Hotel Group Block Request Process

Review the following steps to request a block of 5 or more rooms.

If you have any questions, please reach out to NAACPggroup@maritz.com.
Create a Group:

1. Enter the name of your group.
2. Create a username and password.
Complete the Contact Profile:

1. This information should be the individual who is the main contact for the group. This person will also make the reservations for the individuals in their group.

2. When inputting the NAACP State Conference/Unit #, start by searching the number. If you do not know your unit number, enter 0000/
Tell us your preferred hotels:

1. The hotels that have availability will show up. Click on the +Add Hotel button to let us know which hotels you are interested in. Please note, rooms are based on availability. Select a minimum of 2 hotels to move forward.

2. You can tell us what is most important for your group so we can keep in mind while assigning your hotel.
Tell us how many rooms you need:

1. Select your earliest arrival date and the latest departure date for your group.
2. You can adjust the populated numbers by selecting the +/- buttons for each night.
3. Please let us know if you have any special requests.
4. Once you complete this, please move forward by selecting “next” to review your block requests.
5. If everything is correct, please submit your block at the end of the process.
6. You will receive a confirmation confirming your block request has been submitted. Please allow at least 48 hours for us to create your block. Once your block has been assigned, you will receive a confirmation letting you know that the block request has been fulfilled.
Has your block been fulfilled? Please guarantee your block with a credit card:

1. Log back into your account and it will take you to your dashboard. Please select “guarantee block” to move forward. IMPORTANT! The credit card used to guarantee your block WILL NOT be charged. This is used to hold your rooms only.

2. You will be able to review your block. If all looks good, please click the check box to accept your block and move forward to Guarantee the block with a credit card.
Your Dashboard will be your home page for your hotel needs.

1. **Hotel Block Request** is a summary of your block request.

2. **View Inventory** allows you to view a night-by-night breakdown of your block of rooms. Please note: Las Vegas hotels have different rates for different nights.

3. **Manage Group** will be where all of your reservations live. Reservations can be added, adjusted or cancelled from this page.

4. **Hotel Reservation** can be clicked when you want to start adding reservations for each individual in your group.
Adding a Hotel Reservation:

1. Click on Hotel Reservation on the dashboard.
2. Enter in the arrival and departure date for the reservation you are trying to make. If there are multiple guests in the room, it can be adjusted by clicking the + button next to guests.
3. Your assigned hotel will show up to book a room.
4. Click on View Rooms to move forward to reserve a room. You will be able to review the details of the hotel from here.
5. You will need to agree to the cancellation policy in order to move forward and add the individual’s name to the reservation.
Adding a Hotel Reservation:

1. Add the Occupant information for each individual staying in the room

2. Each reservation will need to have a valid credit card (expiration ending after July 2024) attached to the reservation. **IMPORTANT!** This card will be charged a one night’s room and tax deposit on or after June 13, 2024.
Manage Group Tab:

1. Clicking on **Add New Person** is a secondary way to add a room. Once you enter in the first name, last name and email address, you can follow the steps in the page above.

2. **Export Personnel** will allow you to export your groups reservations into a spreadsheet.

3. **Filter** will allow you to do a quick search for reservations in your group.

4. You can **cancel** a room by clicking the Room button at the bottom.

5. You can add a credit card to a reservation by clicking on the red $ sign.

6. A room will show with a yellow box if there is incomplete information.

7. A room will show with a green box once all information has been completed.