

All-State Housing Notes

Make copies of the All-State Housing Quick Guide available at a table for Housing at Area. A copy is enclosed or you can get one off the web:

<http://www.atssb.org/2010ATSSBHousingQuickGuide.pdf>

Directors who have students make All-State (including directors of the 20 All-State Jazz Ensemble students) should go by that table and take the Guide, complete the housing page (trying to put 4 students in a room), making sure they put who the Designated Chaperone for each student is (and putting their name at the bottom for a Chaperone room). Only one person for each sheet is to go online Monday or Tuesday after Area to complete the reservations (so directors need to make sure they know who is doing that). These sheets must be done by the Chaperone since they will be required to have an All-State students in the database for the housing reservations to be completed. Other directors who wish to reserve a Chaperone room but are not the one entering student rooms can do so as long as they have a student in the All-State database. The Designated Chaperone may be listed multiple times (for multiple students) and will reserve a room at the bottom of the sheet, but only one Chaperone per school represented will be allowed in the All-State Block (in other words, the Head Director and Assistant cannot get two rooms, but they may share the one Chaperone room if they wish).

Designated Chaperones will need to know their TMEA ID number to reserve a Chaperone room. Anyone sharing that room will also need to provide the person making the reservation their TMEA ID number. If by chance a Designated Chaperone is not a member of TMEA (the Head Director is not serving as Designated Chaperone), just list their names without a TMEA ID number.

All-State Housing Quick Guide

Online Entry: Jan 11–12 ONLY

1 Log In

Go to www.tmea.org/AShousing

Log in with your TMEA Member ID and Password

2 Hotel/Enter Billing Information

Hyatt Regency will default as the hotel choice. Enter credit card information for your student and chaperon rooms.

Click **Save Information**.

*If another director entered your students, your chaperon hotel choices **MUST** match that of your students' rooms.*

3 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

4 Create Rooms

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

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

Your student list will display. Select students for the room and enter the chaperon's 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.*

5 Create Your Chaperon Room

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

Click **Create Room**.

*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. Your hotel choices and order must match your students'.*

6 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. 25 of room assignments.

Log Out of My TMEA.

Room Planning — Complete before Jan. 11!

1. Once All-State students are named, work with other directors to plan rooms with four students (on Jan. 9!)
2. Decide who will enter these rooms on Jan 11-12 and take this page home to complete that entry.
3. Log in Jan. 11 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!

Make Hotel Choices (Base Rates: 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	\$158/night	\$158/night	\$158/night	\$158/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 to know the Member ID or non-member name of each student's hotel chaperon.

Student	School/ISD	TMEA ID or non-member name

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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. Your hotel choices must match your students'.

Member ID	Name	School	District