

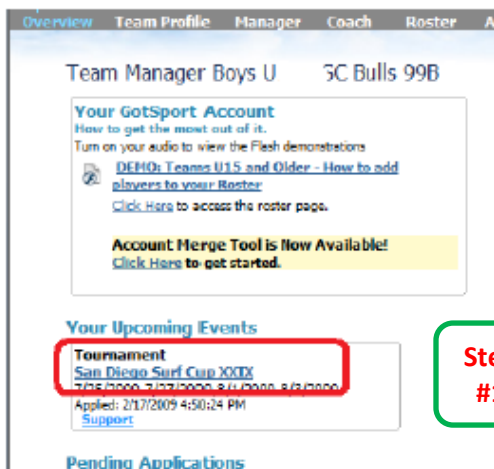
TEAMS MANAGERS INSTRUCTIONS FOR ENTERING HOTEL INFORMATION INTO GOTSOCCER SYSTEM

Hotels

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If your tournament requires you to book hotels and they use our software, you will find the list of available hotels on the **Hotels** tab. You will only be able to see the list of hotels after your team has been accepted.

- 1) In your team account, Click on the event application



- 2) Click on the **Hotels** tab. The system will display a table of hotels. You can sort the table by clicking on any column heading, such as **Rate**. The rating is the AAA rating.

Hotel	Rating	City	State	Zip	Free Bldst	Free Parking	Suites	Rate	Minimum
Best Western/Miramar	★★★	San Diego	CA	92126	✓	✓		\$.00	2 nights
Country Inn & Suites	★★★	San Diego	CA	92121	✓	✓	✓	\$.00	2 nights
Courtyard by Marriott/SD Central	★★★	San Diego	CA	92123		✓		\$.00	2 nights
Courtyard by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121		✓		1.00	2 nights
Four Points by Sheraton	★★★	San Diego	CA	92123		✓		1.00	2 nights
Ramada Inn & Conference Center	★★	San Diego	CA	92111		✓		1.00	2 nights
Residence Inn by Marriott/San Diego Central	★★★	San Diego	CA	92111	✓	✓	✓	1.00	2 nights
Residence Inn by Marriott/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	.00	2 nights
Staybridge Suites/Sorrento Mesa	★★★	San Diego	CA	92121	✓	✓	✓	.00	2 nights
Woodfin Suites Hotel	★★★	San Diego	CA	92121		✓	✓	.00	2 nights

- 3) Once you determine the hotel of interest click on the name

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- 4) Instructions for how to contact the hotel will be displayed in the *Hotel Reservations* box. Some hotels will have a toll free number with a discount code, others will instruct you to contact the property directly.

The screenshot shows the 'Hotel Reservations' section of the GotSoccer system. It includes the following information:

- Hotel:** Sheraton New Orleans HOTEL
- Address:** Four Points by Sheraton, 8110 Aero Dr, San Diego, CA 92123
- Contact:** Espie Collier, 858.810.5615, espie@fourpointssandiego.com
- San Diego Surf Cup XXXIX Help:** Rob Haskell, 760-944-7888, rob@surfcup.com
- Discount Code:** surf cup
- Reservations by Phone:** 858.810.5615
- Reservations by Fax:** 858.279.0193
- Hotel Rates Table:**

Start	End	Rate
7/23/2009	7/29/2009	\$175.00
7/29/2009	8/4/2009	\$139.00
- Reservation Entry Form:**

Reservation#	Check-In	Check-Out	Rate	Rooms	Total Nights	Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Step
#4

Step
#5

- 5) Once you have made a reservation please enter the reservation number(s) and details in the reservation box.

VERY IMPORTANT

You only need enter information for the team in Step 5 and not individual player rooms.

For Example:

Reservation #: XXXXXXXX Or leave Blank

Check-in: 5/24/13

Check-out: 5/26/13

Rate: \$125

Rooms: 10

Total nights: 20

And you are Done!