

TEAM MANAGER/PRIMARY TEAM CONTACT – RESERVE TEAM/GROUP BLOCK

1. From the Event Booking MAIN PAGE, under “Let’s Get Started” on the search bar, Click the “Booking Type” drop-down.
2. Expand the “Booking Type” selector and choose “Hold Rooms for Group/Team”. **NOTE: DO NOT select “Book Reservation(s)”. This is for individual, non-team member reservation(s). e.g. extended family member, friend, or fan.**
3. The “Check In/Out Date” is automatically populated with the required dates of stay.
4. Click the blue “View Hotels” button.
5. The list of available hotels with pre-established room blocks will be displayed. The listing includes required length of stay, rate, hotel information and in the Lower Left-hand corner identifies the hotel as EAST or WEST.
6. Once preferred hotel has been chosen, click on the blue “Select Rooms” button.
7. Select the room types to add to team block by entering the number of rooms desired to be held for each night.
8. Once selected, click the blue “Hold Selected Rooms” button.
9. The screen will return to the hotel selection screen; However, a “Group Block Summary” will now appear on the right side of the screen. **NOTE: If needed, multiple properties by repeating the same steps.**
10. If the summary is correct, click the blue “Confirm Your Group Block” button to be taken to the “Group Block Summary” screen.
11. Section 1. – Review/Edit Group Block Summary – Review the team group block and confirm correct as selected. If needed, rooms can be removed or added (if available). Once confirmed, click on the blue “Save & Continue” button.
12. Section 2. – Enter Contact & Group Information – Enter your Organization, Team and TEAM MANAGER/PRIMARY TEAM CONTACT information and hit the blue “Continue” button.
13. Section 3. – Review Policies - Agree to the policies and then click on the blue “Hold Group Block Now” button. **NOTE: No payment is required at this time, as this is simply holding the team group block. Payment and CC information will be entered by each individual player/family using the unique team group block booking link contained within the confirmation email. See below.**
14. A confirmation/summary screen will be displayed confirming the setup of the team group block. The Group Block ID will be displayed on the screen (used to manage your booking, view team pickup, etc.) and a confirmation email will be sent to the TEAM MANAGER/PRIMARY TEAM CONTACT email entered. Please remember to check your spam folder and add mailer@eventpipe.com to your contact list. As a best practice, also review any/all spam/junk/promotions/social folders and/or spam filters as security/filters typically may prevent the email from landing in your inbox.
15. The confirmation email may be forwarded to each of your team members and includes the unique booking link that is to be used to reserve a room(s) under the team group block that was just setup by the TEAM MANAGER/PRIMARY TEAM CONTACT. **NOTE: Please forward to your team/group to complete booking a room(s) contained within the team block by clicking on the custom link.**
16. To access and/or modify your Group Block, navigate to the booking site and click on the "Manage Booking" button at the top right of the screen and sign in using your email and Reservation or Group Pipe ID number.