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**Instructions for Group Online Reservations**

**Step 1**

Click on the Reservation link

**Step 2**

Review the Check-in and Check-out Dates which is located under the Grandover Picture

* 1. If you need to edit the dates, Click anywhere in the Check-in Box and a calendar will appear.
     1. Once the calendar appears, Click the date you will arriving and then click the date you will departing and hit search button

The reservation link will update with your selected arrival and departure dates

**Step 3**

### Below the Arrival/Departure Date Section,

### Go to the Box with your Group Name Listed -[ACMESA Winter Meeting](https://be-p2.synxis.com/?adult=1&arrive=2023-02-20&chain=5136&child=0&currency=USD&depart=2023-02-22&group=76263&hotel=91258&level=hotel&locale=en-US&rooms=1&src=SBE) and Click the Book Now Button in the Box

**\*\*Note disregard all other boxes and do not click on additional rates\*\***

**Step 4**

Once you click on the Book Now Button, a second screen will appear

1. First Check the details on the Right side of the page under the heading **Your Stay**
   1. Make sure the Arrival/Departure Dates and Room Type is Correct
2. **If correct**
   1. Complete all the boxes on the left side of the page under **Contact Info** and Scroll down and enter your **Payment information** and click on the **Continue Button**.
   2. Follow any other instructions after you have clicked on the Continue Button if there is any
3. **If incorrect,**  meaning the Check-in, Check-out Date or Room Type is incorrect under **Your Stay**, click the Edit Button in this box and it will take your back to the home reservation page and start at Step 2