

Team Manager & Participant Flow



Powered by:



Introduction & Benefits

This document was designed for all individuals who are attending a Volleyball Alberta Event. The software is designed to easily and effectively allow all participants to register and book hotel rooms at a discounted rate for any event that they are attending.

Benefits to using the EventConnect Platform as your Accommodations Provider

- Event owner and respective Team Managers have complete and accurate roster information
- Ability for Team Manager to efficiently delegate responsibilities in a streamlined fashion that allows each to book their own hotel reservation at a Tournament Approved Hotel (Discounted Rate).
- Will allow each travelling participant the ability to customize their room reservation specific to their needs
- Ensure that all travelling participants are aware of the discounted hotel rates available through the software
- Easily allow all participants to have access to the tournaments schedules, score updates and the mobile app
- Event Owner can communicate to registered participants event updates by text or email.

Step #1 Team Manager Receives Accommodations Portal Emails

Upon registration for the event on the Volleyball Alberta website - Team Managers will receive 2 emails from the official booking channel of Volleyball Alberta

Email # 1



Let's organize your team

Thanks for registering for the **14U Girls NORTH- Premier #1**. In a few simple steps, you can build your team and ensure everyone is staying together in **Edmonton**.



Hold a block of rooms for FREE to save

Make it less expensive for your team to stay together by easily blocking rooms to save up to 70% off.

Block rooms now



Invite team members to stay connected

Inviting team members is as easy as entering email addresses. Encourage everyone to stay together and see when rooms are booked.

Invite members

By clicking this button you will have access to your Team Dashboard where you will see a list of Tournament Approved Hotels

Step #1 Team Manager Receives Accommodations Portal Emails

The second email will include quick action items for Team Managers that will ensure Teams are set up for success using the Volleyball Alberta Accommodations platform.

Action Item #1 - Hold a block of rooms FREE of charge for your team. This can easily be done by accessing the Volleyball Alberta booking channel by clicking this button in your email



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[Invite members](#)

Action Item #2 - Upon setting up a block of rooms free of charge for your team - Invite them to join the Team Dashboard and reserve their room today! This can easily be done by clicking this button included in the email

Step #2 - View the list of Tournament Approved Hotel

Upon clicking "Block Rooms Now" from the second email received - Team Manager's will then be directed to the Official Booking Channel of Volleyball Alberta where they will have the ability to see the discounted rates, interactive map, amenities included at hotel, and inventory remaining. All Hotel cards are interactive with the ability to click in and learn more about what each property has to offer!

The screenshot displays a web application interface for a tournament. At the top, a blue header bar contains a close button (X), the text "Test Team", a question mark, and a "MG" logo. Below the header, the page title reads "14U Girls NORTH- Premier #1 Feb 01 - Feb 02 2020 • Edmonton, AB".

On the left side, there is a vertical navigation menu with the following items: "My Team Dashboard", "Event Details", "Team", "Hotel(s)", "Team Chat", "Reservation(s)", and "New Registration".

The main content area is titled "All-Star Event Hotels" and features two hotel cards:

- Best Western Cedar Park Inn**: Event rate: \$96 avg. (Newly Renovated in 2019!). 65 rooms left. 4.6 km - 10-15 mins. "Select your room" button.
- The Westin Edmonton Downtown**: Event rate: \$140 avg. (Breakfast & Parking Included!). Only 20 rooms left. 8.1 km - 18 mins. "Select your room" button.

To the right of the hotel cards is a Google Map of Edmonton, AB. A red location pin is placed on the map, and a blue arrow points from this pin to the "Select your room" button of the Best Western Cedar Park Inn. The map shows various neighborhoods including Downtown, Riverdale, and Strathcona, with landmarks like the University of Alberta and the North Saskatchewan River.

Step #3 Team Manager blocks rooms Free of Charge!

Once you have decided on your desired team hotel you have the ability to select and hold the number of required rooms that you will need to house your team -

The screenshot displays a hotel booking interface for the Best Western Cedar Park Inn. The hotel name and address (5116 Gateway Blvd, Edmonton, AB, Canada T6H 2H4) are shown, along with a 4.6 km distance and ~10 mins travel time. Amenities listed include Indoor pool, Free WiFi, Free self parking, and Hot Buffet Breakfast Included. Two room options are presented:

- Standard Room, 2 Queen Beds:** Average Nightly Rate \$96, 60 rooms left, Cancel until Wed Jan 29, 2020. Includes a "Book Now" button and a highlighted "Hold Group Rooms" button.
- Standard Room, 1 King Bed:** Average Nightly Rate \$101, Only 5 rooms left, Cancel until Wed Jan 29, 2020. Includes a "Book Now" button and a "Hold Group Rooms" button.

