## PRO-AM BEACH SOCCER

## Team Hold Rooms Instructions

Step 1 of 5: Search for 1 Room then Click "Check Rates"


## Step 2 of 5: Click "View Rates" at Preferred Hotel



Step 3 of 5: Click "Hold Room" to block a chosen number of rooms for your team. If you want to hold two different rooms types, you will need to make two separate holds. If you need a large number of rooms than make holds at an additional hotel.


## Step 4 of 5: Fill in the Room Hold Form and Submit it



## Place Rooms On Hold

Room Description: Two Queen Beds Hair dryer, coffee station, 35- inch television, comfortable beds, modern room design and so much more. Complimentary buffet breakfast included. Rate based on occupancy of 4 persons per room. Keys ready at check-in. Access to lobby space for meetings. Welcome treats in room for coaches and staff.
$7 / 6 / 201830$ rooms at 139.00 USD
7/7/2018 30 rooms at 139.00 USD

### 139.00 USD average nightly rate.

Complete this form to put rooms on hold for your group. You will receive an email with a link to forward to members of your group to reserve their individual room, using their own payment information, from the group block.


Email Address:


Rooms not confirmed by 11:59 pm EST on 26 April 2018 will be automatically released back to the property and the availability and rate indicated may no longer be available.

# Step 5 of 5: Below is the email with instructions you will receive on how to share it with your team. Remember to book your room also. 

```
From: GAMETIME TRAVEL customerservice@allresnet.com
To: TEAM TRAVEL COORDINATOR
Subject: Courtesy Block Placed on Hold for TEAM
Rooms are being held for your TEAM
Your Room Block Code is: }35969
Hotel Name: HYATT PLACE RICHMOND
Check in dates from 11/8/2018
These rooms ARE NOT RESERVED, they are simply on a courtesy hold!
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TEAM TRAVEL MANAGER: Please forward this email to each individual traveler so they may reserve their desired amount of rooms and secure them individually with a major credit card.
To reserve your rooms online: CLICK HERE
Using the dropdowns:
1. Choose your desired check in date
2. Choose the number of nights you wish to stay
3. Choose the number of rooms you wish to reserve
4. Click the "Book Room" Button to provide your information
ATTENTION: Courtesy Hold Expires on \(4 / 13 / 2018\). Rooms not reserved by this date will no longer available within in this Courtesy Hold.
If the Team Travel Manager is in need of a Courtesy Hold Extension please forward this entire email to Info@TravelGatewaySolutions.com with your request.
Thanks for using our service.
Travel Specialist
Travel Gateway Solutions
support@travelgatewaysolutions.com
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