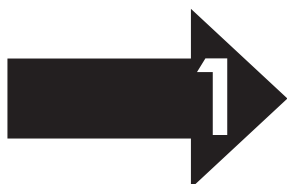


## Online Entry: Jan 14–15 ONLY



### Log In

Go to [www.tmea.org/AShousing](http://www.tmea.org/AShousing)

Log in with your TMEA Member ID (your email) and Password



### Choose Hotel/Enter Billing Information

**Hyatt Regency** will default as the hotel choice. Enter credit card information. *(Note: This credit card is used as a guarantee and can be changed/paid via any accepted means upon check-in).*

Click **Save Information**.



### Verify Your Students

Click **My Student List** from the Navigation Links and verify that your All-State students are listed.

*If they are not, contact TMEA, (888) 318-8632, x109*



### Create Rooms

Click **My Room List** from the Navigation Links

Select gender for the room occupants and click **GO**.

Your student list will display. Select students for the room and enter the chaperon's TMEA Member ID or 0 for a non-member.

Click **Create Room**.

*To find more students, click the drop-down to display students from your campus, district, region or Area. Click **GO**. To select someone who is not your student, **contact the director listed** to gain agreement.*



**You MUST complete this step to have a chaperon hotel reservation!**

### Create Your Chaperon Room (**DON'T SKIP!**)

Go to the **Create a Room** section. Select Chaperon. Click **GO**. Enter your TMEA Member ID. You can enter other TMEA IDs or non-member names for this chaperon room.

Click **Create Room**.

***Only one chaperon room per school is allocated. Note: If another director entered your students, and you aren't sharing a chaperon room they create, you must create your own chaperon room. A room will not be assigned for you.***



### Print Your Room List

Go to **My Room List** and use your browser Print to print this page for your records. You will be notified by Jan. 18 of room assignments.

**Log Out of My TMEA.**

**Don't Lose \$50!** When you submit your chaperon room via All-State Housing, a room will be reserved for you. If you previously made a reservation through the TMEA member housing system, you **must cancel it before Jan. 23 or you will be charged a \$50** cancellation fee! Go to [www.tmea.org/housing](http://www.tmea.org/housing) today! There will be no exceptions made for this late cancellation penalty.

# Room Planning — Complete before Jan. 14!

1. Once All-State students are named, work with other directors before Jan. 14 to plan rooms with four students.
2. Decide who will enter these rooms on Jan. 14–15 and take this page home to complete that entry.
3. Log in Jan. 14 to enter hotel choices, billing, and to enter these students into rooms.

*The housing system will allow you to select students assigned to you, or, from your campus, your district, Region, or Area. To select students other than yours, obtain agreement from their directors (their contact information will be listed with their students in the housing system). **The system does not automatically create chaperon rooms. Ensure you have one!***

## Hotel Assignment (**Base Rate:** taxes not included)

*Hyatt Regency will default as the hotel choice as all ATSSB students will be housed in the Hyatt Regency.*

| Hotel         | 4 people    | 3 people    | 2 people    | 1 person    |
|---------------|-------------|-------------|-------------|-------------|
| Hyatt Regency | \$168/night | \$168/night | \$168/night | \$168/night |

## Combine Students for 4-Person Rooms

*If you are working with other directors to fill rooms, agree on who will enter the room and document who will be housed together to help facilitate that entry to the housing system. You will need the Member ID of each student's hotel chaperon (or enter 0 for non-members).*

| Student | School/ISD | Chaperon ID |
|---------|------------|-------------|
|         |            |             |
|         |            |             |
|         |            |             |
|         |            |             |

| Student | School/ISD | Chaperon ID |
|---------|------------|-------------|
|         |            |             |
|         |            |             |
|         |            |             |
|         |            |             |

| Student | School/ISD | Chaperon ID |
|---------|------------|-------------|
|         |            |             |
|         |            |             |
|         |            |             |
|         |            |             |

## Combine Members for a Group Chaperon Room

*If you are sharing a chaperon room with other directors, decide who will enter the chaperon room and note the directors' Member IDs here. You will enter the Member ID of each director sharing the chaperon room with you.*

| Member ID | Name | School | District |
|-----------|------|--------|----------|
|           |      |        |          |
|           |      |        |          |
|           |      |        |          |