

Reservation Process – Chapter Managed

Reservation Process – Chapter Managed Helpful Hints

- When a reservation is created, through the Group Booking Workflow on the website, rooms cannot be added to it. If you need additional reservations, you can make a new reservation via Passkey. The new reservation (s) would have a separate master acknowledgement number.
- If you are making more than one reservation, please utilize the Passkey via your desktop verses mobile app.
- Have all names and roommate assignments together prior to starting the housing process. All student names are required to be put into Passkey.
- A master acknowledgement will arrive in your email moments after you complete your reservations.




Reservation Process – Chapter Managed


- Select check-in and check-out dates
- Enter the number of rooms you need
- Enter the average number of guests per room. The actual Guest count can be updated later in the reservation process
- Click “Search”
- Click “Select” next to your desired hotel

[View all hotels](#)

June							July						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													


Event Dates Selected Dates



Hotel Kinetic Orlando Universal Blvd 

7800 Universal Boulevard
Orlando, FL 32819, UNITED STATES


Sort by

Price (Low To High) 

Show available only

Select Your Room


Available Selected Unavailable Waitlist





Queen Queen
Max Guests: 4


Details
Nicely suited for families, the incredibly spacious Double Queen featuring two queen beds in a large room with a host of comforting Show more

USD 159.00
Average nightly rate
+Taxes & Fees ⓘ

1 rooms 

2 guests 

Select 

View 

Jun Jul

Thu 27 USD 159	Fri 28 USD 159	Sat 29 USD 159	Sun 30 USD 159	Mon 1 USD 159
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Reservation Process – Chapter Managed

Booking Contact Information

The information provided below will be used to populate all 10 rooms in your reservation. Additional details can be changed for each room on the subsequent screen.

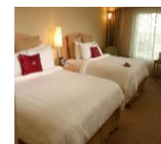
Personal Information		Prefix	<input type="text"/>
*First Name	<input type="text"/>	Middle Initial	<input type="text"/>
*Last Name	<input type="text"/>	*School Name	<input type="text"/>
Organization	<input type="text"/>	*Advisor Name	<input type="text"/>
*Email	<input type="text"/>	*Confirm Email	<input type="text"/>
*Phone Number	<input type="text"/>		

Personal Address		*Country	<input type="text" value="Select Country"/>
*Address	<input type="text"/>		
Mailing Address 2	<input type="text"/>		
*City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Next, enter the # of rooms you need for each room type and click “Select” Passkey will show a warning message if you enter in too many or too few rooms
- Booking Contact Information – as the lead of the group reservation, this is where you will put your information. Be sure to use your school’s address verses your personal address and include your school’s name.
- The information provided on this page will be used to populate for all rooms in the reservation.

Select Your Room

Available Selected Unavailable Waitlist



Queen Queen

Max Guests: 4

Details

Nicely suited for families, the incredibly spacious Double Queen features two queen beds in a large room with a host of comforts. Show more

Jun		Jul		
Thu 27	Fri 28	Sat 29	Sun 30	Mon 1
USD 159	USD 159	USD 159	USD 159	USD 159

USD 159.00

Average nightly rate
+Taxes & Fees ⓘ

1 rooms

2 guests

Select

[View policies](#)



Reservation Process – Chapter Managed

- Now we are at the section where you will complete your rooming list.
- It is required that you provide all names on all reservations. Hint: use the Tab key to go to the next name.
- During this step, please leave your email address next to each student's name. This ensures that all reservation information is only sent to you.
- Clicking on the *** ellipsis icon next to a guest entry will give you the option to:
 - View and edit the guest details such as length of stay, personal information, payment, and billing details
 - Remove the room from the reservation.

Enter Guest Information

Change details for each room as needed

Queen Queen

Show room policies

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/27/24	7/2/24	2	Courtney	Zintz	czintz@hpnglobal.com	***
				Erin	Dixon	czintz@hpnglobal.com	
2.	6/27/24	7/2/24	2	Casey	Perez	czintz@hpnglobal.com	***
				Michele	Runge	czintz@hpnglobal.com	

Single King*

Show room policies

	Check-in	Checkout	Guests	First Name	Last Name	Email	
1.	6/27/24	7/2/24	1	Rikki	Amedick	czintz@hpnglobal.com	***
2.	6/27/24	7/2/24	1	Crystal	Gomez	czintz@hpnglobal.com	***



Reservation Process – Chapter Managed

- Review all the reservation details and make any last-minute changes to them
- Accept the terms and conditions by checking the box next to them
- A master acknowledgement will arrive in your email moments after you complete your reservations.

