

TEAM ROOM RESERVATION SYSTEM DEMONSTRATION

Version 6

Effective February 4, 2018



US CHESS
FEDERATION

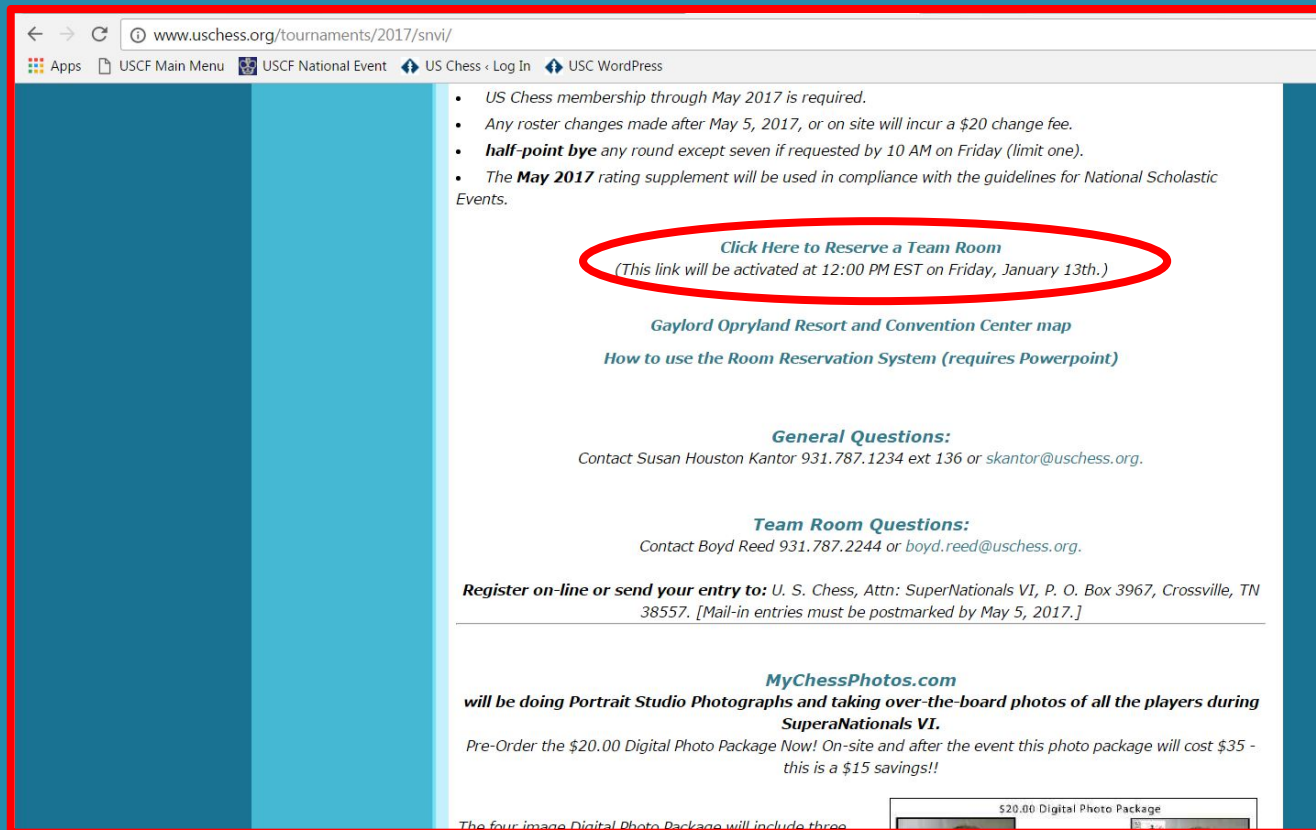
THIS PRESENTATION WILL SHOW:

- How to access the reservation system
- How to provide contact information
- How to select rooms
- How to submit a reservation request
- What to do if a request cannot be filled
- What to expect after reservation request is submitted

BEFORE WE BEGIN...

