

How to Book Multiple Rooms on the Marriott Website for OSBA's Annual Convention 2019

STEP 1

- Go to: <https://book.passkey.com/go/osbaportland2019>
- Choose the date of check in and check out for all parties
- Pick the numbers of rooms you need (up to 5) & the maximum number of guests staying in each room

MAKE A RESERVATION

Check In: WED, NOV 7, 2018

Check Out: FRI, NOV 9, 2018

Nights: 2

Rooms: 5

Guests: 1 (Max guests per room)

FIND

STEP 2

- Select the number and occupancy of each room you will need
- On the left is a room number selector you can choose different roomtypes from
- They do not have to be the same room type

Hotel & Room VIEW Available rooms only

Room(s) available at this hotel

PORTLAND MARRIOTT DOWNTOWN WATERFRONT
1401 SW Naito Parkway, Portland, OR 97201 UNITED STATES

Select your room and stay dates

- SINGLE AND/OR DOUBLE OCCUPANCY CITY VIEW ROOM WITH COMPLIMENTARY INTERNET** - USD 163.00
- TRIPLE AND/OR QUAD OCCUPANCY CITY VIEW ROOM WITH COMPLIMENTARY INTERNET** - USD 168.00

Room 1: USD 326.00
Room 2: USD 326.00
Room 3: USD 326.00
Room 4: USD 326.00

STEP 3

- Enter credit card information, and all rooms will be added together for a final total.

Booking Contact Information

Prefix, First Name, Middle Initial, Last Name, Suffix, Pseudonym/Title, Email, Confirm Email, Organization, Country, Mailing Address, Mailing Address 2, City, State, Zip, Phone Number.

Payment Method Credit Card

Card Type: VISA
Card Number: 4833888888888888
Expiration Date: 01/2019 - 12/2019

SUBTOTAL: USD 1,630.00

STEP 4

- Enter all the names, and the email addresses of all the guests staying in the rooms you have booked.
- After you click "Next" you can review all the information you entered, and you can edit any information before submitting.

Enter Guest Information for Single and/or Double Occupancy City View Room with Complimentary Internet - 3 ROOMS

Room	Check In	Check Out	Guests	First Name	Last Name	Email	Actions
1	11/7/18	11/9/18	1	abc	def	abc@noemail.com	REMOVE
2	11/7/18	11/9/18	1	ghi	jkl	abc@noemail.com	REMOVE
3	11/7/18	11/9/18	1	mno	pqr	abc@noemail.com	REMOVE
4	11/7/18	11/9/18	1	stu	vwx	abc@noemail.com	REMOVE
5	11/7/18	11/9/18	1	yza	bcd	abc@noemail.com	REMOVE

SUBTOTAL: USD 1,630.00

NEXT