

Step 1 - How to Enter a Room List

Step 1 – Assign/Edit Room List

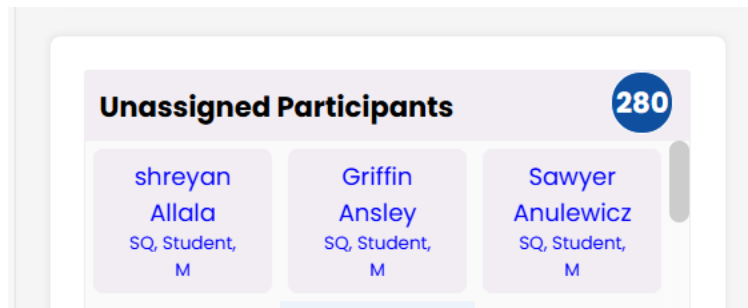
- Before you begin assigning rooms, check out the total number of rooms you will have to work with.
 - Female Student Rooms
 - Male Student Rooms
 - Adult Rooms
 - Total Rooms

?	Student Female Rooms Used: 31 of 31
Rooms	Student Male Rooms Used: 27 of 26
Tracker	Adult Rooms Used: 26 of 32
	Total Rooms Used: 84 of 89

- Notice all the names under Unassigned Participants.
 - Females are pink.
 - Males are blue.

Unassigned Participants			280
shreyan Allala SQ, Student, M	Griffin Ansley SQ, Student, M	Sawyer Anulewicz SQ, Student, M	
Kendra Barich SQ, Student, F	Amy Baskin AD, Adult, F	Lila Baskin SQ, Student, F	
Julia Benn SQ, Student, F	Stella Bennett SQ, Student, F	caleb blair SQ, Student, M	
Brielle Blake SQ, Student, F	Michelle Blake AD, Adult, F	Anastasia Blazhenko SQ, Student, F	
Mackenzie Boettger SQ, Student, F	Jenna Bouchey SQ, Student, F	Patrick Braun AD, Bus Leader, M	
Kayley Breslawski SQ, Student, F	Charlotte Budd SQ, Student, F	Jessica Budd AD, Adult, F	
Zackary Burgdorf SQ, Student, M	Snigdha Burla SQ, Student, F	Chloe Bye SQ, Student, F	

- c. The number (280) inside the circle is a total count based on the search.



3. Click on Female – Student – Quad to filter the Unassigned Participants

Gender Type Room Type

☐ M ☐ Adult ☒ Quad

☒ F ☒ Student ☐ Triple

☐ NonPaying ☐ Double

☐ Single

Unassigned Participants 119

Kendra Barich SQ, Student, F	Lila Baskin SQ, Student, F	Julia Benn SQ, Student, F
Stella Bennett SQ, Student, F	Brielle Blake SQ, Student, F	Anastasia Blazhenko SQ, Student, F
Mackenzie Boettger SQ, Student, F	Jenna Bouchey SQ, Student, F	Kayley Breslawski SQ, Student, F
Charlotte Budd SQ, Student, F	Snigdha Burla SQ, Student, F	Chloe Bye SQ, Student, F

- Click & drag the names of each female student to place them in a room.
- Continue this process until all female (SQ) are assigned.
- Return to the Gender section and click on Male to provide all the Male SQ names.
- Repeat the process you did for the Female SQ until all Male SQ are assigned.
- Click Clear Search. Then, click on Triples (if you allow this) and assign accordingly.
- Click Clear Search. Then, click on Student Double (if you allow this).
 - Typically, this student and his/her parent intend to room together.
 - If you allow it, this student may be rooming with another student and both will require paying for double occupancy.

NOTE: If you would like to place certain adults next to specific student rooms, see the document on the next page “How to Enter a Room List – The Extra Mile”.

10. Continue this process until all adults and non-paying staff have been assigned to rooms.

- If you end up with an odd number of AD in a gender, one AD will get his/her own room by default without paying the single price.
- If an AD of that gender should add later, that adult will need to share the room with the AD who had their own room by default.

