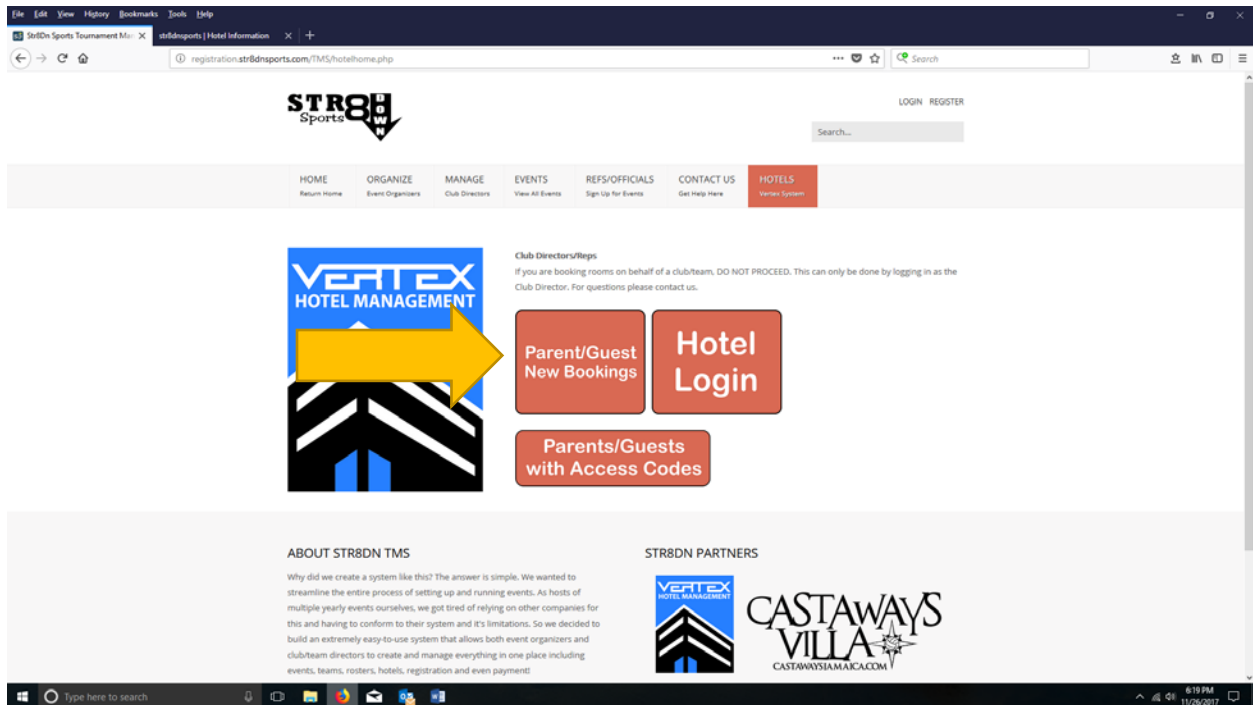


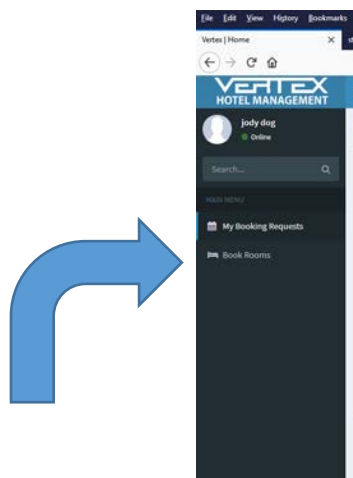
Welcome to Vertex Hotel Management System

Book a Room Tutorial:

1. To start click on the Vertex hotel management page,
<http://registration.str8dnsports.com/TMS/hotelhome.php>



2. Then click on the parent/guest new bookings. This will ask you to log in (if you do not have a login you can create one at this page). Once logged in you will get to the page with a dashboard on the left hand side