HOTEL KINETIC
ORLANDO UNIVERSAL BLVD
 Hotel Kinetic Orlando Universal Blvd
 7800 Universal Boulevard
 Orlando, FL 32819, UNITED STATES

Booking Contact Information

PERSONAL INFORMATION

Courtney Zintz
 Courtney Zintz
 czintz@hpnglobal.com

PERSONAL ADDRESS

8800 E Raintree
 Scottsdale, AZ, 85260, US

REQUESTS

Accessible: No

YOUR MASTER ACKNOWLEDGEMENT NUMBER
HWS8KI45

BOOKING CONTACT INFORMATION

Courtney Zintz
 czintz@hpnglobal.com
 4809989770
 8800 E Raintree
 Scottsdale AZ 85260 US

Single King*

[Edit](#)

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Rikki Amedick	Jun 27, 2024	Jul 2, 2024	1	USD 795.00
Crystal Gomez	Jun 27, 2024	Jul 2, 2024	1	USD 795.00
SUBTOTAL				USD 1,590.00



Queen Queen

[Edit](#)

GUEST NAME	CHECK-IN	CHECKOUT	GUESTS	TOTAL COST
Courtney Zintz	Jun 27, 2024	Jul 2, 2024	2	USD 795.00
Casey Perez	Jun 27, 2024	Jul 2, 2024	2	USD 795.00
SUBTOTAL				USD 1,590.00



Master Acknowledgement Sample

2023 FBLA National Leadership Conference

HOTEL RESERVATION MASTER ACKNOWLEDGEMENT 7MVVJ24X

Thank you for making your hotel reservation for the 2023 FBLA National Leadership Conference being held in Atlanta over the dates of June 26-30, 2023.

All reservation changes can be made at the event website by [clicking here](#), calling 480-998-9770 Ext. 2 or emailing us at FBLA@hpnglobal.com

HOTEL INFORMATION

Sheraton Atlanta Hotel
165 Courtland Street NE
Atlanta, GA 30303

BOOKING CONTACT INFORMATION

Courtney Zintz
HPN Global
8800 E Raintree

Scottsdale, AZ 85260
US
4809989770
czintz@hpnglobal.com

TRADITIONAL KING

Reservations List

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
W74VNGHF	Casey Perez	25-Jun-2023	01-Jul-2023	1	Confirmed	USD 1,110.00
QYOOR401	Rikki Amerdick	25-Jun-2023	01-Jul-2023	1	Confirmed	USD 1,110.00
Total Room Cost:						USD 2,220.00

TAX POLICY

Please note the following taxes are not included into rates:

- 16.90% Room Tax Per Night.
- \$5.00 State hotel fee per night/per room Per Night.
- Taxes Subject To Change

GRAND TOTAL : USD 5,310.36

BILLING

You are responsible for setting up payment directly with your hotel. If an invoice is needed, please use invoice template below to enter in your reservation information.

[Invoice Template](#)

If you are paying by credit card, contact your hotel directly at +1 404-659-6500

If you are paying by check, remit payment to:

ATTN: Accounts Receivable
Sheraton Atlanta Hotel
165 Courtland Street NE
AtlantaGA30303

All check payments must be received by hotel no later than 14 days prior to arrival. Hotels may not accept checks on arrival day.

HOTEL W9 FORMS

[Click Here](#) for hotel W9 Forms

TRADITIONAL DOUBLE

Reservations List

Ack#	Primary Guest	Check-In	Check-Out	Guests	Status	Total Cost
KL6EVSUR	Courtney Zintz	25-Jun-2023	01-Jul-2023	2	Confirmed	USD 1,110.00
FF53TUBT	Sydney Kilburg	25-Jun-2023	01-Jul-2023	2	Confirmed	USD 1,110.00
Total Room Cost:						USD 2,220.00



Who to Contact?

Going forward, please reach out to the FBLA NLC Housing Team with any questions related to your hotel room block. We are here for anything you may need to ensure a smooth and successful NLC 2023!

Courtney Zintz

Director of Housing
(480) 998-9770 Ext: 2
FBLA@HPNGlobal.com

