

## MISSOURI FCCLA INSTRUCTIONS FOR BOOKING

**Step 1** – Click on link and choose “Not a member? Register Now!”

- Fill out Profile Registration Form
  - ❖ Please keep in mind for Organization this should be the name of your school.
  - ❖ After receiving the “Activate your account” by email please designate your password, hit continue and you are ready to begin!

**Step 2** – Click Begin on the 1<sup>st</sup> option “Manage Group / Provide Payment”

**Step 3** – Select the Hotel Package Option for the Marriott Marquis. This is the Official MO FCCLA Hotel.

**Step 4** – This page is where you need to load your room block for your school. The following are options available for the group: Singles (1 person), Doubles (2 people), Triple (3 people) and Quad (4 people).

- If you wish to have National Travel Systems pair up someone from another school to assist in saving costs, please do the following example:
- If you have 2 students and you wish to have them in a quad room (needing 2 other roommates) – please block a quad room (put 1 in the quad package) and when you continue to rooming list you will put the 2 students names in that you have and under the 3<sup>rd</sup> and 4<sup>th</sup> names you will state “Roommate Needed”. National Travel Systems will do their best to pair up roommates and if we are able to find roommates your cost will be adjusted accordingly internally. If we are NOT able to find roommates – this room would be moved to a double.
- If you already have a name of a student from another school that you would like paired with your student(s) please place that name in the name list along with the corresponding school (in the last name field).
- After loading your block - # of rooms per room type – please continue to rooming list.

**Step 5** – Click the button Manage Lists to load your attendee list

**Step 6** – Add your List Name – you can name this whatever you wish and click create list

**Step 7** – Enter First Name and Last Name – you do not have to enter an email address if you do not wish to.

- You will need to place the name of each person traveling with your group that will require a hotel room. Please put BEFORE each persons first name their reason for attending. Examples: Student/Teacher/Chaperone/Family/Judge/etc. Just write in the first name block their reason and their first name: Example: (Student) Molly
- If you do not have all the names at this time just write TBD and you can come back and fill this in.
- If you selected a room on the blocking page and you need assistance with roommates – please add “Roommate” in First Name and “Needed” in Last Name for the amount of roommates you will be needing. Example: If you need 2 roommates added to a quad with 2 of your students put “Roommate Needed” in this area twice.

- If you already know of another student(s) from another school that you wish to share with – you need to place their first name in First Name and last name in Last Name and after last name put their school in ( ).
- Once this is filled in click Add to List.
- The list will transfer above and there will be a trash can for anyone that you need to delete and a pencil where you can add information. Please click the pencil on each person and add their legal name, date of birth and gender. This will be information used if you need assistance with Air. Also this information will be instrumental when locating “Like” roommates (gender and date of birth).
- After this is completed you need to click Done
- Click Attendee List arrow at the top left hand corner. This will send you back to the first page – just click through as you did before in Step 3 and 4 until you get to Build Your Rooming List.

### **Step 8** – Build Your Rooming List

- Click on the attendee list that you have created on the left – after you click the list it will then be highlighted.
- Next - Click on the silhouette on the far right of the block you have created (the little gray man)
- Your rooms that you selected will be display in the drop box that shows on your screen.
- For each room type – select the type and add the Attendees by clicking the + sign to add them to the rooms. Make sure for the room type you have the correct # of people in the room. This rooming list can be changed online up until the Event Cut Off Date. After this date any changes/questions/etc. will need to be sent to National Travel Systems (changes can be made based upon availability). Once you are past cut off there will be a button to send requests in to National Travel Systems.
- Click Save & Close once this is done.
- Continue to Additional Options by clicking the gray arrow on the bottom right.

### **Step 9** – Event Options

- On this page you will select any additional options that are available to MO FCCLA.
- Additional Nights – This is optional - if you need to book an additional night (prior to July 05<sup>th</sup> or after July 10<sup>th</sup>) please choose this here and advise the dates you need. We will need to know the name(s) of the rooms that need to be extended.
- Group Air – This is optional – If you need assistance with an air quote for your group please fill this in and National Travel Systems will be more than happy to assist you.
- Airport Transfers – This is optional – If you choose this option and book your own air we will need your air itinerary emailed to National Travel Systems no later than June 15<sup>th</sup> to make arrangements for your group.
- T Shirt Sizes – This is required – Please choose the number of T Shirts needed for each size. If you do not need a size select “0” from the drop down list. The total # of shirts selected must match the number of people that packages were purchased for.

- As you add these items they will be totaling into your cart to the right. Your hotel package cost will not total in your cart until you are finished on the payment page and review your bookings.
- Click Next when you are done adding Event Options.

### **Step 9** – Billing and Payment Information

- Please note that your hotel package will not show on this page but it has been blocked and will be reflected on the following page.
- Payment – Choose if you will be paying by check or credit card and fill in details
- *Nothing will be charged until an invoice is sent to you after the cut-off date so by putting in your credit card it will not automatically charge.*
- Click Submit Order

### **Step 10** – Bookings / Orders

- At the top of your screen you will see a tab that says Bookings / Orders. Click here to review your order. At this area you are able to modify any orders that you have made until the Cut-Off Date of May 01<sup>st</sup>.
- Please keep in mind – that if you have requested to have rooms shared with another school – this cost will not be adjusted until after the cut-off date.

The last day to cancel/make changes to your reservation is **May 01, 2015**. An Invoice from National Travel Systems will be emailed beginning on **Monday May 04<sup>th</sup>** and payment will be due upon receipt of the Invoice.

If you have any questions/comments please feel free to contact National Travel Systems about your order at 1-888-603-8747 or by email at [events@nationaltravelsystems.com](mailto:events@nationaltravelsystems.com). While making this reservation/changes you are also welcome to Live Chat with us as well.

**National Travel Systems – 1-888-603-8747 – [events@nationaltravelsystems.com](mailto:events@nationaltravelsystems.com)**