A map of the hotel location is shown on the right, with a red circle and a blue arrow pointing to the "Hold Group Rooms" button. The text "Click here to select amount of rooms to block" is overlaid on the map area.

Step #4 Confirm Room Block Details

Event Nights will be automatically blocked for your team. However, if you require an additional night before or after your event dates this page will give you the ability to block those required nights.



Test Team



[1. Room Hold Request](#) > [2. Your Reservation](#) > [3. Contact Info](#) > [4. Payment](#)

You've chosen to hold.

Standard Room, 2 Queen Beds

Enter the number of rooms per night you'd like to hold for your team.

Thu, Jan 30

Fri, Jan 31

Sat, Feb 1

Sun, Feb 2

0 Rooms

0 Rooms

0 Rooms

0 Rooms

Customize Your Block Name

Test Team's block

Assign Block/Request to user?

Next

Here you will select what dates and the number of rooms your team will require on each day

4.6 km from venue

Best Western Cedar Park Inn



Standard Room, 2 Queen Beds

Event Rate \$96/night (avg.)
Inclusive of service fees

* Rates are subject to change based on the hotel's approval of any nights that have to be requested.

If Necessary Step - Additional ROOM TYPE required

Once confirming your block of rooms if an additional room type is required please click the three white lines in the top left corner to show the **display menu** on the left hand side. Here you will want to click the **“Hotels”** tab to return to the Hotel Feed.

The screenshot displays a user interface for a hotel booking system. At the top, a blue navigation bar contains a hamburger menu icon on the left, the text "Test Team" in the center, and a question mark icon on the right. Below the navigation bar, a left-hand sidebar lists various options: "16U Girls 'A' Super Series", "Feb 08 - Feb 09", "My Team Dashboard", "Event Details", "Team", "Hotel(s)", "Team Chat", "Reservation(s)", and "New Registration". A blue arrow points from the text above to the hamburger menu icon, and another blue arrow points from the text above to the "Hotel(s)" option in the sidebar.

The main content area shows a breadcrumb trail: "1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Room Block". Below this is a "Return to dashboard" link and the heading "Test Team's block". A message states: "The following rooms have been instantly blocked. This includes any nights previously blocked for this room." Below the message is a card for "Two Queen Beds" with an average rate of "\$136 avg.". The card includes a "Share with team" link, a table of room availability, and a "Block expires" timer. A red "Book Now" button is at the bottom of the card. A "Release Block" link is located below the card.

On the right side, there are two promotional cards. The top card says "Nice Save! Event Rate Saved You \$31!" with an image of a hand pointing up. The bottom card is for "Hampton Inn & Suites by Hilton Langley-Surrey", 7.0 miles from the venue, offering a "19% OFF Two Queen Beds" at an "Event Rate \$136/night (avg.) Inclusive of service fees". It lists rates for "Fri, Feb 7 (4 rooms) \$136 per night" and "Sat, Feb 8 (4 rooms) \$136 per night". A disclaimer at the bottom states: "* Rates are subject to change based on the hotel's approval of any nights that have to be requested."

Room Type	FRI, FEB 7	SAT, FEB 8
Two Queen Beds	4 ROOMS	4 ROOMS

Room Type	Rate
Fri, Feb 7 (4 rooms)	\$136 per night
Sat, Feb 8 (4 rooms)	\$136 per night

If Necessary Step - Blocking an additional ROOM TYPE

To block the second room type at the same property select the hotel card again. Here you will see your already blocked rooms at the top of the hotel card. You can now select your block your second room type required.

My Team Dashboard
Event Details
Team
Hotel(s)
Team Chat
Reservation(s)
New Registration

Test Team

Hampton Inn & Suites by Hilton Langley-Surrey
★★★★
19500 Langley Bypass
Surrey, BC, Canada V3S 7R2
7.0 km - ~11 mins

- ✓ Indoor pool
- ✓ Hot Buffet Breakfast Included
- ✓ Complimentary Parking and WiFi

Room listing | Hotel details

Two Queen Beds
Only 8 rooms left
Cancel until Mon Feb 03, 2020

Average Nightly Rate **\$136**
Inc. service fees

Book Now
Hold Group Rooms

Rate Breakdown | Booking Policies

Study, One King and Sofa Bed
Only 3 rooms left
Cancel until Mon Feb 03, 2020

Average Nightly Rate **\$146**
Inc. service fees

Book Now
Hold Group Rooms

Rate Breakdown | Booking Policies

Deluxe, One King and One Sofa Bed
Only 1 rooms left

Average Nightly Rate **\$156**

Previously blocked rooms with courtesy hold timer displayed

Click here to block number of rooms required

Welcome to EventConnect! |
Evan our automated web assistant.

