## <u>Instructions for booking – Open to All Registered Riders</u>

\*You must be a registered Rider in order to book a room.

- Open the following link in a browser (Google Chrome preferred): <u>BOOK DORM ROOM</u>
   HERE
- 2. Click on "Guest Login".



## Housing & Conference Services

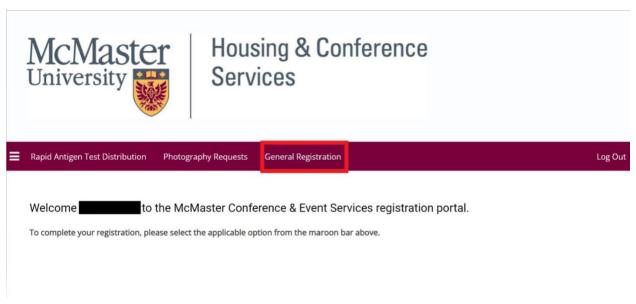


## Welcome to the McMaster Conference & Event Services Registration Portal

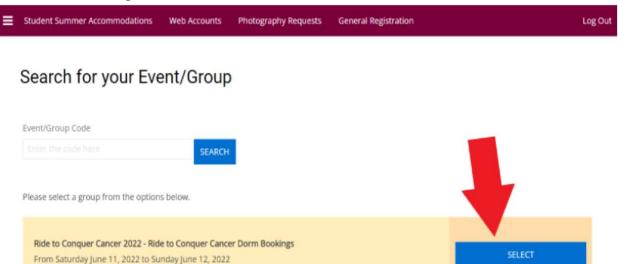
If you have a MacID or a guest account please log in using an option below. If you do not have a guest login you car create one here



- 3. Log in as a guest if you booked a room at Mac in 2020 or create a new account if you booked before 2020 or are new to The Ride.
- 4. If you made an account in 2020 but forget your password, please use your email address to sign in as a guest, then click 'Forgot password'.
- 5. Once you are logged in with your existing or new account please click on 'General Registration' from the top maroon bar.



6. No Event/Group Code is required. Simply click the blue "SELECT" button **next to the event name "Ride to Conquer Cancer 2022"** in the yellow box to make a booking. *You* must be a registered Rider in order to book a room.



- 7. Confirm your details. Hit Save & Continue.
- 8. Available rooms to book will appear as options to add to your cart. You may use the toggle button on the lefthand side to filter the room types.
  - a. There will be a variety of single rooms, double rooms, and quad rooms.
  - b. See below for **examples** of room layouts\*:
    - Single room layout (shared washroom with the other rooms on the same floor)
    - ii. <u>Double room layout</u> (shared washroom with the other rooms on the same floor)

- iii. Quad room layout (1 ensuite washroom in a suite containing 4 beds)
  \*Due to limited availability we cannot guarantee room types. Rooms will vary
  from the photos above.
- 9. Choose the room you would like to book and select 'Add to cart'. Prices for rooms are as follows:
  - a. Single Occupancy room (1 bed): \$64.00
  - b. Double Occupancy room (2 beds): \$120.00 (split between 2 people)
  - c. Quad Occupancy room (4 beds): \$120.00 (split between 4 people) \*13% HST is applicable on these rates.
- 10. Review the Guest Expectations Document and enter your email address to agree to these expectations. Hit 'Save & Continue'.
- 11. Process your payment for this booking.
- 12. You will receive an e-receipt containing your reservation details within 10 minutes of when you see the booking confirmation webpage, once your booking has been confirmed. If you do not see this receipt in your inbox after 1 hour, please reach out to <a href="mailto:reserve@mcmaster.ca">reserve@mcmaster.ca</a> with 'Receipt Not Received' in the subject line.

## Other key details:

- Due to limited availability we cannot guarantee room types, so please make accommodation bookings as soon as possible.
- All accommodation inquiries will be facilitated by the Hotel McMaster Team, which can be reached at reserve@mcmaster.ca