

Trilogy Great Lax Bay Hotel Booking Instructions: Event Dates: Sat-Sun June 23-24, 2018

Team Coordinator: Hotel Room Block Setup

<http://visitgreatlakesbay.gaslightmedia.com/index.php?catid=239&preview=1&adminInactive=Enable&convention=21>

Step 1: Click Booking Link Above/On Website

Team Coordinator: Create an Account

2018 Great LAX Bay Classic

Event dates: 06/22/2018 through 06/23/2018
5th Annual Great LAX Bay Classic held at the McCarty Road Soccer Complex.

Team Coordinator: (enter password) Show Room Blocks
If you are a new team coordinator, you may create your account by clicking [here](#).

Reservations: (enter team code) Make Reservations **Click "Here"**

Create your Team Coordinator Account

Please only create one Team Coordinator account. If you're having problems using your existing account, please call for assistance.

Event Name: 2018 Great LAX Bay Classic **List Your Name or**

Team Coordinator Name: **Create your password**

Team Coordinator password: **Use the suggested password, or enter another desired one.**

E-Mail Address and Phone #: **Enter your Email and Phone**

Please write down and keep the Team Coordinator password you entered above. If you lose this password, please call for assistance rather than creating a new Coordinator account.

Click "Add Your Team Coordinator Account"

Your Team Coordinator account has been created!

Click on "Continue" below then enter your new password to log in.

CONTINUE **Click "Continue"**

Step 2:

Team Coordinator: Add a Team Name and Code

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2018 Great LAX Bay Classic

Rep/Coordinator Logged In: test5

Click "Add a Team"

Add a Team

Event Name: 2018 Great LAX Bay Classic

Team Coordinator: trilogylacrosse

Division: Default **Create your Team/Program Name**

Team Name: **Create your Team Code*****

Team Code:

Notes:

Click "Add Team"

*****Team Code will be the only code your parents need**

Step 3:

Team Coordinator: Block Your Rooms

2018 Great LAX Bay Classic

Rep/Coordinator Logged In: trilogylacrosse

Click "Select Team Rooms"

Log Out **Click "Select Team Rooms"**

2018 Great LAX Bay Classic

Rep/Coordinator Logged In: trilogylacrosse

Add a Team

Select Team Rooms

Show Team Reservations

Log Out

Assigned Team Rooms

Team	Code	Property	Accommodation	Rooms	Reserved	Available
Trilogy Test	TrilogyTest			0	0	0

Find the Hotels You Want on the List, enter how many rooms you would like by type in the box that has your team name listed and then click the "Update"

Update Selections Below

Accommodation properties are listed in order of distance from the event.

HOLIDAY INN EXPRESS HOTEL & SUITES SAGINAW

2501 Tittabawassee Road
Saginaw, Michigan 48604
Phone: 9897927500

Distance to event: 1.9 mi

Number of rooms at property: (propRooms)

Payment Types	Hotel Amenities	Accommodation	Rate	Available	Trilogy Test
		2 Double Bed	\$170.00	30	0
		King Standard	\$160.00	15	0

Once you select all the rooms you like, you will see the rooms on your account, you are now ready to distribute the **booking link and team code** to parents.

Call Trilogy at (212) 796-7987 and we can get it set up for you on the phone if you run into any issues.

Parent Instructions

Step 4:

Distribute Link and Team Code to Parents

Parents will simply enter Team Code in Reservations Box **and Click "Make Reservations"**

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Reservations: (enter team code) **Make Reservations**