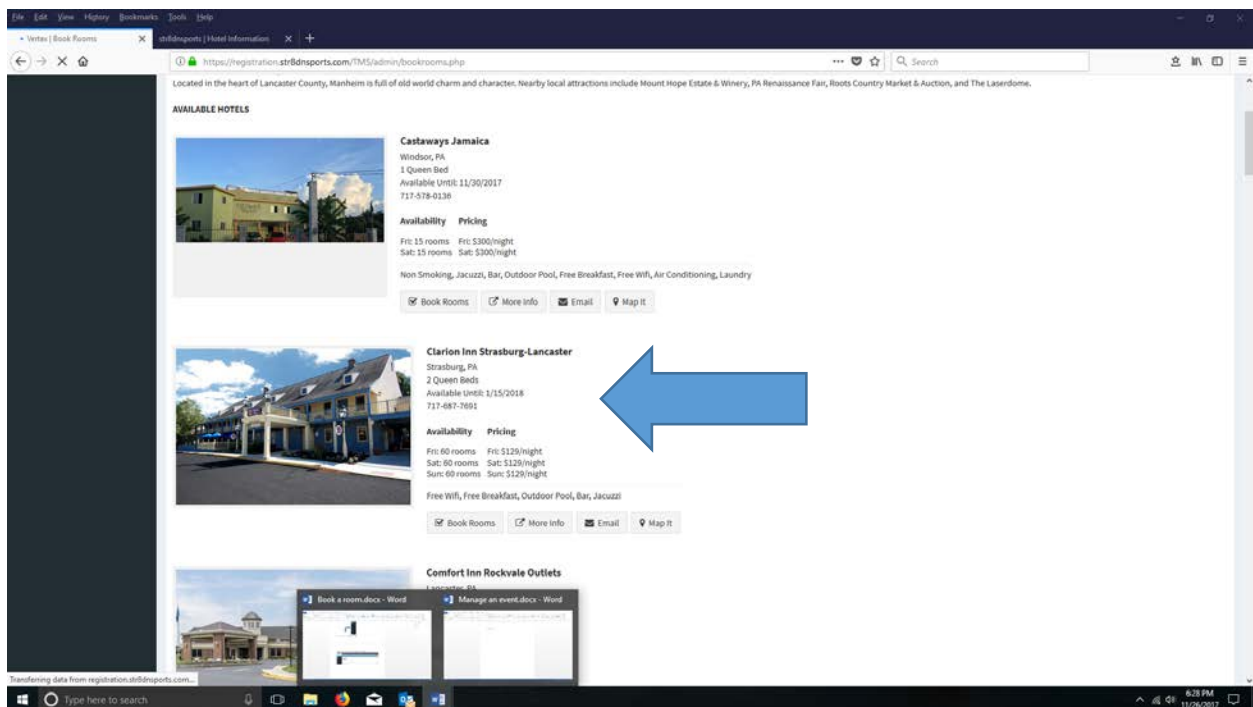
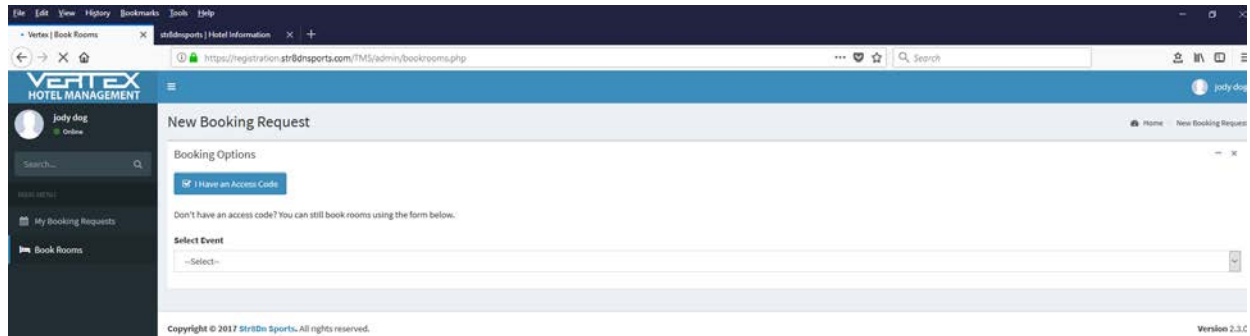


3. Click on Book Rooms to start a new booking.

Welcome to Vertex Hotel Management System

Book a Room Tutorial:

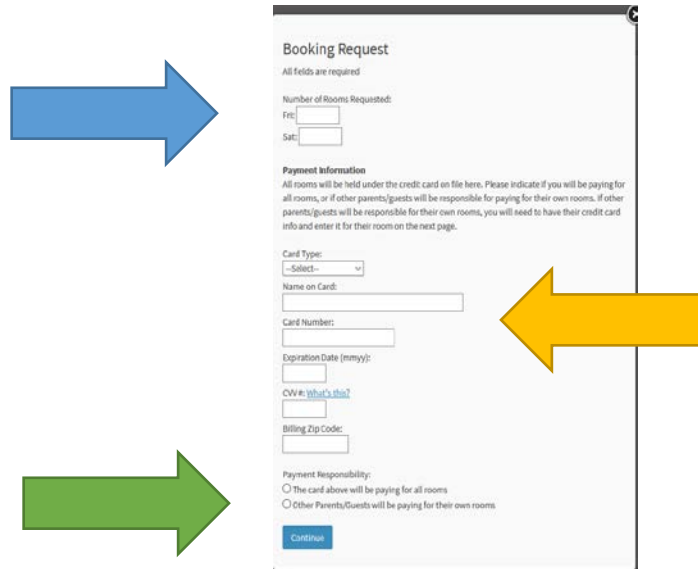
4. You will then be directed to a new booking request, and choose an event. This will open a page with your choice of hotels for this event, plus allow you to see availability, location, amenities and a book it now button



5. Choose where you would like to stay and click the “book rooms” button. From this page you can enter Number of rooms needed, and the credit card that will be holding these rooms.
6. Finally you will need to decide if you are paying for all rooms using that one credit card (such as a team and coaches room being paid for by the club) or if this is a sub-block of rooms with each room being paid for separately.

Welcome to Vertex Hotel Management System

Book a Room Tutorial:



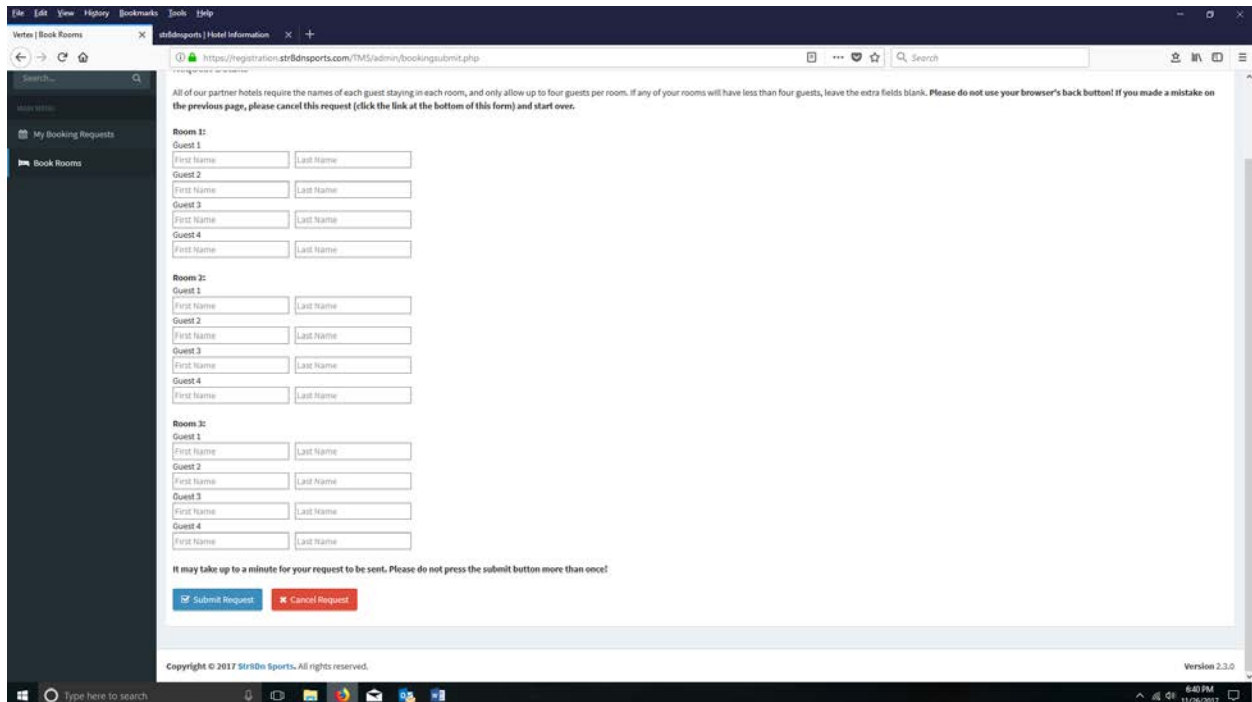
The screenshot shows a 'Booking Request' form with the following sections:

