



Hotel Booking Guide

EventConnect

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Step #1 - Team Manager receives Hotel Welcome Email → Access to Hotel Portal

Access through Link in Welcome Email

Volleyball Canada Team Managers will be receiving access to the Event Portal via an email message.

The email will be sent to each team contact (as identified at registration), 24-48 hours prior to the opening of the accommodations portal.

At the bottom of the email, there will be a “view portal” button.

Click this button to gain access to the Hotel Feed and begin your Team Hotel Blocking Process.

Hotel Booking Periods by Event

Regina 15U Girls Nationals - February 16th 2023 at 12:30 PM EST

Halifax 14U Boys & Girls Nationals - February 23rd 2023 at 11:00 AM EST

Winnipeg 14U Boys & Girls Nationals - February 23rd at 1:00 PM EST 2023

14U Boys & Girls VC Nationals - Halifax

Welcome, Brandon Esler.
Volleyball Canada has been added to 14U Boys & Girls VC Nationals - Halifax

You have a message from 14U Boys & Girls VC Nationals - Halifax

Welcome to the official hotel booking system for Volleyball Canada's 2021 14U Boys & Girls VC Nationals - Halifax

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 EventConnect, in order to be eligible to play in the tournament.

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

You have received this message as you were listed as the Primary Team Contact person. To access the Team Booking portal please click on [view portal](#).

Suggested Next Steps

1. View and create your courtesy Team Block at one of the approved Hotels. Max Team Block Size is 25. Bookings are only held for 10 days without deposit, before they are released back into inventory.
2. Share Team Block link created with your team
3. Book your Individual Room Reservation. A nominal deposit amount that comes off the hotel room cost will be required.
4. Receive by email and access on your Dashboard your Hotel Confirmation receipt.

For help please contact the EventConnect Customer Success team at 1-888-723-2064 or by email at support@eventconnect.io

View Portal



Step #2 - Hotel Portal → Shopping for Team Hotels

After receiving your welcome email and clicking on the View Portal button you will be directed to the EventConnect Hotel Portal.

Here you will be able to shop all available Event Hotels with the ability to view the price, amenities offered, pictures of the hotel and additional hotel information.

This page will allow you to set up a **courtesy block of rooms** for your team and/or instantly reserve the rooms for your team.

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

Showing results for "all hotels"

Trade

All-Star Event Hotels

Sandman Hotel Abbotsford Airport
Event rate: \$179 avg
40 rooms left
4.4 km - 10 mins
Select your room

Best Western Plus Regency Inn & Conference Centre
Event rate: \$205 avg
50 rooms left
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 #3 - Login / Create Account to confirm team block

When you click on **Hold Group Rooms**, you will be prompted to log-in to your EventConnect account.

If you **do not** have an account, put in the email you would like to use for your account and you will be prompted to create one.

Once you have created an account, use the booking link and you will return to the hotel feed now logged in as a user. **You can learn how to add your coaches and travel coordinators to the team dashboard by clicking [here](#) or proceeding to slide 13.**

The screenshot shows the Future Inns Halifax hotel listing. It includes a photo of the hotel, a 3-star rating, address (30 Fairfax Dr, Halifax, NS, Canada B3S 1P1), and distance (0.8 km, ~3 mins). Amenities listed are Restaurant, Breakfast available (surcharge), Complimentary Wi-Fi, Free Parking, and No Pool. There are tabs for 'Room listing' and 'Hotel details'. Below, a 'Traditional Room, 2 Queen Beds' is shown with 44 rooms left, an average nightly rate of \$145, and a cancellation policy until Sun May 08, 2022. A green arrow points from the 'Hold Group Rooms' button to the email registration form below.

Let's start with your email address

Unlock

or

Continue with Facebook

Continue with Twitter

Looks like you're new here! Before registering, create your account.

Creating an account allows you to access important event details and easily register for future events.

First Name

Last Name

Phone Number

CA (+1)

Street 1 *

Street 2

City *

Country *

State/Province *

Zip / Postal Code *

Password

One lowercase letter One number

One uppercase letter At least six characters

Unlock

Step #4 - Hotel Portal → Blocking Team Hotel

Once a hotel has been selected, you will have the ability to set up a **Courtesy Block** on a set of rooms.

Once the block is activated, Team Managers will need to send the booking link to all team members for the reservation to be completed.

Depending on the Hotel, you will have the ability to book & block different rooms types based on your team's unique needs.

Note: All teams are limited to holding a maximum number of rooms - we've set that to 25 across all events

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
40 rooms left
Cancel until Mon Apr 06, 2020
Average Nightly Rate **\$205**
Inc. service fees
Book Now
Hold Group Rooms
Rate Breakdown | Booking Policies

Queen Bed w/ Sofabed (Kitchenette)
Only 10 rooms left
Cancel until Mon Apr 06, 2020
Average Nightly Rate **\$205**
Inc. service fees
Book Now
Hold Group Rooms
Rate Breakdown | Booking Policies

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

Click "Book Now" to book rooms right away.

