

Traveltyme Reservation Instructions for SkillsUSA – FL, NJ, PA

1. Go to www.traveltymeinc.com
2. Click Conferences
3. Click SkillsUSA
4. Click Your State Association – This page lists what your package includes and provides **important deadline information**. Now click on “Click here to submit your online reservation”.
5. You are now at the “2018 (Your State) SkillsUSA Conference Registration Form”.

❖ You **MUST** select a Departure City. If you are not flying there is a “no air” option.

Please Choose a Departure City:

❖ Enter the name of the person at the school that needs to see trip and billing information. It is important that we have an accurate school address (NO PO BOXES) and phone number.

School Contact Name:

School Name: Required

Street Address:

City: State: Zip Code:

School Phone Number (with area code): Ext:

Contact E-Mail Address*: Required Email must be in correct format
*Your reservation confirmation and invoice will be emailed to this address

❖ Enter information for the adult (usually the Advisor) who will be going on this trip and is responsible for receiving trip information (i.e. invoices and airline tickets, if applicable). It is very important that we have an accurate home mailing address (NO PO BOXES), email address and cell phone number.

Advisor Name:

Home Address:

City: State: Zip Code:

Cell Phone Number (with area code): Required

Home Phone Number (with area code): Required

Advisor E-Mail Address*: Required Email must be in correct format
*A copy of your reservation confirmation and invoice will be emailed to this address

❖ Enter airline passenger information here.

Please Note: First, Middle and Last name must match government issued photo ID. Required by the TSA. Please enter "None" if passenger does not have a middle name.

Airline Passenger information must be completely filled out and in the indicated format.

	First Name	Middle Name	Last Name	Birth Date(mm/dd/yyyy)	Gender
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/> F
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> M <input type="radio"/>

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❖ Use this space to reserve rooms for the adults who will be going on this trip. Please note the following:

- If you are a couple you still **MUST** indicate a double room to let us know two people will be in the room (this is required by the hotel for fire/safety issues), however, you can use the comments section to tell us that you will only need one bed.
- If you would like to room with specific advisors from other schools **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields.
- If you need more than two adult rooms, click the "add more adult rooms" button.

Advisor / Adult Reservations

Adult Reservations Room 1* * Be sure to use full legal name

Name of Person #1

Name of Person #2

1st Room Size: Single Double

Adult Room 1 Comments:

Adult Reservations Room 2* * Be sure to use full legal name

Name of Person #1

Name of Person #2

2nd Room Size: Single Double

Adult Room 2 Comments:

Add More Adult Rooms

❖ Use this space to reserve rooms for the students who will be going on this trip. Please note the following:

- If you would like to room with specific students from other schools please **DO NOT** enter their names in the reservation form blanks but enter their **name** and **school** in the "Room Comments" field below the reservation fields. All efforts will be made to accommodate your request for locating roommates but we cannot guarantee this.
- If you need more than two student rooms, click the "add more student rooms" button.

Student Reservations

1st Room Occupants* (Maximum of 4 to a room)

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

1st Room Size: Single Double

Triple Quad

Room 1 Comments:

2nd Room Occupants* (Maximum of 4 to a room)

Name of Person #1 Gender

Name of Person #2 Gender

Name of Person #3 Gender

Name of Person #4 Gender

2nd Room Size: Single Double

Triple Quad

Room 2 Comments:

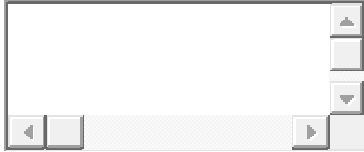
Please set gender for all persons

Add More Student Rooms

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- ❖ Use this space to provide any additional comments, questions or information. Also, please confirm the number or people you are registering for each room type (i.e., if you have a total of 6 students staying in double rooms it will indicate 6 for the number of people and not 3 for the number of rooms needed).

Comments, Questions, Additional Information:



Reservation Totals:

Please confirm the number of people you are registering in each room type

<input type="text"/>	# of People in Quads
<input type="text"/>	# of People in Triples
<input type="text"/>	# of People in Doubles
<input type="text"/>	# of Person in Singles

You will receive a reservation confirmation and invoice via email within 10 business days.

- ❖ Click "Continue Reservation"
- ❖ Your completed reservation form will appear on this page. **Please verify the information and click Submit.** You can use your browser's BACK Button to make any changes. ***Please Note: Your reservation will NOT be submitted until you click the "Submit Reservation" button at the bottom of this page.**
- ❖ Now click the "Submit Reservation" button at the bottom of the page and you will see the following message:

Thank You For Submitting Your Form. Your Travel Reservation has been received in our office!

This message lets you know that Traveltyme has received your reservation in our offices. A reservation form will automatically be emailed to you so that you can check the information you entered for accuracy (please call our office if you see anything that is not accurate). This is **not** your invoice. **A confirmation/ invoice will be emailed to you later.** When you get this emailed confirmation/invoice we ask that you send a copy of it along with your payment and be sure to indicate the school name on each check.

6. Please contact the Traveltyme office at 614.442.1505 if you have any questions or concerns and we will be happy to assist you. Email correspondence can be directed to Sandy Borchert at sandy.traveltyme@sbcglobal.net.