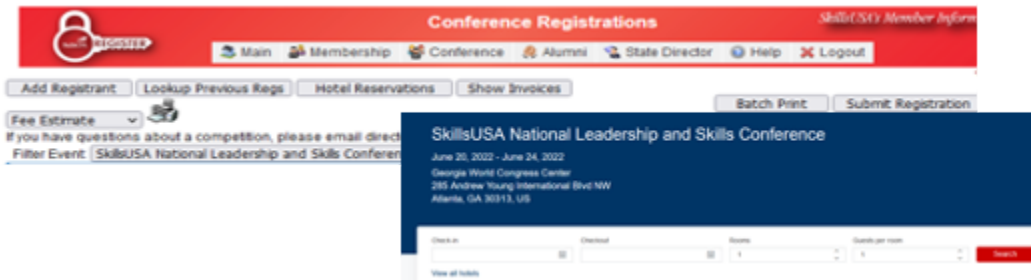


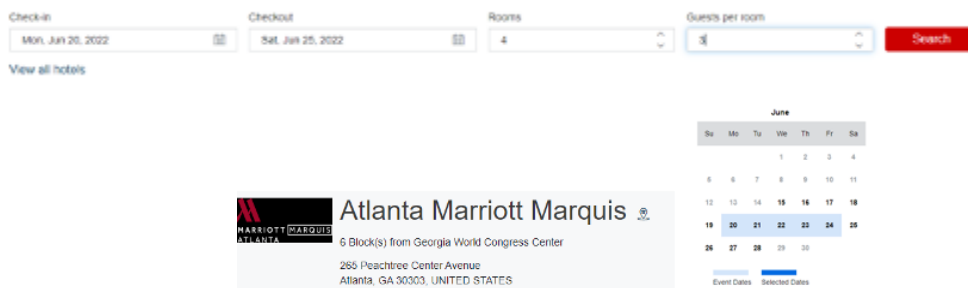
Hotel Booking Information

Hotels will be booked using the Cvent Passkey system through HPN Global. HPN’s professional housing team will partner with you to streamline and automate the reservation booking process for SkillsUSA NLSC.

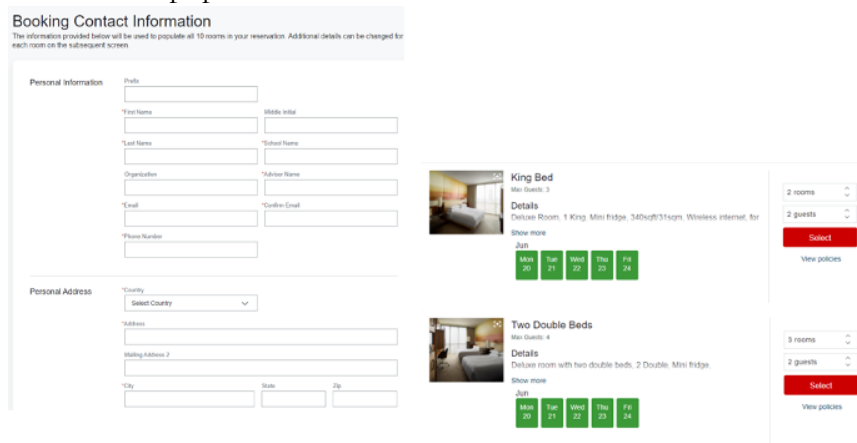
1. Launch the PassKey dashboard to book hotel rooms from SkillsUSA Register (*register.skillsusa.org*). Click the tab Conference>My Registrations. Select the NLSC event and click the button “Hotel Reservations.”



2. Select check-in and check-out dates Enter the number of rooms you need Enter the average number of guests per room Click “Search.” Click “Select.” next to your assigned hotel.



3. Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms Booking Contact Information – as the lead of the group reservation, this is where you put your information. Be sure to use your school’s address versus your personal address and include your school’s name. The information provided on this page will be used to populate all the rooms in the reservation.



- Now we are at the section where you will complete your rooming list. It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name. During this step, please leave your email address next to each student's name. This ensures that all reservation information is only sent to you.

Clicking on the ***ellipsis icon next to a guest entry will give you the option to:

- View and edit the guest details such as length of stay, and other personal information
- Remove the room from the reservation

King Bed Show room policies

Check-In	Checkout	Guests	First Name	Last Name	Email	
6/20/22	6/25/22	2	Courtney	Zintz	czintz@hpnglobal.com	***
			Patty	Duncan	ksnowdon@hpnglobal.com	
6/20/22	6/25/22	2	Kate	Snowdon	ksnowdon@hpnglobal.com	***
			Casey	Kruer	ksnowdon@hpnglobal.com	

Two Double Beds Show room policies

Check-In	Checkout	Guests	First Name	Last Name	Email	
6/20/22	6/25/22	2	Jamie	Armstrong	ksnowdon@hpnglobal.com	***
			Melinda	Lloyd	ksnowdon@hpnglobal.com	
6/20/22	6/25/22	2	Sydney	Kilburg	ksnowdon@hpnglobal.com	***
			Lisa	Estal	ksnowdon@hpnglobal.com	

- Review all the reservation details and make any last minute changes to them. Accept the terms and conditions by checking the box next them. A master acknowledgement will arrive in your email moments after you complete your reservations.

Atlanta Marriott Marquis
200 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

Booking Contact Information Edit booking contact information

PERSONAL INFORMATION
Courtney Zintz, School 1
Courtney Zintz
czintz@hpnglobal.com

PERSONAL ADDRESS
13622 N. Hawthorne Blvd
Scottsdale, AZ, 85260, US

REQUESTS
Accessible: No

Your reservation is complete.
Thank you for booking!

Atlanta Marriott Marquis
200 Peachtree Center Avenue
Atlanta, GA 30303, UNITED STATES

YOUR MASTER ACKNOWLEDGMENT NUMBER
AYYVPZ0V Edit Cancel

Booking Contact Information
Courtney Zintz
czintz@hpnglobal.com
ADDRESS(1)
13622 N. Hawthorne Blvd
Scottsdale, AZ 85260, US

Two Double Beds Edit

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Jamie Armstrong	Jun 20, 2022	Jun 25, 2022	2	USD 9.00
Sydney Kilburg	Jun 20, 2022	Jun 25, 2022	2	USD 9.00

King Bed Edit 3.00

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Courtney Zintz	Jun 20, 2022	Jun 25, 2022	2	USD 9.00
Kate Snowdon	Jun 20, 2022	Jun 25, 2022	2	USD 9.00

SUBTOTAL USD 9.00

Keep In Mind (Helpful Hints)

- When a reservation is created through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation(s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize Passkey via your desktop versus mobile app.
- Have all attendee names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.

Technical Support

Passkey Technical Support: SkillsUSANLSC@HPNGlobal.com | (480) 998-9770 Ext: 2