

2026 Nationals - HTG Hotel Booking Guide

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 2026
2. Hotel Booking Process on Launch Day
3. Submitting Rooming Lists
4. Large Club Booking Process

01

Important Notes for 2026

Team Accommodations Manager Registration - *New Process*

- Each team's Nationals Registration Confirmation email will include an HTG link. This link allows you to register your Team Accommodations Manager's contact information. Only the person registered through this portal will receive the booking link on the designated launch date and time.
- You must have your Team Code to complete this registration. The code is included in your Nationals Registration Confirmation email, so teams can only register with HTG after they've registered for Nationals.
- If you need to update your Accommodations Manager after registering, you can do so using the link at the bottom of the confirmation email you receive after submitting the form. Changes can be made anytime up until the cut-off date.
- Registration opens **December 8 at 9:00 AM EST**, and changes can be made until **February 1 at 11:59 PM EST**.

02

Hotel Booking Process on Launch Day

Step 1. Booking Link Email Sent to Accommodations Manager

At each tournament's designated launch time (*see Volleyball Canada event webpage*) HTG will email the booking links to the Accommodations Managers.

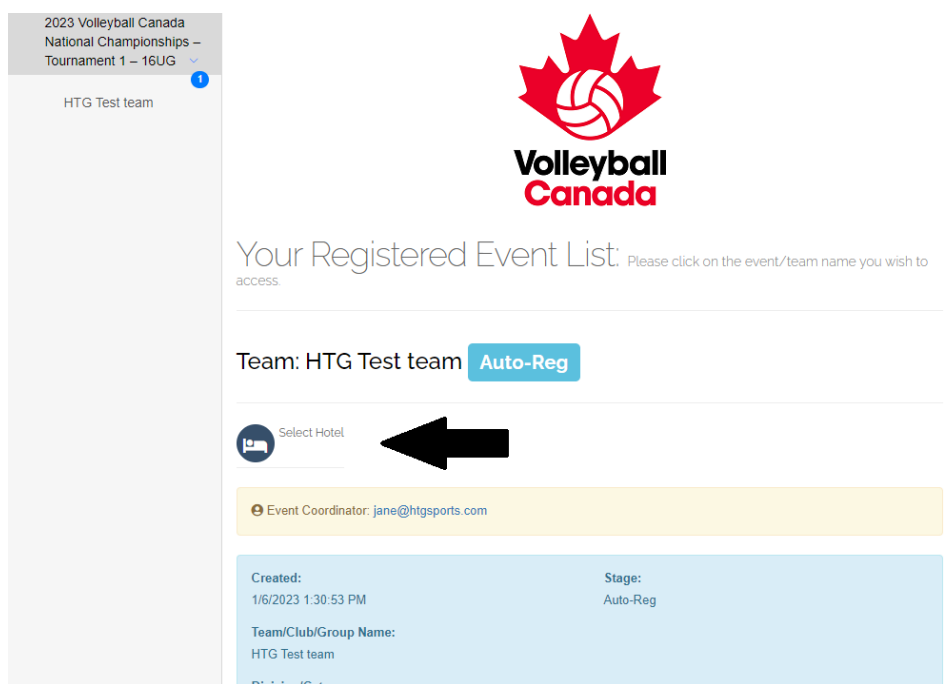
This email (Email #1) will come from melanie@htgsports.com and will provide immediate access to the hotel booking portal for your team.

**Due to high booking volume at launch, a randomly generated queue is in place. The booking link may take 1-20 minutes to arrive – please monitor your inbox closely.*

Tips and Notes:

- Add melanie@htgsports.com to your safe sender list beforehand to prevent the email from going to your spam folder.
- Only access your HTG Dashboard through one browser window. Using multiple tabs or windows can cause system errors and delays in your booking process.
- All booking related emails will be sent to the Accommodations Manager email address as provided during registration with HTG.
- 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 2026.