Map data ©2019 Google Terms of Use

If Necessary Step - Confirm Block Details

Event Nights will be automatically blocked for your team. However, if you require an additional night before or after your event dates this page will give you the ability to block those required nights.



1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

You've chosen to hold.

2 Double Beds at \$257/night (avg.)

Enter the number of rooms per night you'd like to hold for your team.

Tue, May 7	Wed, May 8	Thu, May 9	Fri, May 10
0 Rooms	0 Rooms	12 Rooms	12 Rooms
Sat, May 11	Sun, May 12	Mon, May 13	
12 Rooms	0 Rooms	0 Rooms	

Customize Your Block Name

Next



Check out the savings by booking the event rate!

0.5 miles from venue
Hilton Vancouver Airport

45% OFF
2 Double Beds
Event Rate \$257 /night (avg.)
Inclusive of service fees

Here you will select what dates and the number of rooms your team will require on each day

Step #5 Block Confirmed - Send Link to Team Members

You have now successfully set up a block of rooms at your Team Hotel. At this point you will have received an email with a link that can be sent out to your team members for easy booking access. The courtesy hold timer has begun and can be seen on this page. Please ensure all reservations are completed before this timer runs out!

Click this button to obtain the booking link that be sent out to Team Members for easy access to the booking feed.

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

[Return to dashboard](#)

test1's block

The following rooms have been instantly blocked.
This includes any nights previously blocked for this room.

2 Double Beds
\$257 avg.

Share with team

THU, MAY 9	FRI, MAY 10	SAT, MAY 11
12 ROOMS	12 ROOMS	12 ROOMS

Block expires
09:02:00:08
DAYS HRS MIN SEC

Book Now

Release Block

Block Expiry Timer - When this timer runs out all rooms will be released back into the live inventory feed

Nice Save!
Event Rate Saved You \$212!

0.5 miles from venue
Hilton Vancouver Airport

45% OFF
2 Double Beds
Event Rate \$257 /night (avg.)
Inclusive of service fees

Step #6- Book your Individual Room

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

Your Reservation: Deluxe Two Queen Studio Suite

Number of Rooms

Check-in

Check-out

Adults (18+)

Children (0 - 17)

Special Requests

Next

11.5 miles from venue

Ayres Hotel Manhattan Beach LAX



Deluxe Two Queen Studio Suite

Event Rate \$204 /night (avg.)

Inclusive of service fees

Thu, Jun 6 (1 night)	\$204
Fri, Jun 7 (1 night)	\$204
Sat, Jun 8 (1 night)	\$204
Sun, Jun 9 (1 night)	\$204

Subtotal \$816

Due Today \$20

Balance Due at Hotel
(plus applicable tax)

\$796
\$199/night

Cancellations can be made until Mon Jun 03, 2019.
Reservation service fees, which are due today, are non-refundable.

Step #7 - Input Credit Card Information for your room

At this step members will be asked to confirm their room reservation by paying a small service fee. This is a non-refundable service fee that is taken off the total amount that is owed to the property. The remainder of the balance will be paid at the time of check in.

1. Room Hold Request > 2. Your Reservation > 3. Contact Info > 4. Payment

Credit Card Information

Card Owner First Name *

Card Owner Last Name *

Street 1*

Street 2

City*

Country*

State/Province*

Zip / Postal Code*

Amount to Reserve Room Now:

\$20.00

Balance due at hotel.

Credit Card Number *

Month *

Year *

CVC

I agree to the hotel cancellation policy / terms and conditions

I agree to the booking policy

Back

Confirm And Pay



SECURE RESERVATION & FINALIZE ROOM HOLDS

* Credit Card pre authorizations or credit holds DO NOT occur with this reservation. Your reservation is fully cancellable up to the date specified in the Hotel Cancellation Policy. Reservation service fees, which are due today, are non-refundable. No price increases are permitted after the customer has paid the service fees. Rates are displayed in the currency local to the hotel.

11.5 miles from venue
Ayres Hotel Manhattan Beach LAX



Deluxe Two Queen Studio Suite

Event Rate **\$204** /night (avg.)
Inclusive of service fees

Thu, Jun 6 (1 night)	\$204
Fri, Jun 7 (1 night)	\$204
Sat, Jun 8 (1 night)	\$204
Sun, Jun 9 (1 night)	\$204

Subtotal **\$816**

Due Today **\$20**

Balance Due at Hotel **\$796**
(plus applicable tax) \$199/night

Cancellations can be made until Mon Jun 03, 2019.
Reservation service fees, which are due today, are non-refundable.

