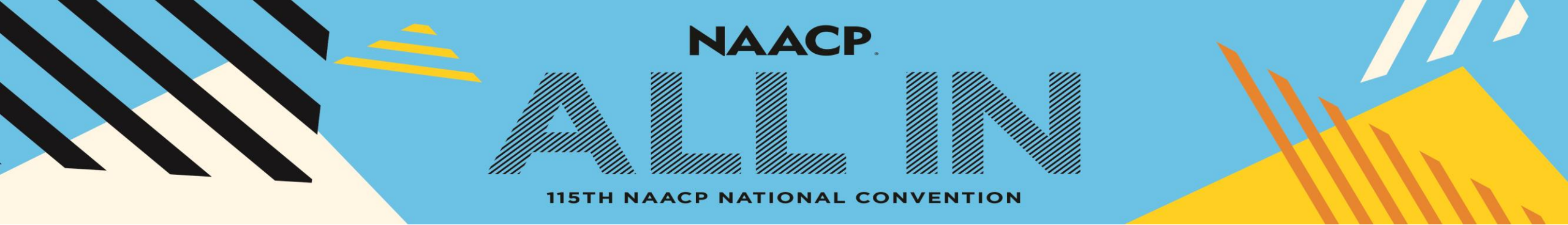


# Hotel Group Block Request Process

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

If you have any questions, please reach out to  
[NAACPgroup@maritz.com](mailto:NAACPgroup@maritz.com).



# Create a Group:

- 1. Enter the name of your group.
- 2. Create a username and password.

## LOGIN

\* indicates required fields.

### Have a Username and Password?

Please enter the username and password, then click "Login".

If you forgot your password, please email [NAACPGroup@maritz.com](mailto:NAACPGroup@maritz.com) for assistance.

\* Username

\* Password

☐ Show Password

LOGIN

### Need to create a group?

Please enter the information below, then click the **Create Group** button to continue. The username and password you enter will serve as your credentials when you return to the site.

\* Please enter the name of your group

(ex: ABC Travel International)

PLEASE ENTER THE NAME OF YOUR GROUP IS REQUIRED

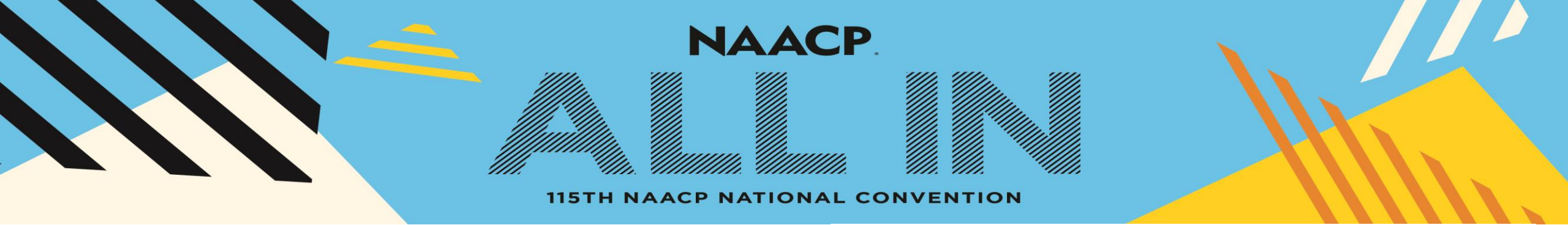
\* Username

(ex: abctravel)

\* Password

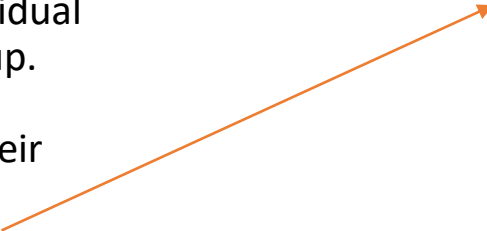
☐ Show Password

CREATE GROUP



# 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/



## CONTACT PROFILE

Please complete the following fields.

\* indicates required fields.