- Please note, this is a general presentation.
- It's not designed to cover all possible use cases.
- If you run into any problems, please feel free to contact US Chess, and we'll help you get through them.

HOW TO ACCESS THE RESERVATION SYSTEM



The screenshot shows a web browser window with the URL www.uschess.org/tournaments/2017/snvi/. The page content includes:

- US Chess membership through May 2017 is required.
- Any roster changes made after May 5, 2017, or on site will incur a \$20 change fee.
- **half-point bye** any round except seven if requested by 10 AM on Friday (limit one).
- The **May 2017** rating supplement will be used in compliance with the guidelines for National Scholastic Events.

Click Here to Reserve a Team Room
(This link will be activated at 12:00 PM EST on Friday, January 13th.)

Gaylord Opryland Resort and Convention Center map
How to use the Room Reservation System (requires Powerpoint)

General Questions:
Contact Susan Houston Kantor 931.787.1234 ext 136 or skantor@uschess.org.

Team Room Questions:
Contact Boyd Reed 931.787.2244 or boyd.reed@uschess.org.

Register on-line or send your entry to: U. S. Chess, Attn: SuperNationals VI, P. O. Box 3967, Crossville, TN 38557. [Mail-in entries must be postmarked by May 5, 2017.]

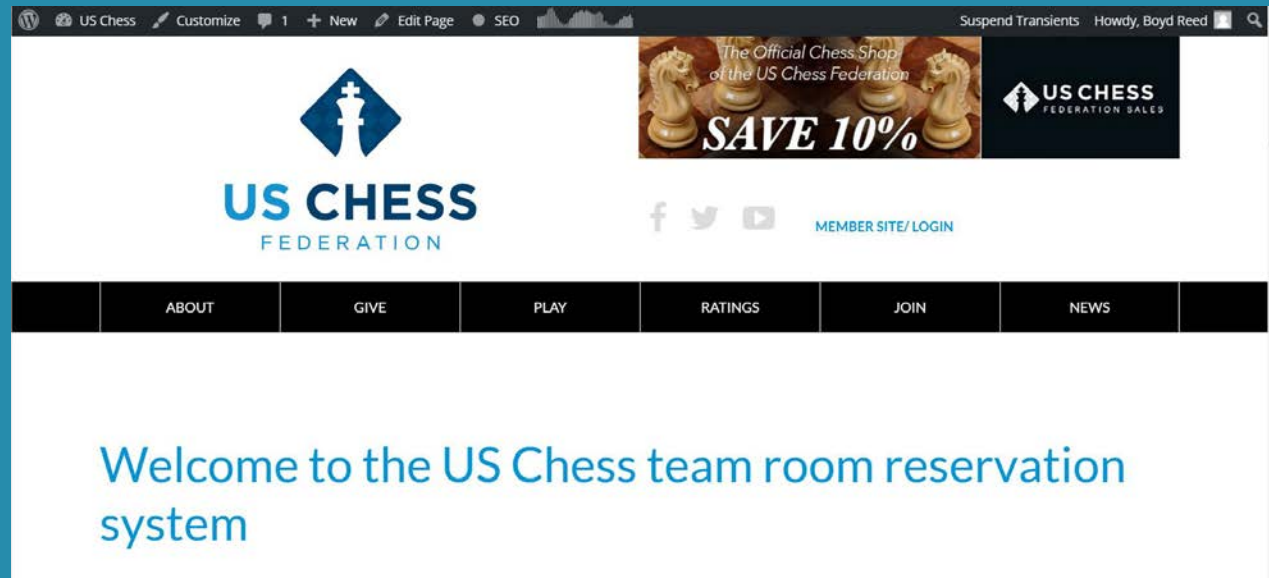
MyChessPhotos.com
will be doing Portrait Studio Photographs and taking over-the-board photos of all the players during SuperaNationals VI.
Pre-Order the \$20.00 Digital Photo Package Now! On-site and after the event this photo package will cost \$35 - this is a \$15 savings!!