Total Room Cost

Service Fee -
Pay Now

Remaining
owed at Hotel

Team Manager Dashboard

Team Manager can access at anytime. Build out their team, share the link again and view all participants registered

The screenshot shows the 'My Team Dashboard' for 'Test Team' under the event '14U Girls NORTH- Premier #1'. The dashboard includes a sidebar with navigation options: Event Details, Team, Hotel(s), Team Chat, Reservation(s), and New Registration. The main content area features a team profile card for 'Test Team' with a 'COPY THIS URL TO SHARE INVITE:' section containing the URL 'https://app.eventconnect.io/eve' and a 'Copy' button. To the right, there are three summary cards: '0 of 10 Players', '0 Reservations made', and '1 Rooms on hold'. Below these is a 'Team players' section showing '0 joined' and 'No players listed.' with a 'Manage Team' button. The 'Team hotels' section displays '2 of 2 member(s) unaccommodated' and a specific hotel block for 'Test Team's block - Best Western Cedar Park Inn' with an average nightly rate of '\$96' and a 'Book Room' button. A countdown timer shows '71 | 10 | 12 | 14' (DAYS | HRS | MIN | SEC). Annotations with arrows point to the 'Team' sidebar item, the team profile card, the invite URL, and the 'Team hotels' section.

14U Girls NORTH- Premier #1
Feb 01 - Feb 02

Volleyball Alberta > 14U Girls NORTH- Premier #1 > Test Team

My Team Dashboard

My Team Dashboard

- Event Details
- Team
- Hotel(s)
- Team Chat
- Reservation(s)
- New Registration

Invite your Team Members to ensure everyone is connected through the Software

Test Team
General Division

COPY THIS URL TO SHARE INVITE:

<https://app.eventconnect.io/eve> Copy

0 of 10 Players

0 Reservations made

1 Rooms on hold

Link to give team members easy access to reserve room from the Team Hotel Block

Team players • 0 joined

No players listed.

Manage Team

Team hotels

You've blocked rooms at the following hotel(s) for your event.
2 of 2 member(s) unaccommodated

Test Team's block - Best Western Cedar Park Inn
\$96 Average Nightly rate
1 (Standard Room, 2 Queen Beds rooms) on hold
[Edit Hold Name](#)
Release hold
0 of 1 rooms booked | [View Details](#)