\* NAACP State Conference/Unit #

NAACP STATE CONFERENCE/UNIT # IS REQUIRED

If you don't know your unit # enter "0000"

\* First Name

FIRST NAME IS REQUIRED

\* Last Name

LAST NAME IS REQUIRED

\* Company

COMPANY IS REQUIRED

\* Address

ADDRESS IS REQUIRED

\* Postal Code

POSTAL CODE IS REQUIRED

\* City

CITY IS REQUIRED

\* State/Province

Please Select >

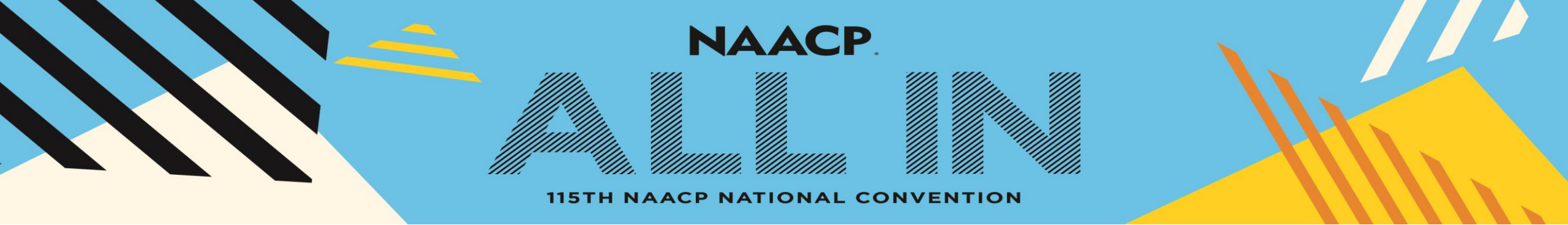
STATE/PROVINCE IS REQUIRED

\* Country

United States >

\* Phone Number

PHONE NUMBER IS REQUIRED



# 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.

NAACP10 /

Dashboard

HOTEL PREFERENCES

Hotel Preferences

Request Rooms

Additional Criteria

Block Request Summary

Instructions:

1. Select a minimum of 2 hotel choices for your block preference.  
2. Once hotel choices are selected, click the arrows to place your hotels in the order of preference. To remove a selected hotel, click the red "x".

Las Vegas Hotels require guests to be 21+ to check in.

All Hotel Choices

Mandalay Bay & Casino Resort King

Click here to view nightly rates  
Distance  
Hotel Features

+ ADD HOTEL

Mandalay Bay & Casino Resort Queen/Queen

Click here to view nightly rates  
Distance  
Hotel Features

+ ADD HOTEL

Luxor Las Vegas Tower Premier King

Click here to view nightly rates  
Distance  
Hotel Features

+ ADD HOTEL

Your Hotel Preferences

Hotel Choice #1 (required)

Hotel Choice #2 (required)

Hotel Choice #3 (optional)

Hotel Choice #4 (optional)

NAACP10 /

Dashboard

ADDITIONAL CRITERIA

Hotel Preferences

Request Rooms

Additional Criteria

Block Request Summary

Instructions:

1. Use the arrows to adjust the order of preference. This additional criteria will assist us with assigning your room block.

Additional Selection Criteria

↑ ↓

1 Low Rate

↑ ↓

2 Hotel Preference

↑ ↓

3 Proximity to Event

↑ ↓

4 All Rooms at Same Hotel

← Back

Next →



# NAACP<sup>®</sup>

# ALL IN

## 115TH NAACP NATIONAL CONVENTION

## 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.

### Room Nights Criteria

Main Event Nights:

Sat, Jul 13, 2024 - Wed, Jul 17, 2024

### Select Your Block Dates

Arrival Date

2024-07-10



Departure Date

2024-07-15



Please select how many rooms you need over the main conference nights and click apply.

5

Apply

### Room Nights

The suggested distribution of room nights is shown below. You may make adjustments as needed.

Date	Rooms
Wed, Jul 10 2024	84% 4
Thu, Jul 11 2024	100% 5
Fri, Jul 12 2024	100% 5
Sat, Jul 13 2024	100% 5
Sun, Jul 14 2024	67% 3

### Special Requests


# NAACP

# ALL IN

## 115TH NAACP NATIONAL CONVENTION

## 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.

NAACP10 / 

### DASHBOARD

Welcome to your Dashboard for The 115th NAACP National Convention. From here you may request and book your hotel rooms.

