: HTG Test team' with an 'Auto-Reg' button. A 'Select Hotel' icon is highlighted with a black arrow. Below the icon is a yellow box containing the text 'Event Coordinator: jane@htgsports.com'. At the bottom, there is a light blue box with the following information: 'Created: 1/6/2023 1:30:53 PM', 'Stage: Auto-Reg', 'Team/Club/Group Name: HTG Test team', and 'Division/Catagory:'.

## 3) Review and Select Hotel Choices

After clicking the *Select Hotel* icon, you will be directed to the HTG hotel booking webpage for your team.

- a. Select your first-choice hotel
  - Click the *Book This Hotel* button next to your preferred hotel
- b. Confirm the number of nights required
  - Tournament dates will be pre-filled for your convenience
  - If your team needs to book night(s) outside of the tournament dates, adjust the dates before submitting.
- c. Input the number of rooms required
- d. Select alternate hotels
  - Submit 2-5 alternate hotel choices. This will ensure faster processing if your first choice is unavailable

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- HTG and Volleyball Canada recommend preparing a list of 6-8 hotel options in advance as hotels will disappear from the list as they sell out.
- e. Add special requests
  - Use the *Comments* box to include any special requests or additional details
- f. Submit your booking request

If you are booking for more than one team:

- g. You will receive a separate booking link for each team.
- h. Return to Step 3 and repeat steps 3-5 for each team.

## 4) Hotel Confirmation

You will receive a “**Hotel Confirmation**” email (Email #2) indicating that your hotel reservation is confirmed.

- a. HTG will prioritize confirming your first-choice hotel. If your first choice is unavailable, HTG will automatically book you at one of your alternate hotel choices or the next best available option.
- b. All teams booking on opening day will be confirmed or will be in communication with HTG staff about confirming the hotel by end of opening day.

**Cancelling Your Room Blocks:** If a team manager cancels their block during the hotel launch period, the rooms will be automatically released, and the block will no longer be considered confirmed.

The booking link will then be reset allowing you to start over and view/select a new hotel.


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HTG SPORTS Services

## 2025 Volleyball Canada Nationals Ottawa

**Hotel Selected:** Fairfield Inn & Suites Ottawa Airport (expand/collapse)

 135 Thad Johnson Private Ottawa Airport,  
Ontario K1V 1A2  
(613) 691-2161  
website

**Cancel Booking**

### Hotel Confirmed

[Map](#)

☰ Rooming List      👍 Confirmation

Rooming List: HTG Volleyball Elite Team

⚠️ Your Rooming List is Due: March 6, 2025  
[Submit Completed List](#)

⚠️ Your Rooming List is Empty

## 5) Login to HTG Dashboard.

Team Managers can access their confirmed block through the *Login Directly* link attached in the Hotel Confirmation email.

- a. Clicking the *Login Directly* link will redirect you to your personal team dashboard . Your dashboard will provide all hotel information and access to your rooming list.

This will complete the booking process for your courtesy block.

## 3. Submitting Rooming Lists

### 6) Receive Rooming List Email

When you receive your Confirmation Email, you will also receive a separate email (Email #3) containing your rooming list entry link.

- a. Add *reservations@htgsports.com* to your safe sender list beforehand to ensure the email doesn't go to your spam folder.
- b. This email can be forwarded to team members and parents, allowing them to book and manage their individual rooms.
  - The email will include the booking deadline for your team. All rooming lists must be submitted by the deadline.

**Important:** Any unallocated rooms will be automatically released after the stated deadline.

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## 7) Submit Completed Rooming List.

By the booking deadline, the Accommodations Manager must:

- Review the rooming list
- Ensure all rooms are booked
- Submit completed list

To submit your rooming list:

1. Go to the Rooming List tab on the team dashboard, accessible via the Hotel Confirmation email.
2. Click the Submit Complete List button.

**By clicking the button, the team grants HTG permission to forward all reservation details to the hotel on the team's behalf.**

The screenshot displays the Volleyball Canada team dashboard. At the top center is the Volleyball Canada logo. Below it, a section titled "Hotel Selected: Holiday Inn and Suites Calgary Airport North (expand/collapse)" contains a small image of the hotel, the address "20 Freeport PI NE Calgary, Alberta T3J 0T6", the phone number "(403) 289-7800", and a "Cancel Booking" button. Below this, the text "Hotel Confirmed" is displayed, followed by a "Map" button. At the bottom, there are two navigation tabs: "Confirmation" and "Rooming List". A large black arrow points from the "Confirmation" tab to the "Rooming List" tab. Below the tabs, the "Confirmation" section is partially visible, starting with "Hello Carrie Lynn,".

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### Details

\$160.00 per room, per night (plus taxes)

Inclusions	Exclusions	Conditions
<ul style="list-style-type: none"><li>• Accessible rooms available</li><li>• Wireless Internet connection available in most rooms</li><li>• Business Center available to guests</li><li>• Fitness facilities</li><li>• Free Parking</li><li>• Hotel is 100% smoke free</li><li>• Indoor pool</li><li>• Restaurant in hotel</li></ul>		

### Rooming List: HTG Test team

⚠ Your Rooming List is Due: March 23, 2023

Submit Completed List

⚠ Your Rooming List is Empty

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## 4. Large Club Booking Process:

For large club block requests (any club with **four (4) or more registered teams** in a single event) the same steps above apply but you will have early access to book your entire club at one of the pre-selected Large Club Hotels with one booking link.

If having all teams at the same hotel is **not** a priority, teams can wait until the general booking portal opens and book one block per team.

### Important Notes:

- Only Large Club Hotels are available for early access booking. All eligible hotels have been identified on the Preview Links as *Large Club*
- Room caps per event will be enforced according to each event's guidelines

*Example: If Club HTG has four (4) 14U teams attending the Ottawa event (with a 12-room cap per team), Club HTG can book a single block of up to 48 rooms at a designated Large Club Hotel.*

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.