Step 2. Click the Icon for ‘Select Hotel’



The screenshot shows the HTG Sports Services dashboard for the 2023 Volleyball Canada National Championships – Tournament 1 – 16UG. The dashboard includes a sidebar with the team name 'HTG Test team' and a main content area with the Volleyball Canada logo. Below the logo, it says 'Your Registered Event List: Please click on the event/team name you wish to access.' There is a section for 'Team: HTG Test team' with an 'Auto-Reg' button. Below this, there is a 'Select Hotel' button with a black arrow pointing to it. At the bottom, there is a yellow box with the event coordinator's name and email, and a blue box with event details including the creation date, stage, and team name.

Step. 3. Review and Select Hotel Choices

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

- a. Select your first-choice hotel
 - Click 'Book This Hotel' next to your preferred hotel option
- b. Confirm the number of nights required
 - Tournament dates will be pre-filled. If you require additional nights outside of the tournament dates, please refer to 'Requesting additional rooms/room nights' below.
 - If your group's room vary, select the earliest arrival and latest departure for the full block. Individual room dates can be adjusted later.
- c. Input the number of rooms required
 - You will only be able to book up to the room cap for each team.
- d. Select alternate hotels
 - Submit 2-5 alternate hotel choices. This will ensure faster processing if your first choice is unavailable
 - HTG and Volleyball Canada recommend preparing a list of 6-8 hotel options in advance, as options will disappear 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:

- You will receive a separate booking link for each team.
- Return to Step 1 and repeat steps for each team.

Requesting additional rooms/room nights:

- If you need additional rooms, you can submit an email request to vc@htgsports.com
- HTG will do their best, but due to volume, additional rooms may not be confirmed until after the rooming list deadline.

Step. 4 Hotel Confirmation

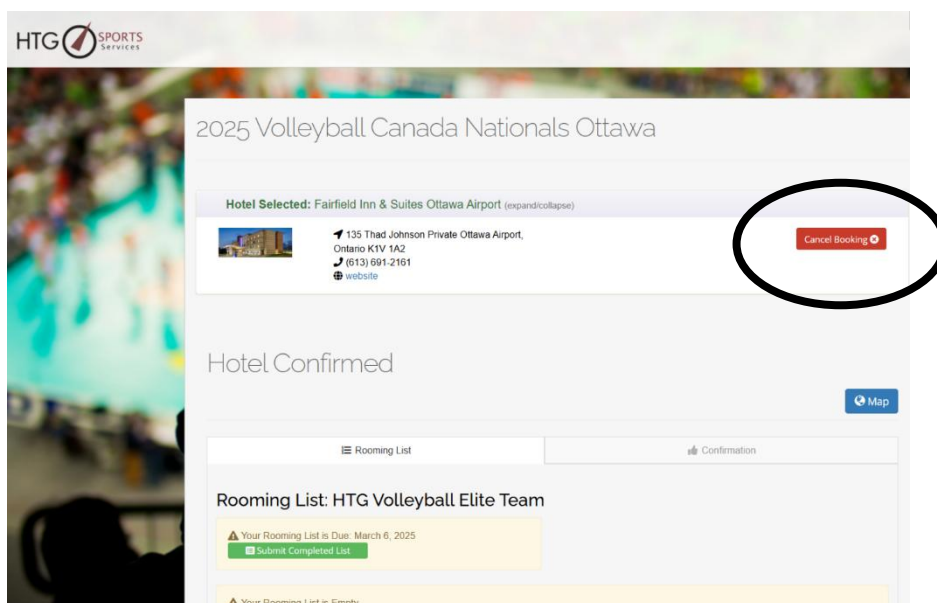
You will receive a "Hotel Confirmation" email (Email #2) confirming your hotel reservation.

- HTG will prioritize your first-choice hotel. If it's unavailable, HTG will book you into one of your listed alternates or the next best available option.
- All teams booking on opening day will either receive a confirmation or be in contact with HTG staff about next steps by the end of launch day.

Step. 5 Login to HTG Dashboard.

Team Managers can access their confirmed block through the *Login Directly* link attached in the Hotel Confirmation email. This link redirects you to your team's dashboard, where you'll find hotel details, your rooming list, or can cancel your booking.