**HOTEL BLOCK REQUEST** **GUARANTEE BLOCK** →

**Block Request Details**  
**Status:** Fulfilled  
**Submitted:** May 17, 2024 4:59:25 PM  
**Last Updated:** May 29, 2024 9:37:26 AM  
 Block Request Credit Card Guarantee Required ▼

**VIEW INVENTORY**  
**MANAGE GROUP** **ADD/EDIT PERSONNEL** →  
**HOTEL RESERVATION**  
**CONTACT PROFILE** **EDIT** →


**Group Financial Summary**


Booking Total	\$0.00
Payments	\$0.00


The 115th NAACP National Convention is coming soon! Make your plans today.

44:14:18:13  
days hours min sec

**Helpful Links**

 [Suite Request](#)

 [Hotel Info](#)

NAACP10 / 

### BLOCK REQUEST GUARANTEE

[Dashboard](#)





**Block Request Details**  
**Status:** Fulfilled  
**Submitted:** May 17, 2024 4:59:25 PM  
**Last Updated:** May 29, 2024 9:37:26 AM

**Your Block Inventory Assignment**  
**Mandalay Bay & Casino (Resort Queen/Queen)**

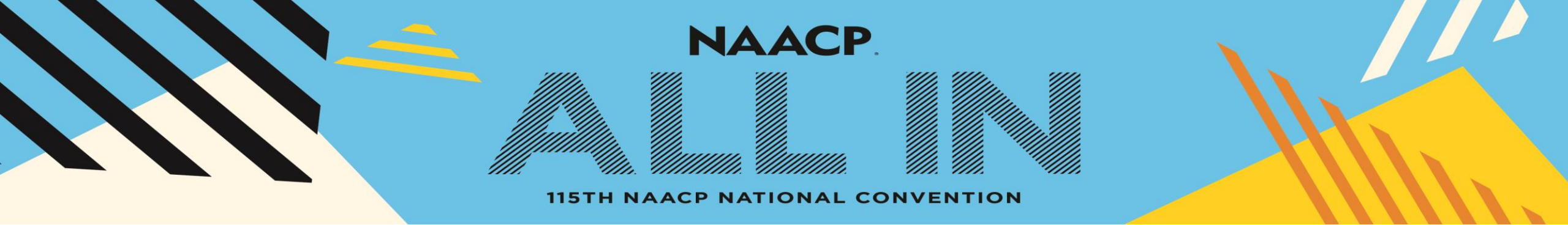
	Sat, Jul 6 2024	Sun, Jul 7 2024	Mon, Jul 8 2024	Tue, Jul 9 2024	Wed, Jul 10 2024	Thu, Jul 11 2024	Fri, Jul 12 2024	Sat, Jul 13 2024	Sun, Jul 14 2024	Mon, Jul 15 2024	Tue, Jul 16 2024	Wed, Jul 17 2024
Held	0	0	0	0	5	5	5	5	5	0	0	0
Used	0	0	0	0	0	0	0	0	0	0	0	0
Available	0	0	0	0	5	5	5	5	5	0	0	0
Single Rate	\$0.00	\$0.00	\$178.00	\$178.00	\$178.00	\$178.00	\$220.00	\$294.00	\$178.00	\$178.00	\$178.00	\$178.00
Double Rate	\$0.00	\$0.00	\$178.00	\$178.00	\$178.00	\$178.00	\$220.00	\$294.00	\$178.00	\$178.00	\$178.00	\$178.00

**ACCEPT BLOCK**  
In order to guarantee your hotel block, indicate your acceptance below and provide a credit card guarantee.

☒ I accept my housing block assignment.

Selecting "Guarantee My Block" below will redirect you to our SecuRemit site where you may enter your credit card information



# 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.

115TH NAACP NATIONAL CONVENTION

NAACP10 /

DASHBOARD

Welcome to your Dashboard for The 115th NAACP National Convention. From here you may request and book your hotel rooms.

