



SuperSeries Team Managers Hotel Booking Process

To reserve a block of rooms for a tournament, you **MUST** have previously spoken with and received acceptance confirmation from the tournament host. If you do **NOT** have acceptance confirmation from the host(s) to attend a tournament, you may **NOT** book a block of rooms for your team.

Below are steps to book a block of rooms:

- 1) Click on Hotel Link located in SuperSeries team registration confirmation
- 2) Click “Team Managers”
- 3) Scroll through tournament hotel list to find desired hotel
- 4) For each room type requested, enter the number of rooms requested in the box above room availability.
- 5) Click “Book Now”
- 6) Current T3 User (skip to instruction 8 after completing 6a and 6b)
 - a. Type Email Address
 - b. Type Password
- 7) Not a current T3 User
 - a. Enter User Information
 - i. First Name
 - ii. Last Name
 - iii. Email
 - iv. Password
 - v. Confirm Password
- 8) Enter Group Information
 - a. Age Group
 - b. Team Name
 - c. Team Check in Date
 - d. Team Check out Date
 - e. Public Access (don’t check Require Invitation Code to join my group check box)
 - i. If you do not check the “Require an invitation code to join my group” box, your group members may visit <http://www.t3travel.com/>
 - f. Require Invitation Code to join my group check box
 - i. You will be provided an invitation code which you can distribute to your group members, allowing them to place their reservation through your group directly.
- 9) Credit Card Information
 - a. Team managers will be required to enter a credit card to hold the block of rooms for the team. Teams will be assigned a room cutoff date, all rooms not booked by

the team will fall back into general inventory, unless the team wants to guarantee the rooms.

10) Team Block Confirmation Email

- a. Contains individual team member booking instructions to send out to your team members

11) Comp Rooms

- a. If a coaches comp room is available at your chosen hotel, enter “Comp Room” in the Special Request box