The four image Digital Photo Package will include three

\$20.00 Digital Photo Package

- This is from the webpage for SuperNationals VI. The reservation system link will always be presented like this for every national event.
- ALWAYS go to the tournament page to access the team room reservation link.
- The link that says, “Click Here to Reserve a Team Room”, is where the reservation system is located. This link can change without notice, though, so we recommend going through the tournament webpage.

HOW TO ACCESS THE RESERVATION SYSTEM



- This is the entry page for the team room reservation system.
- Be sure to read the introductory text.
- This is a long, single-page form. We'll break it into smaller pieces for you. Don't worry – we'll present them in order.

HOW TO PROVIDE CONTACT INFORMATION

Organization Information

Name of your organization:
Xela Chess

Official Organization Contact Name:
Boyd Reed

Organization Contact Title:
Head Honcho

Organization Contact Email:
boyd.reed@uschess.org boyd.reed@uschess.org

Organization Location:
Hopewell Township PA
15001

Organization Phone Number:
(931) 787-2244

- This is where you provide your organization's contact information.
- Please fill out as many fields as possible.
- At a minimum, we need a name, valid email address, and valid phone number.

HOW TO PROVIDE CONTACT INFORMATION

On-site Contact Information

Who from your organization will be present, on-site, on the day of the event?

- The same person as the above
- Our on-site contact is a different person

- This is the second part of the contact form.
- The top image is what you'll see if your on-site contact is the same as the organizational contact.
- The bottom image is what you'll see if your on-site contact is different.

On-site Contact Information

Who from your organization will be present, on-site, on the day of the event?

- The same person as the above
- Our on-site contact is a different person

On-site Contact:

John Jacob

Jingleheimerschmidt

On-site Contact Phone:

(931) 787-1234

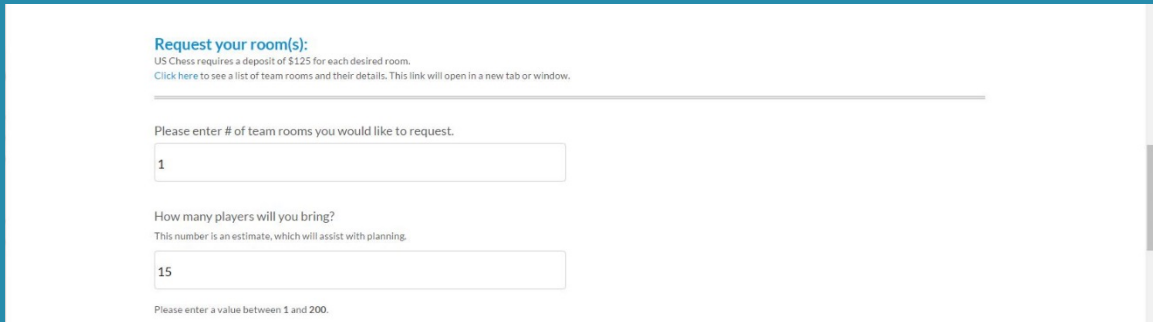
On-site Contact Email:

jjingle@mynametoo.com

jjingle@mynametoo.com

HOW TO SELECT ROOMS

- This is the top of the room request menu.
- It's designed to allow you to rank the rooms you're willing to rent in descending order of preference.
- You must fill in both fields. The number of team rooms tells us how much the deposit will be. The number of players helps us get you a room that fits your needs.



