

## Step 4 - How to Finalize Room & Bus Lists

- Make sure there are 0's that appear in both Unassigned Rooms & Unassigned Buses.
- Make sure there are no names listed under **Rooming List Errors**.
- Click – YES, FINALIZE AND SEND TO SA

The screenshot shows a web application interface for finalizing rooming and bus lists. At the top left, there is a school logo and text: "Shrine Academy - 8th Grade", "Gettysburg & Washington DC", and "Sep 5th to Sep 8th, 2025". To the right, a green button says "Trip Reports and Printouts" and a blue box displays "52 DAYS TO DEPARTURE". The main content area is titled "Finalize Rooming/Bus Lists" and contains the following text:

Finalizing your rooming and bus lists will let Student Adventures know that you are done placing people in their rooms and buses. You may want to address any errors you see in the list, below before doing so.

It will also lock the rooming list so you may no longer make changes online. If you are ready to do this, press the finalize button below.

**Unassigned Rooms 0      Unassigned Buses 0**

**Rooming List Errors**

Name	Room	MC	Error
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At the bottom of the interface, there are four buttons: "YES, FINALIZE AND SEND TO S.A.", "Invite Non-Paying Adults", "Print Rooming List", and "Print Bus List". The Windows taskbar at the bottom shows the date as 7/15/2025 and the time as 5:09 PM.

- Once you submit a finalized room & bus list, you will need to contact Erin to re-open it if you want to make changes.
- Once the room & bus lists have been submitted to the hotel, you will need to contact Erin and ask her to make the changes for you.