- Number of Rooms Requested:** A text input field.
- Fr:** A text input field.
- Sat:** A text input field.
- Payment Information:** A section with a warning: "All rooms will be held under the credit card on file here. Please indicate if you will be paying for all rooms, or if other parents/guests will be responsible for paying for their own rooms. If other parents/guests will be responsible for their own rooms, you will need to have their credit card info and enter it for their room on the next page."
- Card Type:** A dropdown menu with '- Select -'.
- Name on Card:** A text input field.
- Card Number:** A text input field.
- Expiration Date (mmyy):** Two text input fields.
- CVV: [what's this?](#)** A text input field.
- Billing Zip Code:** A text input field.
- Payment Responsibility:** Two radio buttons: "The card above will be paying for all rooms" and "Other Parents/Guests will be paying for their own rooms".
- Continue** button.

Three arrows point towards the form: a blue arrow from the top left, a yellow arrow from the right, and a green arrow from the bottom left.

(IF BOOKING ON ONE CARD)

7. Click Submit and enter your rooming list (guest names) for each room and click Submit Request. This is for 1 or many rooms being paid for with one card. This will be reviewed and sent directly to the hotel for processing. The hotel will issue confirmation numbers that you will receive in an email. Once you receive your confirmation numbers, your booking request is complete.



The screenshot shows a web browser window with the URL <https://registration.str8tdnsports.com/TMS/admin/bookingsubmit.php>. The page title is "Book Rooms".

The main content area contains a form for entering guest names for multiple rooms. It includes a warning: "All of our partner hotels require the names of each guest staying in each room, and only allow up to four guests per room. If any of your rooms will have less than four guests, leave the extra fields blank. Please do not use your browser's back button! If you made a mistake on the previous page, please cancel this request (click the link at the bottom of this form) and start over."

The form is organized into three sections, each labeled "Room 1:", "Room 2:", and "Room 3:". Each section contains four rows of input fields for "Guest 1", "Guest 2", "Guest 3", and "Guest 4". Each row has a "First Name" and "Last Name" field.

At the bottom of the form, there is a message: "It may take up to a minute for your request to be sent. Please do not press the submit button more than once!" and two buttons: "Submit Request" and "Cancel Request".

The footer of the page includes "Copyright © 2017 Str8Dns Sports. All rights reserved." and "Version 2.3.0".

Welcome to Vertex Hotel Management System

Book a Room Tutorial:

(IF YOU ARE BOOKING A SUB – BLOCK)

8. Click the Submit button and you will also see the rooming list (guest names) breakdown. This time with room for each individual credit card for each room. Enter guest names and payment info for each room and then click Submit Request. Your request will be reviewed by Vertex before being submitted to the hotel. Once approved by the hotel, confirmation numbers for each room will be emailed to you. Once you receive the confirmation numbers, the request is complete.

Note: When booking a sub block where each room will be paid for individually, you must have the complete guest list and payment info for each room in order to submit the request! If you are affiliated with a club and are booking rooms on behalf of the club, you should not use your own login. Instead you should use the Club Director's login. Doing so will allow you to submit a request for a sub block without needing to know guest names and payment info for each room.

The screenshot displays a web browser window with the URL <https://registration.stri@sports.com/TMS/admin/bookingsubmit.php>. The page is titled "Book Rooms" and contains the following form elements:

- Card Number:** A text input field.
- Expiration Date (mmyy):** A text input field.
- CVV #: [What's this?](#)** A text input field.
- Billing Zip Code:** A text input field.
- Room 51:** A section header.
- Guest 1:** Two text input fields for "First Name" and "Last Name".
- Guest 2:** Two text input fields for "First Name" and "Last Name".
- Guest 3:** Two text input fields for "First Name" and "Last Name".
- Guest 4:** Two text input fields for "First Name" and "Last Name".
- Payment info for This Room:** A section header.
- Card Type:** A dropdown menu with "--Select--" selected.
- Name on Card:** A text input field.
- Card Number:** A text input field.
- Expiration Date (mmyy):** A text input field.
- CVV #: [What's this?](#)** A text input field.
- Billing Zip Code:** A text input field.

Below the form, there is a warning message: "It may take up to a minute for your request to be sent. Please do not press the submit button more than once!". At the bottom of the form, there are two buttons: "Submit Request" (blue) and "Cancel Request" (red).

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