

Rebel Spring Games

Umpire Reservation Procedure

ALL umpires must complete the following procedure! The instructions address your need for program provided housing or self arranged housing.

Payment is **not** required to make this reservation. You will be billed later if your choice is Family/Alone

Please complete your reservation only after you receive notification and dates from the Director of Umpires.

1	Select Umpire Housing
2	Select Room Type
3	Leave Room Number as 1.
4	Enter Number of Adults
5	Enter Number of Children
6	Enter Arrival Date
7	Enter Departure Date
8	Enter Special Requirements
	<ul style="list-style-type: none"> A) Special Requirements will be honored if possible. B) Enter Roommate if you are sharing room with another umpire. C) If you want a specific room, enter the room number. D) SELF ARRANGED HOUSING – Enter address where you are staying.
9	Click Calculate - you will see the total owed to the program for the dates you selected. Payment is due Saturday night for the week you are umpiring. Adjustments will be made as needed.
10	Click Book Now
11	Enter Name, phone, email address information
12	PAYMENT METHOD – This is important step to get correct.
	<p>Select Team & Umpires.</p> <p>Default is Credit Card. If you receive a PAYPAL screen you selected CREDIT CARD payment method. Now you will have to start over. You cannot return to the reservation system without making a payment.</p>
13	Check to accept Terms & Conditions box
14	Skip Tax Exempt
15	Skip Tax Exempt Certificate Number
16	Click Confirm
17	<p>Reservation Accepted! Thank You.</p> <ul style="list-style-type: none"> A) You will receive email confirmation if your email address was entered correctly. B) You can print a confirmation by clicking on PRINT THE RESERVATION DETAILS C) Booking Reference Number is located on confirmation page.
18	Click HOME (upper left corner) to return to Rebel Spring Games Home Page
19	Reservation Changes – The confirmation email contains a link for you to change or cancel your reservation.