

How to Allocate Hotel Rooms

Once logged into the portal select the – Hotels Tab. You will see a list of all of your hotels with the dates for each stay as well as the board type. To start allocating tour party members to rooms please do the following:

Step One – Select the hotel that you would like to start allocating rooms to. You will see a summary on the left hand side showing the group size and other details. Please check this is correct and if not please email your Sporta ops contact.

Step Two – Click Allocate on the far right next to the room that you want to allocate a party member to. You will automatically have enough boxes to fill in according to the occupancy of the room i.e. Triple will have 3, Twin will have 2 etc.

If all tour party members details have been collected then you will see a list of all names so you can select from the list to allocate. **Make sure to hit submit once you have selected** and check it has saved accordingly. You can then move onto the next room.

Once complete you will see Total Capacity at the bottom of the screen to easily check if any rooms are missing.

Useful Info

- The system will not let you put the same person in multiple rooms so when you allocate a person to a room, if they have already been put in a room then it removes them from the other room first.
- If parents or staff added any dietary info on the Party Details page then this will be automatically pulled across when Sporta download your rooming list.