Step #5 - Customizing Team Hotel Block

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, Date, 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 #6 - Confirming Block Details

After clicking the “Next” button you will have instantly made a courtesy block. Courtesy blocks will be on a **10 day hold** . Any rooms not reserved by the end of that period will be released back into general inventory.

Once a courtesy block has been made, Team Managers can either:

- A) Share the booking link with all team members (*found under share with team*) to enable players to reserve their own rooms
- B) Book all rooms for the team by selecting the “Book Now” button

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.

Room Type	Block Expires
Standard Room, 2 Queen Beds, Non Smoking, Refrigerator & Microwave \$205 avg.	09 07 10 11

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

Room Type	Rate
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.

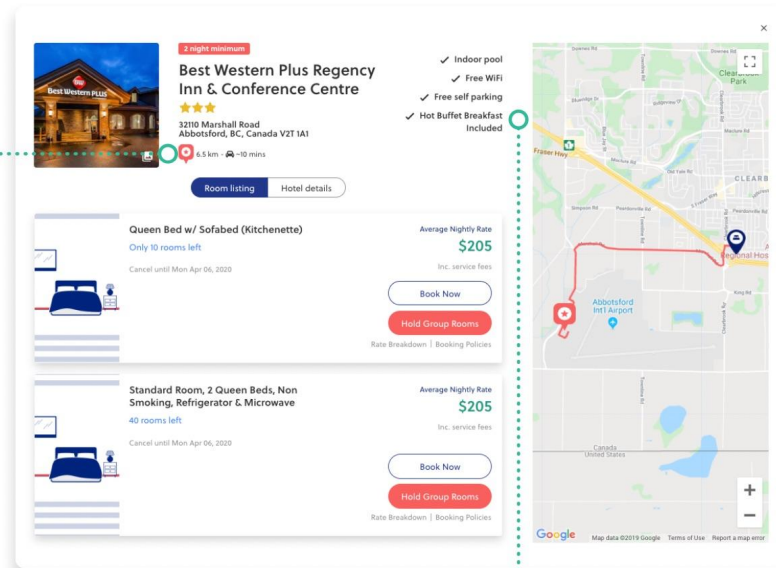
Team Booking Process

Manager to Participants

Step #6 → Booking Rooms

This process can be done from either the Team Manager page or from Team Members accessing the Group Block via the booking link sent to them.

Here you will “Select Your Room” on the hotel that is blocked for your team. A card with the “Book Now” button will appear which will allow the user to begin the reservation process.



Distance from this hotel to your event venue.

The amenities offered by this hotel to their guests.

Step #7 → Booking Rooms - Reservation Details

Here you will enter and customize the details of your stay. The following items will be customized:

- Number of rooms you will need for your stay
- Check-in & Check -out dates
- Number of Adults
- Number of Children
- Special Requests which include hotel reward points

The screenshot displays the 'Your Reservation' page for a Queen Bed w/ Sofabed (Kitchenette). The main form includes fields for the number of rooms (set to 1), check-in and check-out dates (2020-05-07 to 2020-05-10), number of adults (1) and children (0), and a special requests field. A 'Next' button is at the bottom of the form. To the right, a sidebar provides a summary: 'Nice Save! Event Rate Saved You \$192!', a photo of the Best Western Plus Regency Inn & Conference Centre, and a price breakdown. The breakdown shows a 24% discount on the event rate, resulting in a subtotal of \$615.90 and a 'Due Today' amount of \$18.90. A 'Balance Due at Hotel' of \$597.00 is also listed. A green dotted line with arrows connects the 'Due Today' amount to a callout box and the 'Balance Due at Hotel' to another callout box.

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 (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.

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

The amount you saved by booking with EventConnect.

Step #8 → Reservation Confirmation & Service Fee

To confirm a reservation in the system, users are required to pay a small service fee deposit. 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 * State/Province * Zip / Postal Code *

Amount to Reserve Room Now:
\$18.90

Credit Card Number * VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Month * Year * CVC *

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

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!

4.5 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	\$597.00
<small>(plus applicable tax)</small>	<small>\$199.00/night</small>

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

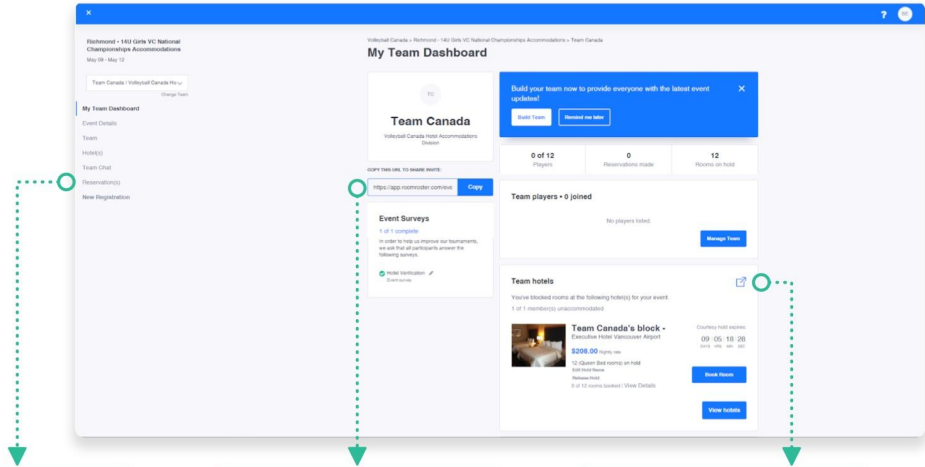
You must review and agree to the details of your cancellation policy and booking policy before confirmation.