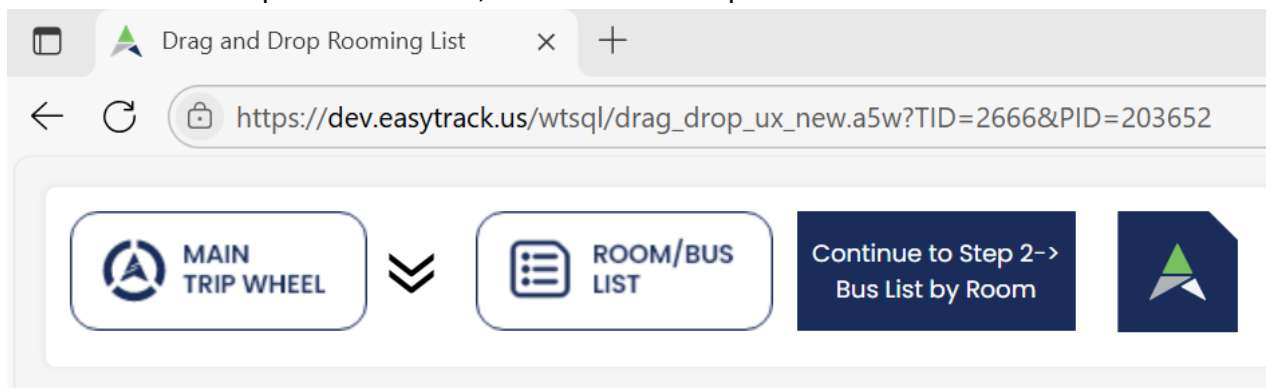
11. As you navigate from room to room...

- a. View Last 4 Rooms takes you back towards the beginning with lower Room #'s.
- b. View Next 4 Rooms moves you forward towards the end with higher Room #'s.

12. If you run out of rooms, contact Customer Service for more to be added. You may receive a response informing you of additional charges because you are using more rooms than necessary according to how the participants have registered.

- a. We can charge the individual participants since they selected an upgrade.
- b. School funds can also cover these additional charges with your approval.

13. Once all names are placed in a room, click “Finished Step 1 or 4” under the last room.

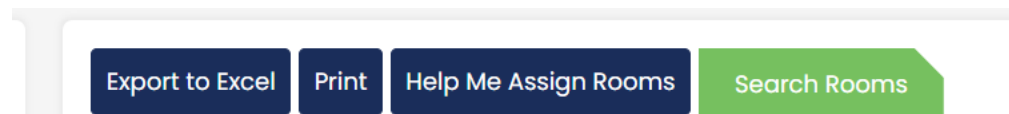


Option To Go The Extra Mile

If you would like to set up your room list to reflect certain preferences or requests, you can build your room list in an order that places specific adult rooms next to student rooms.

While we cannot guarantee the hotel will accommodate this request, we can ask to place the rooms in the order submitted on the room list they best they can.

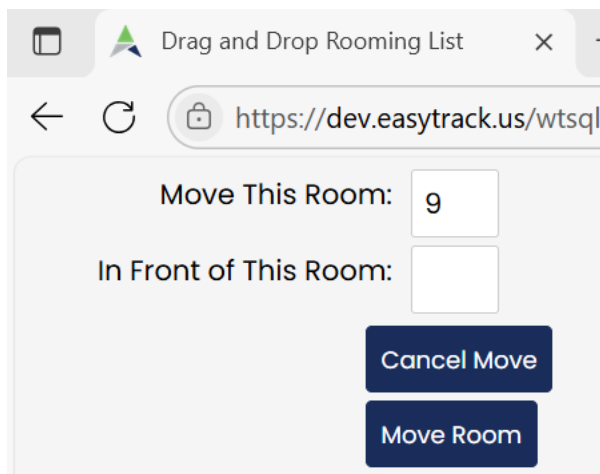
1. Find the green Search Room button to click the magnifying glass to search for a specific student's room.



2. Click the + symbol at the bottom left of the room to insert a room.



- a. Choose the adult you want to place next to that student.
 - b. If the adult is registered in double occupancy (AD), you will need to assign another AD of the same gender to that room (unless it is a spouse).
3. Click the - symbol at the bottom left of the room if you want to delete a room.
 4. Click the >> arrows at the bottom left of the room if you want to move the room.



5. If you have a name you do not recognize because it does not match a student's last name you know, double click on the name to see the "related participant" field.

Example: Renee Morss (top left) is the parent. Livia Collver (bottom) is the student

Renee Morss

Motorcoach:

Room:


Type:

Group:


[Save](#) [Cancel](#)

Related Participants

First	Last	Type
Livia	Collver	

 MAIN TRIP WHEEL

≡

 ROOM/BUS LIST

[Continue to Step 2-> Bus List by Room](#)

