



[www.ACACheerHotels.com](http://www.ACACheerHotels.com)

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## How To Create A MINI-BLOCK (For Coaches and Team Managers)

1. Go to [www.ACACheerHotels.com](http://www.ACACheerHotels.com)
  2. Select "Create Mini-Block" Option
    - 2a. **Read** Mini-Block Policies / **Check Box** / **Type Name** in Electronic Signature / **Click** "Procede to Create"
    - 2b. Select Desired Event
    - 2c. Select Hotel
  3. Enter Team & Personal Information - **No Payment Information Required for Mini-Block**
    - 3a. Agree to Policies – Everyone that makes a reservation under your mini-block will agree to these policies.**
  4. Print Flyer to pass out to all who you want to make reservations under this block.
  5. Print Confirmation
    - 5a. Check email for email confirmation
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## Mini-Block Information

### Secure 3-150 rooms in a Mini-Block

Secure between 3 and 150 rooms at the hotel of your choice.

If your program calls for more than 150 rooms, please call (800) 930-4064 x2. This process Does NOT require a credit card.

### 21 Days to Fill Your Mini-Block

After 21 days any unclaimed rooms will automatically be released back into the main inventory for general sale.

### Filling your Mini-Block – Made Easy

The system will give the group coordinator the option to "Print a Flyer" for distribution at the next team meeting or email all your attendees utilizing the system "Email tool." Either option creates and distributes a flyer notifying your members of the secured room block and informs them of the reservation dead line and will instruct them on how to personalize their reservation. (Group Coordinator no longer has to collect attendee information and create rooming list.)

### Individual Guarantee

The group coordinator and or Gym / Team is protected from carrying the liability or expense of the Mini-Block, due to the individuals guarantee. Individuals within the mini block secure rooms with a credit card. In most cases, credit cards are not charged until the group arrives and are required only to hold or secure the reservation. Hotels reserve the right to collect payment of first night room and tax two weeks out from the event start date. All reservations are considered final 8 days out from the event start date and the reservation holder is 100% financially liable.

### Mini-Block Tools

At any time the Group Coordinator may view a "Pick-Up Report", which is a report of all the reservations within the Mini-Block Including rooming lists, contact information, arrivals and departures and other pertinent information. The "Pick-Up Report" allows the group coordinator to streamline follow-up efforts with unregistered, non-responsive or late participants.

### Coaches Comp. (1 per 50)

The hotels offer (1) complementary room night for every (50) room nights a Mini-Block consumes. Earned Comps are Mini-Block Specific and will automatically appear in the Mini-Block "Pick-Up Report". The group coordinator will be able to solidify that reservation with coaches/staff information 8 days out from the Event Start Date. Comp Calculations are Mini-Block Specific.

## How To Create A Personal Reservation

1. Go to [www.ACACheerHotels.com](http://www.ACACheerHotels.com)
2. Select "Personal Reservation" Option
3. Select Desired Event
4. Select Hotel
5. Enter Personal & Payment Information
6. Print Confirmation
7. Click on the "Click to Manage" link to
  - Enter names of persons sharing your room
  - Request Room Type
  - Select Other Special Requests
  - Check email for email confirmation

## How To Create A Reservation Under A MINI-BLOCK

*These users will have a Team ID# example (TEAM146AB245E2)*

***The Word TEAM is part of the ID. Users experience errors when they do not include the entire team ID.***

1. Go to [www.ACACheerHotels.com](http://www.ACACheerHotels.com)
2. Enter their Team ID (Be sure to include TEAM) See above
3. Click "Go Team" option
4. Enter Personal & Payment Information
5. Print Confirmation
6. Click on the "Click to Manage" link to
  - Enter names of persons sharing your room
  - Request Room Type
  - Select Other Special Requests
  - Check email for email confirmation



### Help Desk Information

- Send detailed questions to [HelpDesk@ChampionHousing.com](mailto:HelpDesk@ChampionHousing.com).

#### When communicating with the HelpDesk...

Communicate your question clearly and the helpdesk will respond ASAP.  
Average email response time is 21 minutes with a guaranteed 24 hr. response policy.

If you have created a **Mini-Block**, A **reservation under a Mini-Block** or a **Personal Reservation** please provide your **Manager ID** in your correspondence.  
(Your **Manager ID** will begin with one or more of the following (**TEAM / MBMG / MBPM** or **INDM**))

- Live-Phone assistance will be available **Starting NOV 15, 2008** at **800-930-4064 X 2**