Courtesy hold expires:
71 | 10 | 12 | 14
DAYS | HRS | MIN | SEC

Book Room

Click here to view the Team Members that have reserved a room



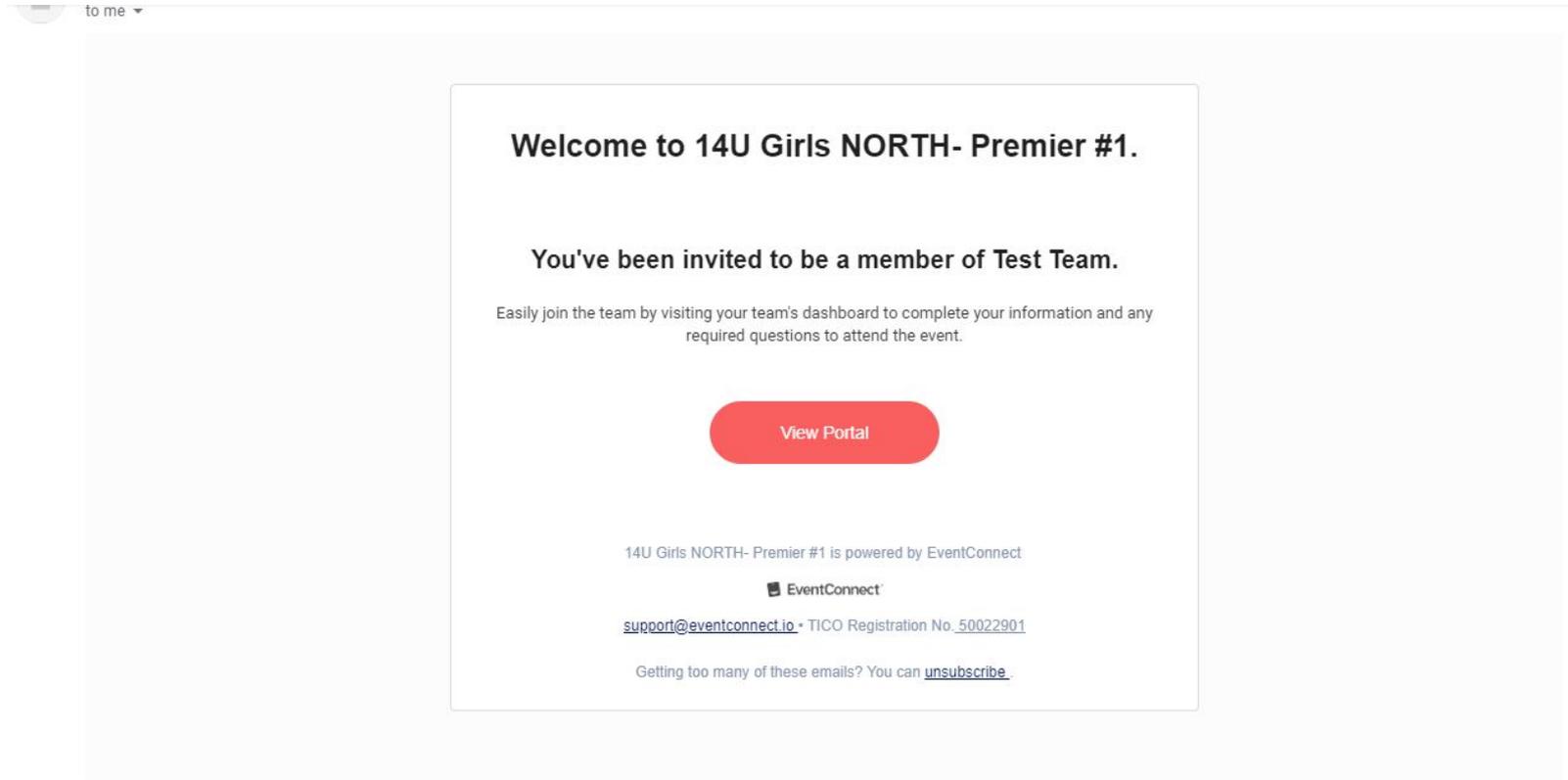
Participant Flow

Powered by:



Participant Room Booking Process

Once added to Dashboard by Team Manager, participants will receive an email such as the one displayed below.



Participant Room Booking Process

Simple Registration questions are asked to be completed before viewing Participant Dashboard

The screenshot displays a web application interface for managing a team. A modal window titled "Add Member(s)" is centered on the screen, allowing for the addition of new members. The background shows a team dashboard for "14U Girls NORTH- Premier #1" with a sidebar menu and a list of team members.

14U Girls NORTH- Premier #1
Feb 01 - Feb 02

My Team Dashboard
Event Details
Team
Hotel(s)
Team Chat
Reservation(s)
New Registration

Volleyball Alberta
Team

TEAM LIST

- MG
- BE
- BE

Add Member(s)

Invite by Email Add Member Share Link

Member Role
Player

Player First Name Player Last Name

Player Birth Year

This is my child

Guardian's Email

Add

Not Attending

Participant Dashboard

All participants will have own dashboard. Ability to book hotel reservation under team block and answer further questions requested by Event owner or edit hotel reservation all in real time!

14U Girls NORTH- Premier #1
Feb 01 - Feb 02

Volleyball Alberta > 14U Girls NORTH- Premier #1 > Test Team

My Team Dashboard

My Team Dashboard

- Event Details
- Team
- Hotel(s)
- Team Chat
- Reservation(s)
- New Registration

Test Team
General Division

0 of 10 Players | 0 Reservations made | 1 Rooms on hold

Team players • 0 joined

No players listed.

Team hotels

You've blocked rooms at the following hotel(s) for your event.
2 of 2 member(s) unaccommodated

Test Team's block - Best Western Cedar Park Inn
\$96 Average Nightly rate
1 (Standard Room, 2 Queen Beds rooms) on hold
Edit Hold Name
Release hold
0 of 1 rooms booked | View Details

Courtesy hold expires: 71 | 10 | 3 | 3
DAYS | HRS | MIN | SEC

Book Room

Click here to book your hotel room from the Team Hotel Block

EventConnect Customer Success Team

For any questions or assistance in making a group block or individual reservation please contact the EventConnect Customer Success Team!

Contact us by:

Phone - 1-888-723-2064

Email - teamsupport@eventconnect.io

Hours of Operations

Monday - Friday 5:00 AM PST- 5:00 PM PST

Saturday 6:00 AM PST - 10:00 AM PST