HOTEL BLOCK REQUEST

VIEW BLOCK REQUEST →

Block Request Details

Status:

Guaranteed

Submitted:

May 17, 2024 4:59:25 PM

Last Updated:

May 29, 2024 9:46:08 AM

VIEW INVENTORY

MANAGE GROUP

ADD/EDIT PERSONNEL →

HOTEL RESERVATION

ADD ROOM +

Release Unassigned Rooms

I have booked all of the hotel reservations we will need.

Reservation List Drop Off

0

Reservation Imports are disabled in the staging environment.

CONTACT PROFILE

FAKER 841TEST

EDIT →

Group Financial Summary

Booking Total	\$0.00
Payments	\$0.00

The 115th NAACP National Convention is coming soon! Make your plans today.

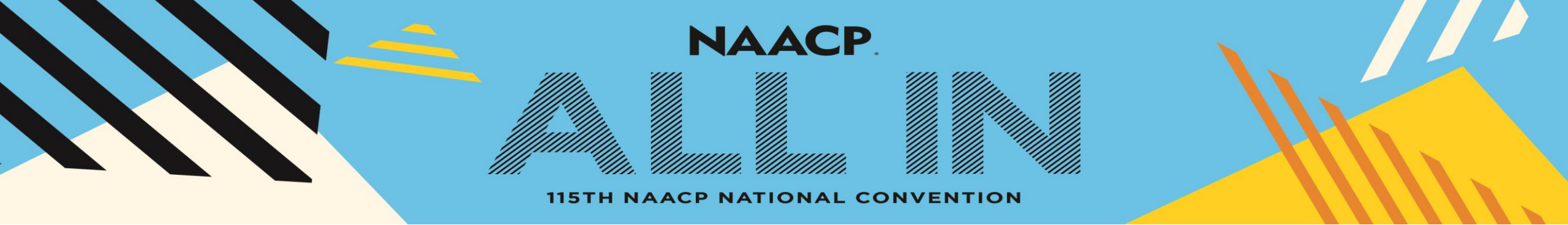
44:14:11:8

days hours min sec

Helpful Links

Suite Request

Hotel Info



# 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.

NAACP10

Cart

Dashboard

### ROOM SEARCH

▼ Search Hotels

Arrival: 7/10/2024, Departure: 7/15/2024, Rooms: 1, Guests/Room: 1

Arrival

2024-07-10

2024-07-10

Departure

2024-07-15

2024-07-15

Rooms

1

Guests/Room

1

REFRESH RESULTS

Edit Search

FILTER RESULTS

The rates indicated below are based on **Single** occupancy. Additional occupants may incur additional fees.

Las Vegas Hotels require guests to be 21+ to check in.

Sort by: Default

Name

Price

Distance

Mandalay Bay & Casino

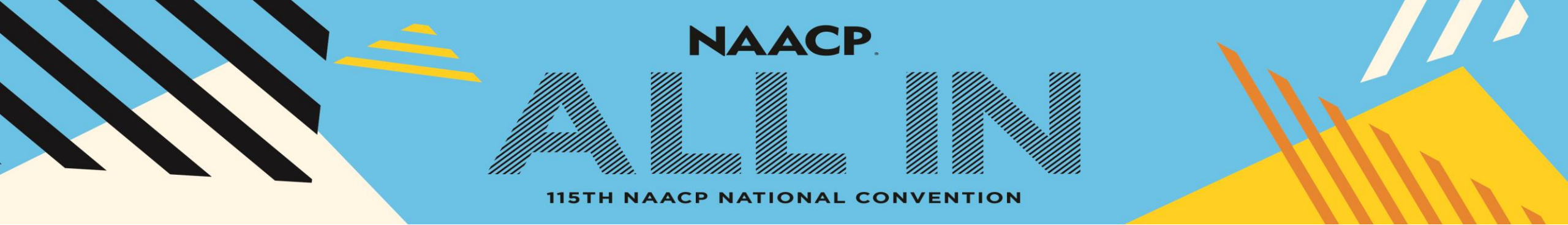
Click here to view nightly rates

0.1 miles from Mandalay Bay & Cas.

