

Your event attendees can log onto our website: [www.MeetEatSleep.rutgers.edu](http://www.MeetEatSleep.rutgers.edu) and follow the prompts.

The system will require them to:

1. Find the RESERVATIONS button
2. Select CHECK IN Date
3. Select CHECK OUT Date
4. Select the number of GUESTS
5. Enter PROMO/GROUP CODE: 18982
6. Click the BOOK button
7. Verify the information and click the Book Now button
8. Remember, event attendees can only book the dates in your block: 7/16/17, 7/17/17, and 7/18/17. If they need to arrive earlier or leave later, and have to go outside of these dates, they will have to log back into the system and make additional reservations at prevailing rates. They should not re-enter the Promo/Group Code as they will be making individual reservations, not group reservations. They must make a note alerting our staff that they are part of your group so that they can have a continuous stay in one room. If they fail to provide this information, they may be required to switch rooms during their stay.