



## HOTEL ARRANGEMENTS FOR MIDEAST QUALIFIER IN INDIANAPOLIS

Parents, please schedule your hotel reservations for you and your players through the AES Company ([www.advancedeventsystems.com](http://www.advancedeventsystems.com)). Please follow the directions for making reservations below. You must use a Top Select Reservation Code. If you are staying later than the tournament dates, you will need to make a separate reservation by contacting the individual hotel. Rooming Lists must be completed by **February 23rd**.

### *Mideast Qualifier Traveling Dates: 3/23/2012 – 3/25/2012*

OMNI SEVERIN HOTEL  
40 W. Jackson Place  
Indianapolis, IN 46225  
1-800-476-0060 ext.18

Cost per room: \$140.00 + tax  
Parking fee: \$22.00

### *Top Select Reservation Code: #20319*

#### **Instructions for Adding Rooming Lists:**

1. Go to <http://www.advancedeventsystems.com/Hotel/UpdateReservation.aspx>
2. Enter the e-mail address of the person who made the reservation. This can be found in the contact information section of the confirmation e-mail. (topselectvolleyball@yahoo.com)
3. Type in Reservation # 20319
4. A summary of your reservation will appear.
5. From this page, identify the room type you would like to add your rooming list to. Be sure to check the check in and checkout dates.
6. Click on any square beside your desired room type. (The amount of space left in each room is indicated in the squares by the numbers and color. For example, red and 4/4 means the room is full, no color and 0/4 means the room is empty)

Clicking the square will take you to the Individual Room Info page for that room number where you can enter your rooming list.

**\*\*You will need to type one person per row. Please make this as accurate as possible for check in and security purposes.**

7. Type in your credit card information. **No one has access to your credit card information except for the hotel. AES web site is secure using SSL (Secure Socket Layer) encryption**
8. Click update.
9. If you have any problems, contact AES Hotels at 877-433-5180

\*If you have any questions please feel free to contact Danny Eleutiza at the Top Select Office at 407-242-3498 or email at [topselectvolleyball@yahoo.com](mailto:topselectvolleyball@yahoo.com)