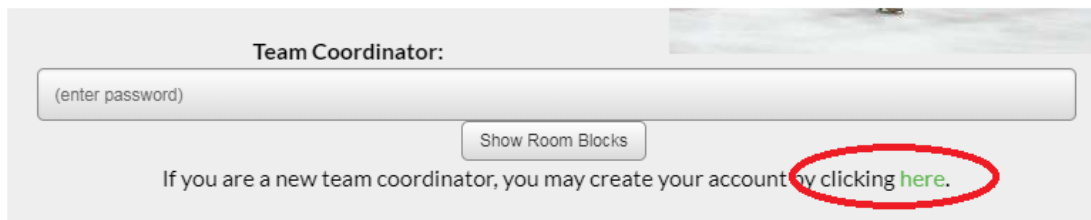


Discover Kalamazoo Housing Portal Directions

CREATING TEAM COORDINATORS & ROOM BLOCKS

1. Follow this link to the Sports Event Planning page of DiscoverKalamazoo.com: <http://www.discoverkalamazoo.com/sports-event-planners/#/gallery/recent>
2. On the left column in blue, click the “**Event Housing**” link – this link should take you directly to the housing portal web page. **Google Chrome, Firefox, and Safari are recommended.**
3. To begin, first create a new team coordinator by clicking the green “here” link below the password box. It will automatically generate a “**Team Coordinator Password**” for you, but feel free to create your own. Make sure to write this down and save it.



Team Coordinator:

(enter password)

Show Room Blocks

If you are a new team coordinator, you may create your account [by clicking here.](#)


4. Once you’ve completed that, use the password you just created to log-in under the “**Team Coordinator**” and click the “**Show Room Blocks**” button.

We're excited to welcome you to [Kalamazoo!](#)

2019 Midwest & Pacific Coast Synchronized Skating Sectional Championships

Event dates: 01/30/2019 through 02/03/2019

The synchronized skating sectional championships attract over 4,000 athletes, coaches, team managers, and fans per competition. The sectional championships, sanctioned by U.S. Figure Skating, are the qualifying events leading to the U.S. Synchronized Skating Championships.



Team Coordinator:

(enter password)

Show Room Blocks

If you are a new team coordinator, you may create your account by clicking [here.](#)

Reservations:

(enter team code)

Make Reservations

5. Add your team name by clicking the orange **“Add a Team”** button at the top. Input your team name and create a **“Team Code”** (write this down and save it) – your parents/skaters will use this later on to log-in and make individual reservations. Once you’ve added your team and continued, you’ll be taken back to a page showing a list of all available properties, with rates and room types.

DISCOVER
Partner Login

REQUEST GUIDES
To help plan your Kalamazoo Getaway!
[See All](#)

(269) COOL THINGS
TO DO IN AREA CODE 269

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Everything is easy to get to and find, you'll never get lost.
Sign up to receive news and special offers.

EVENT HOUSING RESERVATIONS

We're excited to welcome you to Kalamazoo

2019 Midwest & Pacific Coast Synchronized Skating Sectional Championships

Rep/Coordinator Logged In: KZOO

[Add a Team](#)

[Select Team Rooms](#)

[Show Team Reservations](#)

[Log Out](#)

Assigned Team Rooms

Team	Code	Property	Accommodation	Rooms	Reserved	Available
Another Test	letmein	Gull Lake View Golf Club & Resort	4 Full	10	0	10
		Quality Inn	2 Doubles	1	0	1
				11	0	11
Test Team	shortsafe			0	0	0

[Update Selections Below](#)

6. Select your preferred property, adding the number of rooms needed in the appropriate column, and scroll back to the top and click the grey button **“Update Selections Below”**. Once this is completed, you are finished and a chart of what you’ve selected should appear above the “Update Selections Below” button.
7. Log Out (finished).

MAKING RESERVATIONS

Under the **“Reservations”** section, parents/skaters will type in the **“Team Code”** and then click the **“Make Reservations”** button to log-in and book their rooms. From there, everyone will be responsible for making reservations and providing credit card info through the system.