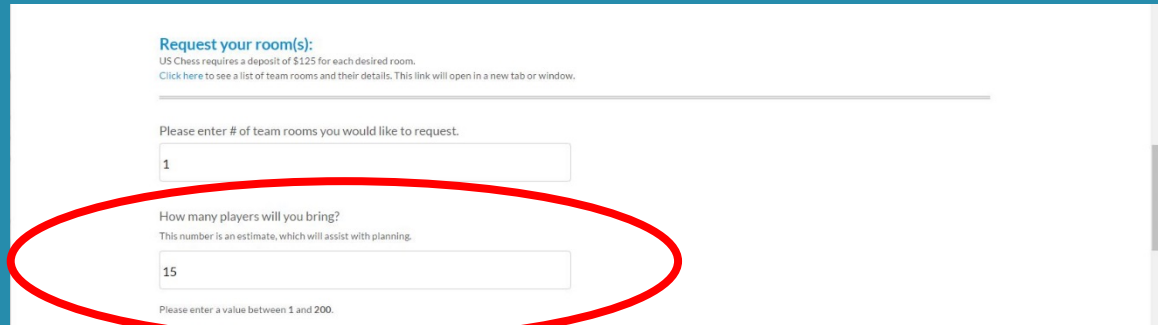
Request your room(s):
US Chess requires a deposit of \$125 for each desired room.
[Click here to see a list of team rooms and their details. This link will open in a new tab or window.](#)

Please enter # of team rooms you would like to request.

How many players will you bring?
This number is an estimate, which will assist with planning.

Please enter a value between 1 and 200.

HOW TO SELECT ROOMS



Request your room(s):
US Chess requires a deposit of \$125 for each desired room.
[Click here to see a list of team rooms and their details. This link will open in a new tab or window.](#)

Please enter # of team rooms you would like to request.

How many players will you bring?
This number is an estimate, which will assist with planning.

Please enter a value between 1 and 200.



IMPORTANT!

- It is **CRITICAL** that you give your best-faith estimate of how many players you expect to bring.
- **First preference will be given to groups of 15+ players.**
- If your group's registrations as of the early-entry deadline do not equal or exceed 15 players, you may not be able to secure a room.
- Once all groups of 15+ players have space guarantees, groups with fewer than 15 players will be considered.

HOW TO SELECT ROOMS

Enter your room preferences

Please use this space to enter your room preferences including specific rooms you would like to request, requested room size, or room description.

[Click here to see a list of team rooms and their details. This link will open in a new Tab or window.](#)

You may enter in the names of the rooms you prefer, in descending order of preference or describe the room size you would prefer. Please place each specific room name on a separate line.

0 of 3000 max characters

Special instructions, needs, or comments:

- You will use this area to tell us your room preferences.
- First, though, you need to know which rooms are being rented, and their details.
- Note the “Click here” link at the top of this area. What happens when you click it?

HOW TO SELECT ROOMS

The screenshot shows the US Chess Federation website header with the logo, a promotional banner for 'The Official Chess Shop of the US Chess Federation' offering a 'SAVE 10%' discount, and navigation links for 'MEMBER SITE/LOGIN' and 'DONATE'. Below the header is a navigation bar with links for 'ABOUT', 'GIVE', 'PLAY', 'RATINGS', 'JOIN', and 'NEWS'. The main content area is titled 'SuperNationals VI Team Room List' and features a table with columns for 'Room Name', 'Area (sqft)', 'Max', and 'Price'. A search bar and a 'Show 20 entries' dropdown are also visible.

Room Name	Area (sqft)	Max	Price
Bayou A	1849	124	1500
Bayou B	1728	116	1400
Bayou C	1862	125	1500
Bayou D	1733	116	1400
Bayou E	2619	175	2300

- If you use that “Click here” link, you will get a list of team rooms available for rent. This list will appear in a new browser tab or window.
- Each room has its name, area (in square feet), max occupancy and price listed. They’re listed in alphabetical order.
- You may use the drop-down menu at the top of the form to control how many lines appear on one page.

HOW TO SELECT ROOMS

- This page is still open while you look at the team room list. When you've figured out what rooms you are willing to rent, type them in the top box.
- The special instructions box is a place to tell us additional things you may need.
- Please note that any non-standard setup or extra items (chocolate fountain, etc.) may require special arrangement and charges with the convention center.

Enter your room preferences:

Please use this space to enter your room preferences including specific rooms you would like to request, requested room size, or room description.
[Click here](#) to see a list of team rooms and their details. This link will open in a new tab or window.

