BU Club Sports Hotel Booking Guide

Set Up Your Team Page

A link to all team pages can be found here. Officers should click the red “Join Team” button next to their team to have the ability to make team travel requests. If you do not have an account, you will be prompted to create on the next screen. Only officers should have accounts and make travel requests. It is suggested that teams use their team email (i.e. “bugirlswaterpolo@gmail.com”) and to have one single account. This will make year to year transitions easier.
Manage Your Team Page

On your team page, you will have the ability to: upload a team picture, make/manage/cancel a hotel reservation, and view your cash back balance. This page should be managed by and accessible only to club officers.

Booking a Hotel

From your team’s page, enter the City, Dates, and Number of Rooms information in the search fields and click “Find Hotels”.
Select the hotel that best fits your team’s needs and click the orange “Continue”.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Price</th>
<th>Rating</th>
<th>Distance from Warwick, MA</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econo Lodge Brattleboro</td>
<td>$63.99</td>
<td>3/5</td>
<td>15.6 miles</td>
<td>515 Canal St., Brattleboro, VT, 05301, US</td>
<td>+1-866-216-4064</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites Greenfield</td>
<td>$238.67</td>
<td>4.5/5</td>
<td>15.7 miles</td>
<td>184 Shelburne Rd., Greenfield, MA, 01301, US</td>
<td>+1-800-881-1923</td>
</tr>
<tr>
<td>Best Western Plus Keene Hotel</td>
<td>$83.32</td>
<td>4/5</td>
<td>16.5 miles</td>
<td>401 Winchester St., Keene, NH, 03431, US</td>
<td>+1-888-221-8681</td>
</tr>
</tbody>
</table>
Once you have selected your hotel, you can select the type of rooms you need. Click the “Check Availability” button. The site will produce a list of room options that you can select. When you see the room that you would like to reserve, select the orange “Book Now” button. Note: this may change the price of what was originally listed.
After you select “Book Now”, you will be redirected to the payment screen. **You should not enter any credit card information.** After you have filled all of the required information, click the orange, “Request Confirmation From My Administrator” button. This will send an email to your advisor with the information and option to pay for the hotel or decline the request. Once your advisor pays for the hotel, they will forward you the receipt/confirmation. A confirmation should be emailed to you from Lucid Travel as well.

![Hotel Booking Form](image)

Please enter the following for Administrator Name and Administrator Email. (Administrator = Your Advisor)

Scott’s Clubs: Scott Nalette – snalette@bu.edu
Ryan’s Clubs: Ryan Parsons – rparsons@bu.edu

If you have any questions about the booking process, please reach out to your advisor.