Amount due to hold rooms.

Step #9 → Team Manager Dashboard

The EventConnect platform is a self serving platform that will allow Team Managers to:

- A) Share the hotel feed with team members
- B) Review Reservation/ Team Rooming List



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.

Add Additional Contacts

Coaches/Team Managers to help Book Accommodations

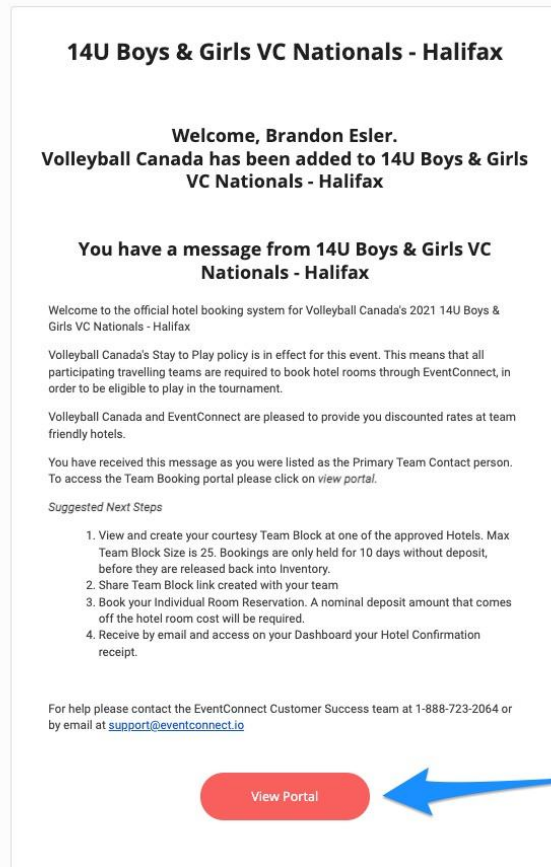
Step #1 - Team Manager receives Hotel Welcome Email → Access to Team Portal

Access through Link in Welcome Email

Volleyball Canada Team Managers will be receiving access to the Event Portal via an email message.

At the bottom of the email, there will be a “view portal” button.

Click this button to gain access to the Team Dashboard where you can add a team contact



Step #2 - Add Additional Contacts to your Team

Click Manage Roster on your Team Dashboard

Click Add Member and input team manager/coach contact information for them to receive an invite link to the team

This contact will now be able to organize lodging and receive hotel communications

1.

The screenshot shows the team dashboard for '14U Boys & Girls - Winnipeg'. At the top, there's a header with the team name, logo, and contact info. Below this, there's a section for 'Test Team' with a 'Test Division' and an 'Approved' status. To the right, there are three statistics: '0 of 1 Players', '0 Reservations made', and '3 Rooms on hold'. Below these, there's a 'Team Registration' section stating '0 players have joined the team.' and 'No players listed.' A red arrow points from this section to a 'Manage Roster' button, which is highlighted with a red box.

2.

The screenshot shows the team management page. At the top, there's a breadcrumb trail: 'Volleyball Canada > 14U Boys & Girls - Winnipeg > Test Team'. Below this, there's a 'Team' section. A red arrow points from the 'Team' section to an 'Add Member' button, which is highlighted with a red box. There is also an 'Import Team Members' button next to it.

3.

The screenshot shows the 'Add Member(s)' form. At the top, there's a title 'Add Member(s)' and a 'Share Link' button. Below this, there's a section for 'What kind of member are you adding?' with four radio button options: 'Coach', 'Team Manager' (selected), 'Player', and 'Friend / Family'. A 'Next' button is at the bottom right.

4.

The screenshot shows the 'Team Manager' form. At the top, there's a title 'Team Manager' and a 'Change' button. Below this, there are two columns of form fields. The first column has 'First Name' and 'Email' fields. The second column has 'Last Name' and 'Phone Number' fields. The 'Phone Number' field has a dropdown menu for the country code, currently set to 'US (+1)'. A 'Save' button is at the bottom right.

EventConnect Customer Success

EventConnect is a proud partner of Volleyball Canada National events and we look forward to working with you and your teams to ensure a streamlined and memorable event lodging experience.

For additional support please contact:

Team Relations Department	Hotel Support Team
Contact Information Ph: 1-888-723-2064 x823 E: teamrelations@eventconnect.io	Contact Information Ph: 1-888-723-2064 E: support@eventconnect.io
Areas of Focus <ul style="list-style-type: none">• Team Manager and Travel Coordinator Support• Hotel Questions and Additional Information• Team Block Activation• Software Support	Areas of Focus <ul style="list-style-type: none">• Individual Guest Reservation Support• Editing a Reservation• Hotel Questions and Additional Information• General Inquiries