Hotel Features

VIEW ROOMS





# 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.

Who's in the room? (4 people maximum)

+ ADD PERSON

\* Indicates required fields.

\* First Name

\* Last Name

\* Company

NAACP10

\* NAACP State Conference/Unit #

0000

\* Address

\* Email

ADDRESS IS REQUIRED

\* Postal Code

\* City

POSTAL CODE IS REQUIRED

\* State/Province

Please Select >

\* Country

United States >

STATE/PROVINCE IS REQUIRED

\* Phone Number

Rewards Program #

Special Accommodations >

☐ I agree to the Terms of Use

SAVE

Confirm Room(s)

Your hotel rooms are not confirmed until you have provided the required Credit Card Guarantee.

Click this to add one now or the 'x' to close.

## DASHBOARD

Welcome to your Dashboard for The 115th NAACP National Convention. From here you may request and book your hotel rooms.

HOTEL BLOCK REQUEST

VIEW BLOCK REQUEST >

Block Request Details

Status: Guaranteed

Submitted: May 17, 2024 4:59:25 PM

Last Updated: May 29, 2024 9:46:08 AM

VIEW INVENTORY

MANAGE GROUP

ADD/EDIT PERSONNEL >

HOTEL RESERVATION

ADD ROOM +

Reservation Activity

Completed Incomplete Due

0 1 CCG

Group Financial Summary

Booking Total \$0.00

Payments \$0.00

Confirm Room(s)

CCG

Pay Now

The 115th NAACP National Convention is coming soon! Make your plans today.

44:13:22:25

days hours min sec

Helpful Links

Suite Request

Hotel Info

# NAACP

# ALL IN

## 115TH NAACP NATIONAL CONVENTION

## 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.

NAACP10 / faker

### GROUP SUMMARY

**NOTE:** Reservations are not complete until guaranteed with a credit card. Click the red dollar sign below to add a valid credit card

**Instructions to make a reservation:**

1. Click "Add New Person" and add required information for each hotel reservation.
2. Each individual reservation will be required to have a credit card guarantee added to their room. This is in addition to the credit card used to guarantee the room block.
3. Click the red dollar sign under "credit card guarantee" and follow directions to add credit card.
4. Click "Send Confirmation(s)" button to send confirmations for individuals in your group.

**Instructions to change a credit card on file:**

1. Click the green "Room" button in the group below.
2. Click "Change Credit Card" button that will bring you to the page to change the individual credit card.

► Add New Person  
► Export Personnel  
► Filter

Results Total: 2

☐ Send All Confirmations ☒ Include Contact LATEST CONFIRMATION SENT: MAY 29, 2024 9:46:08 AM

	First Name	Last Name	Company	Hotel	Credit Card Guarantee
1073	faker	841test	NAACP10	ROOM	
1092	faker	684test	NAACP10	ROOM	

**Instructions to change a credit card on file:**

1. Click the green "Room" button in the group below.
2. Click "Change Credit Card" button that will bring you to the page to change the individual credit card.

► Add New Person  
► Export Personnel  
► Filter

Results Total: 2

☐ Send All Confirmations ☒ Include Contact LATEST CONFIRMATION SENT: MAY 29, 2024 9:46:08 AM

	First Name	Last Name	Company	Hotel	Credit Card Guarantee
1073	faker	841test	NAACP10	ROOM	
1092	faker	684test	NAACP10	ROOM	

**Reservation Summary**

Mandalay Bay & Casino  
(RESORT QUEEN/QUEEN)

Was this page easy to use? ☐ YES ☐ NO

Arrival / Departure: Wed, Jul 10 2024 - Mon, Jul 15 2024

Min. Rate/Night: \$178.00

Room Fee: \$1048.00

City Tax: \$140.22

Occupancy Tax: \$0.00

Resort Fee: \$150.00

**Show Information**

The 115th NAACP National Convention

The NAACP Strives to attract

**Area Map**

Las Vegas

STRATFORD

Area

may:

pill free