You may enter in the names of the rooms you prefer. In descending order of preference or describe the room size you would prefer. Please place each specific room name on a separate line.

Cheekwood A
Cheekwood C
Jackson A
Belle Meade A
Ryman Studio I
Ryman Studio Q

62 of 5000 max characters

Special instructions, needs, or comments:

Chocolate fountain
75-inch curved 4K HDTV
MLB At-Bat delivered by satellite
Caviar and white truffles

HOW TO SELECT ROOMS


- At some events, we will be offering spaces in the skittles area for groups to use as team rooms.
- These will be roped-off areas with tables and chairs, reserved for your group. They will cost less than traditional team rooms.
- These rooms will be clearly labeled on the team room list (“Skittles Area A”, etc.)
- If you prefer to be assigned a space in the skittles area, simply list it at the top of your preferences.
- If you do not want to be assigned a space in the skittles area, please type a note to that effect in the “Special Instructions, Needs or Comments” text box.

HOW TO SUBMIT A RESERVATION REQUEST


Required Deposit to reserve room(s):
The deposit amount for team rooms is \$125 per room, which must be remitted via credit card when the reservation request is submitted.

Price: **\$125.00**

Credit Card



378282246310005

06 2020 456 

Expiration Date Security Code

Boyd Reed

After clicking "Submit", please allow up to 60 seconds for processing. Do not close this web page.

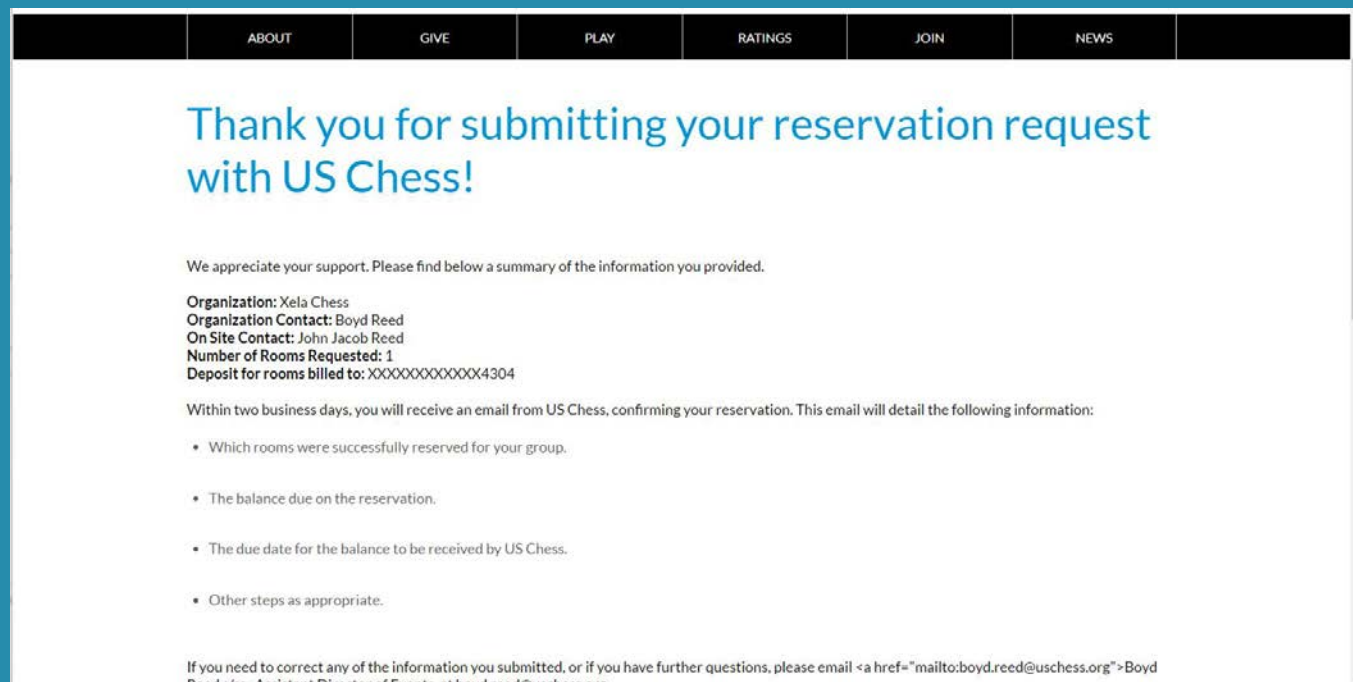
If your request has been successfully processed, you will see a confirmation message on the next screen, and we will email you an email receipt letting you know that your deposit has been received. Within two business days, you will receive a second email, confirming the exact rooms you have reserved.

