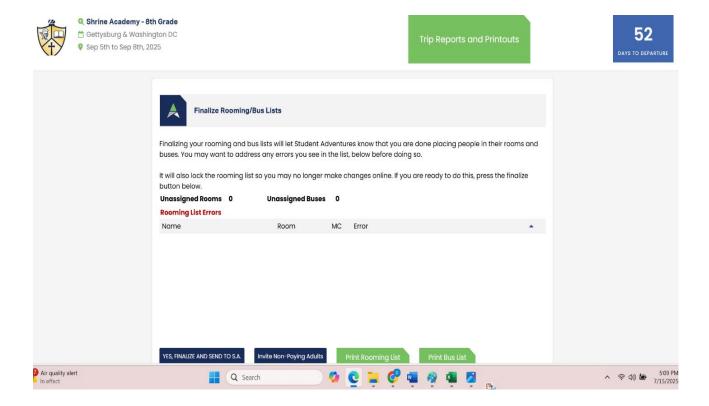
Step 4 - How to Finalize Room & Bus Lists

- 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



- 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.