



Hoosier Mid East Qualifier – Columbus, Ohio
March 28 - March 30, 2008
13 National
Instructions to Reserve a Hotel Room

Players and Parents are not required to stay at this hotel, but we have reserved a block of rooms at the Hyatt on Capitol Square for the Hoosier Mid East Qualifier. This is through Advanced Event Systems (AES) who works with the tournament host to secure rooms for the event. If you want to book your own room at a different hotel through AES, instructions are at the bottom of this page. You can always make your own arrangements if you want to use Frequent Traveler Awards, Hotels.com, etc.

All play will be held at the Columbus Convention Center. The Hyatt on Capitol Square is approximately 3 Blocks from the Columbus Convention Center

Deadline to reserve a room from the block: **February 14, 2008** (after this date any rooms not taken off our block will be released to AES and given to another club)

Cancellation Policy: Rooms may not be cancelled after **February 14, 2008** without a financial penalty.

Arrival: **March 27th** (Thursday)

Departure: **March 30th** (Sunday)

Each parent must log on to the following website to take a room off of the block:
http://www.advancedeventsystems.com/outside_update_reservation.asp

1. Type in this email (do not use your personal email address): kim@dallassynergy.com
2. Type in Reservation # 14138
3. **DO NOT CHANGE THE INFORMATION AT THE VERY TOP OF THE PAGE THAT LISTS WHO THE RESERVATION IS FOR (ESPECIALLY THE EMAIL ADDRESS)**
4. Find a room by going to the next available room that has TBD in it and type in everyone who is going to stay in the room. Please make this as accurate as possible for check in and security purposes
5. Change the Type of Credit Card.
6. Type in your credit card number. No one will see your number except for the last 4 digits. Everything is xxxxxx out. This is a secure website.
7. Change the expiration date of your credit card.
8. Type in the name on your credit card.
9. Go to the very bottom of the web page and hit update.

If you have any problems, contact AES Hotels at 1-800-345-5195. Kim Medcalf will receive confirmation numbers for all rooms by February 28th. She will then forward them to you. Any changes that need to be made must be made through AES by February 14. The hotel will not have your information until after February 28th so do not call the hotel directly. Your block is secured under our information until then.

The room rate has been negotiated to **\$130 per room per night**. **Here is the website for information about the hotel:**

www.capitolsquare.hyatt.com
Hyatt Capitol Square Downtown
75 East State Street
Columbus, OH 73215

We will hand out a packet with maps and directions to the hotel/playing venue when we are closer to the tournament date.

Directions for choosing another hotel through the AES website:

- Go to the website <http://www.advancedeventsystems.com/hotels>
- On the Select and Event, pick the **Mizuno Hoosier Mideast Qualifier (12-15s)**. Then Select “Parent”. Select “Texas”, then pick “Dallas Synergy”.
- Select a Hotel and click on the name of the hotel you selected.
- Read the information. If you want another hotel, hit the “Back to Hotel List” button. If this is the hotel you want, click on the “Make Reservation” button.
- Select your check in and check out dates. Then click “check availability”.
- Enter the amount of rooms needed and click the “**Continue and Enter Room List**” button.
- All Rooming lists are due February 14, 2008.
- Enter the room list now and click continue.
- The First Name, Last Name, Address, City, State, Zip Code, Phone Number, and Email Address are all required fields. Enter the credit card information as well. Type in the Credit Card number without any spaces. Click the **Continue** button.
- Print the page with your Reservation #. This is not your confirmation #. **We will give you a Confirmation # from the Hotel after February 28, 2008.**
- If you need to update your reservations, go to http://www.advancedeventsystems.com/outside_update_reservation.asp and enter your e-mail address and reservation #.
- If you have any problems, contact AES Hotels at 1-800-345-5195. The hotel will not have your information until after February 28th so do not call the hotel directly. Your block is secured under AES until then.