If you do not see a confirmation message or you do not receive an email receipt, your reservation request has not been received. Please try submitting your request again, or contact Boyd Reed, Assistant Director of Events, at boyd.reed@uschess.org or (931) 787-2244.

SUBMIT >

- Almost done! Now we just have to get the deposit payment information.
- Remember, each room you want requires a \$125 deposit, which becomes non-refundable once you are guaranteed space by US Chess.
- Once your card information is entered, click "Submit" once.

HOW TO SUBMIT A RESERVATION REQUEST



- Once your payment has cleared our processor, you'll see a confirmation page like this.
- Your organizational contact will also get a complete summary by email of the form you've submitted. This should arrive very shortly after the form is submitted.

WHAT TO EXPECT AFTER A RESERVATION REQUEST IS SUBMITTED

- The reservation system will be open for a period of one week.
- At the end of the week, the submitted reservation requests will be analyzed to determine which groups will be assigned team rooms.
- Notification will be sent to each group as to whether they will receive a team room.
- Groups who are not given a guarantee of room assignment will have their deposits refunded.
- Specific room assignments will not be announced until the week of the tournament.
- Payment for the balance of a room (cost, less the deposit) is to be remitted to Chess Control at the tournament no later than COB Friday.

WHAT TO EXPECT AFTER A RESERVATION REQUEST IS SUBMITTED

- US Chess will analyze a number of factors when considering team room assignments.
- The factors considered will be estimated attendance, capacity of available rooms and number of verified registrations for each group as of the early-entry deadline.
- To evaluate space needs, US Chess will use a formula that is applied to your estimated number of players.
- The formula will be: (# of players) x (multiplier) = estimated capacity
- The multiplier will vary, depending on the event under consideration.
 - National High School (K-12) Championship: 2.0
 - National Junior High School (K-9) Championship: 2.25
 - National Elementary (K-6) Championship: 2.75
 - National K-12 Grades Championship: 2.5
 - SuperNationals: 2.5

“WE DIDN’T GET A ROOM! WHAT CAN WE DO?”

- Team rooms are a popular feature of our national events.
- While we want every group that requests a team room to get one, sometimes we will have more requests than rooms to give.
- Any unsuccessful requests go on a waiting list, in the order they are received. If there are subsequent cancellations, we work through the waiting list.
- We do not “hide” or “stash” extra, unadvertised team rooms. When we put out a list of team rooms, we show every available room.
- We have created a free message board for groups that might want to share team rooms. It is at <http://uscteamrooms.boards.net>. You will need to create a login and password to use it.

FINAL TIPS FOR SUCCESS

- Review the list of available team rooms
- Review the map of the convention center
- Carefully plan your order quantity and preference for rooms
- Make your reservation request within the one-week registration window
- Watch for the email guaranteeing you a team room space (no later than two business days after the registration window closes)
- Make sure you have at least the number of players you estimated to bring, registered before the early-entry deadline
- Watch for the email detailing which rooms you have been assigned (within one week of the event)
- Be prepared to remit payment of the balance at the tournament
- Get ready to come have a great time!

If you have comments or questions, contact Boyd Reed at (931) 787-2244 or boyd.reed@uschess.org.