

# Attaching Players To Your Reservation



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1. Log In to Event Connect ([eventconnect.io/login](https://eventconnect.io/login)), and use the email associated with the hotel reservation and find 'Reservations'.

The screenshot shows the 'My Team Dashboard' for the 'Soccer Maniacs' team. The dashboard is titled '2020 Ferguson North American Sand Soccer Championships' and 'Hampton Roads Soccer Council > 2020 Ferguson North American Sand Soccer Championships > Soccer Maniacs'. It features a navigation menu on the left with options: My Team Dashboard, Event Details, Team, Hotel(s), Team Chat, Reservation(s), and New Registration. The main content area displays the team name 'Soccer Maniacs' and 'Coed Open Division'. A summary section shows '7 of 8 Players', '3 Reservations made', and '0 Rooms on hold'. Below this, a notification states 'Team players • 7 joined' and 'John Doe and 6 others have joined the team.' A row of player avatars is shown, with the first one labeled 'EC'. At the bottom, there is a 'COPY THIS URL TO SHARE INVITE:' section with the URL 'https://app.eventconnect.io/ev' and a 'Copy' button, and a 'Manage Team' button.

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2. Click on "Edit" next to the room to be transferred to another existing team member.

2020 Ferguson North American Sand Soccer Championships  
Jun 05 - Jun 07

Soccer Maniacs | Coed Open - Team Change Team

My Team Dashboard  
Event Details  
Team  
Hotel(s)  
Team Chat  
**Reservation(s)**  
New Registration

Hampton Roads Soccer Council > 2020 Ferguson North American Sand Soccer Championships > Soccer Maniacs

## Reservations

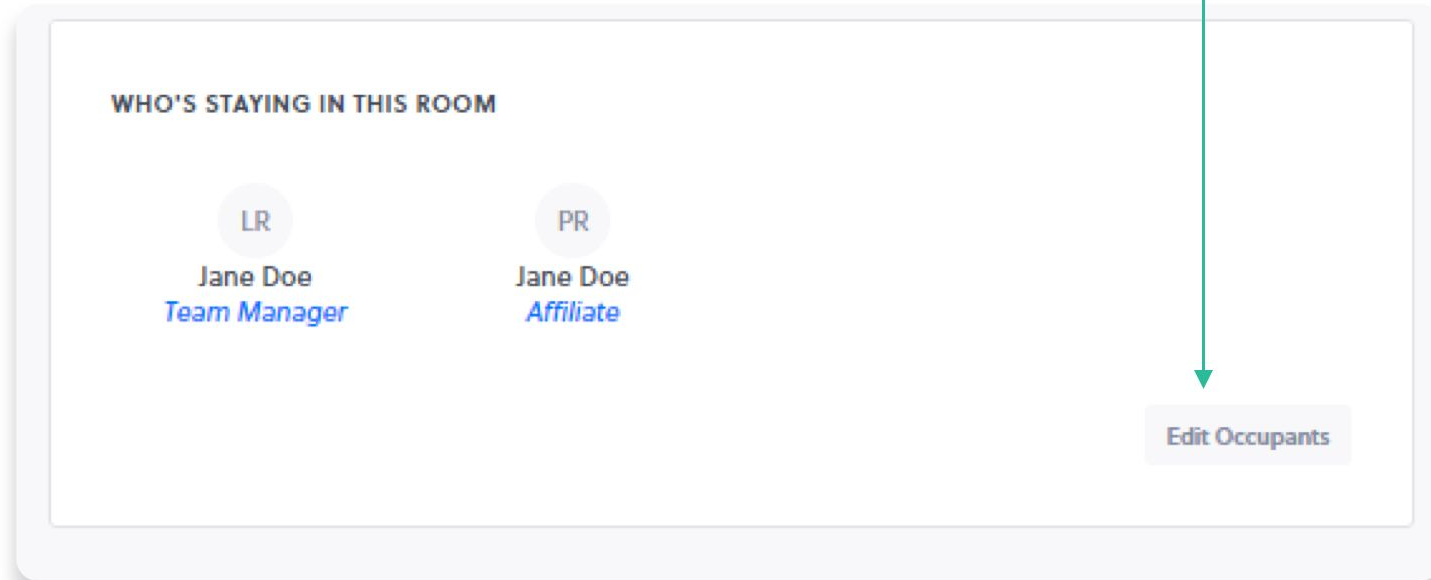
VIEW RESERVATIONS Invite others to book this room

Reserved By	Reserved For	Hotel	Room Type	Check In	Check Out	
John Doe	John Doe	Ramada Plaza by Wyndham Virginia Beach	Standard Room, 2 Double Beds, Refrigerator, Ocean View	Jun 5, 2020	Jun 7, 2020	<a href="#">Edit</a>
Jane Doe	Jane Doe	Ramada Plaza by Wyndham Virginia Beach	Standard Room, 2 Double Beds, Refrigerator, Ocean View	Jun 5, 2020	Jun 7, 2020	<a href="#">Edit</a>
John Smith	John Smith	Ramada Plaza by Wyndham Virginia Beach	Standard Room, 2 Double Beds, Refrigerator, Ocean View	Jun 5, 2020	Jun 7, 2020	<a href="#">Edit</a>

[Book my Room](#)

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3. Click on 'Edit Occupants'.



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4. Select the member(s) to affiliate to that room, then 'Save'.

WHO'S STAYING IN THIS ROOM?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CR	GG	JA	JH
Player 1	Player 2	Player 3	Guardian 1
Player	Player	Player	Guardian
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
JA	KD		
Coach	Guardian 2		
Coach	Guardian		
<input type="radio"/>	<input checked="" type="radio"/>		