Cancelling Your Room Block:



If you cancel your block during launch, your rooms will be released, and the block will no longer be considered confirmed

Your booking link will be reset, allowing you to select a new hotel.

This will complete the booking process for your courtesy block.

03

Submitting Rooming Lists

3.1 Receive Rooming List Email

Along with your Hotel Confirmation email, you'll receive a separate Rooming List email (Email #3) containing your rooming list entry link.

- Add vc@htgsports.com to your safe sender list beforehand to ensure the email doesn't go to your spam folder.
- 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. All rooming lists must be submitted by that deadline.

Important: Any unassigned rooms will be automatically released after the deadline.

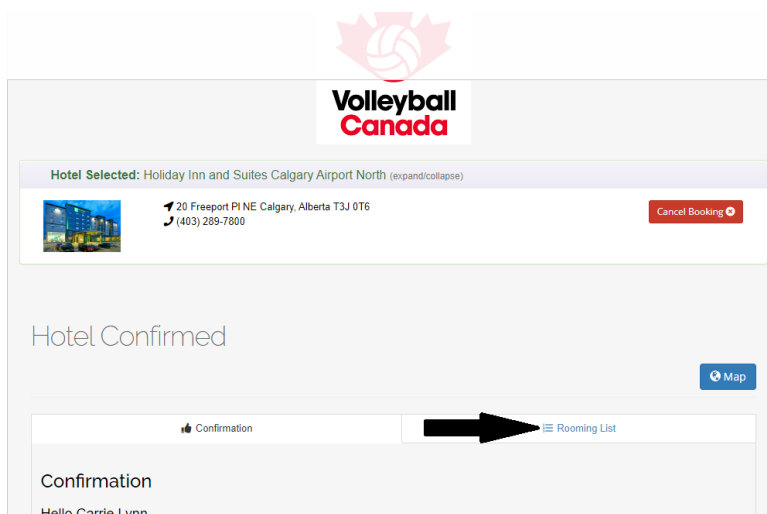
3.2 Submit Completed Rooming List.

By the booking deadline, the Accommodations Manager must:

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

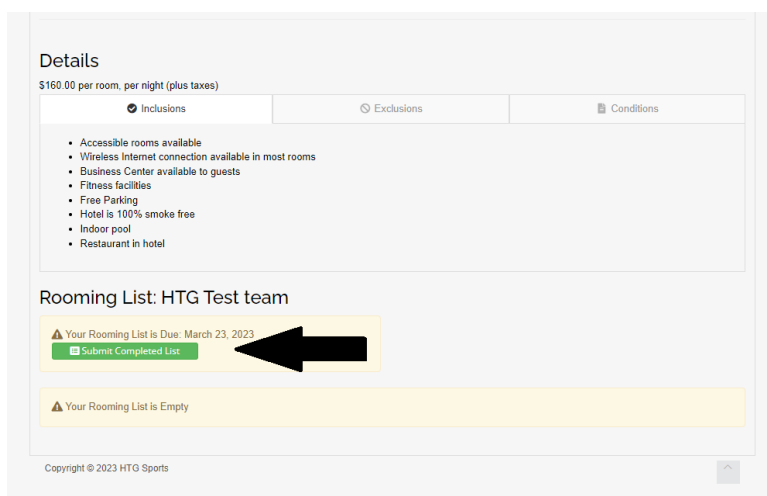
To submit your rooming list:

1. Go to the 'Rooming List' tab on your team dashboard (linked in the Hotel Confirmation email)



2. Click 'Submit Complete List'

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



04

Large Club Booking Process:

For large club block requests, the same steps outlined above apply, but you'll receive early access to book your entire club at one of the pre-selected Large Club Hotels using a single booking link.

If having all teams in one hotel isn't a priority, clubs may wait for the general booking portal to open and book one block per team instead.

Important Notes:

- Early access applies only to the designated Large Club Hotels. (listed as "Large Club" on the Preview Links)
- Room caps still apply based on each tournament's guidelines.

Example: If Club HTG has four (4) 14U teams attending the Ottawa event (with a 12-room cap per team), they 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 or 1-800-668-5596 x 305.