

## Group Block Online Booking Guide

### Hyperlink:

Please use the following link listed below as a portal for your group attendees.

<https://reservations.travelclick.com/110465?groupID=4159994>

The following link will take your attendees directly to your Group Block online. Your block will have an elastic date range, allowing your guest to book 3 days prior or after the block dates at your negotiated rate. This hyperlink can be sent via any digital format (text, email, etc.). We recommend sending this on any digital reminder to attendees of your group.

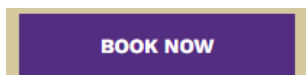
### QR Code:

For formal letter invitations and other applications, please use the QR code below for your group:

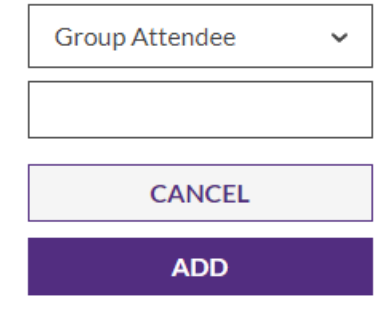


### Manual Group Attendee Code Instructions:

1. Visit [www.stayatclemsion.com](http://www.stayatclemsion.com)
2. Once on the home page select the “BOOK NOW” button (image below)



3. At the top of the booking page select the option to “Add Code” (image below)



The image shows a vertical stack of four elements: a dropdown menu with 'Group Attendee' and a downward arrow, an empty rectangular input field, a light gray button with the text 'CANCEL', and a dark purple button with the text 'ADD'. A horizontal line is positioned below the 'ADD' button.

4. Make sure Group Attendee is selected and add your parties 3 letter code “**UTC**”
5. Once completed, you should land on your groups booking homepage
6. Complete the prompts to complete the reservation

For any further information or assistance, please call 864-654-9020 or email [jfminn@clermson.edu](mailto:jfminn@clermson.edu). This will connect you or your guest to our 24hr onsite Front Desk.