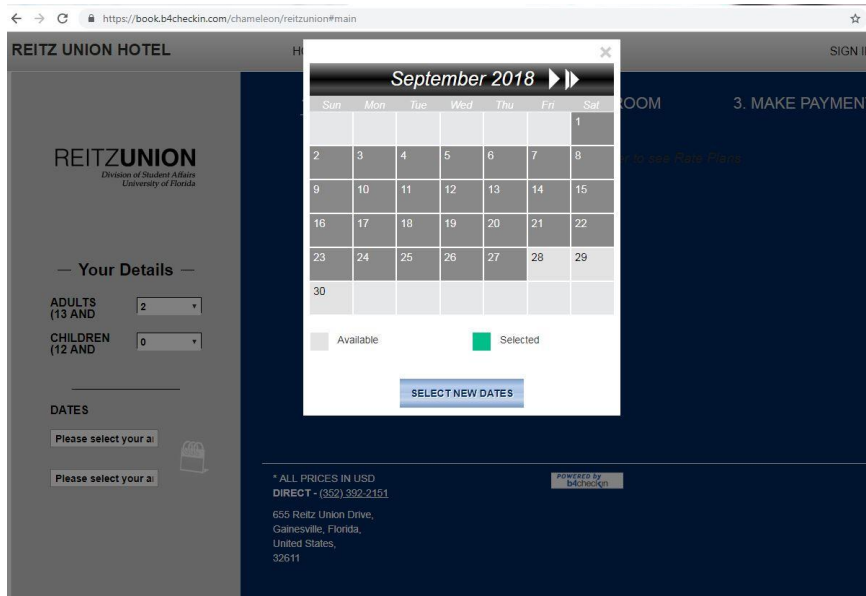
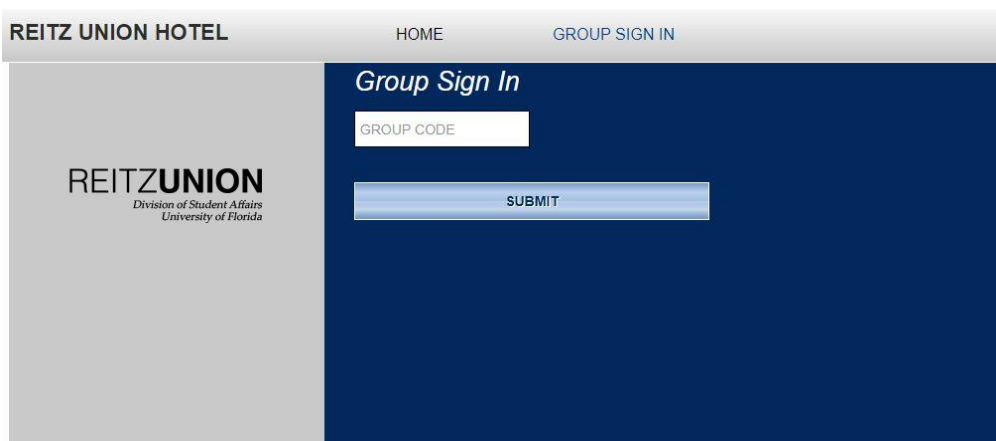


Placing an online reservation within a group room block

1. Navigate to the Reitz Union Hotel Online booking engine located at: <https://book.b4checkin.com/chameleon/reitzunion#main>
2. A calendar will pop up on the screen indicating an option to select an arrival date. Click the grey X in the right hand corner of this calendar pop up to remove it from the screen.



3. Navigate to the top grey bar on the screen. Click the "GROUP SIGN IN" tab. This will take you to the group room block page.



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4. Enter the group code and click submit. You will be taken to a page with available rooms

The screenshot shows the '2. SELECT A ROOM' step of the booking process. The page is titled 'REITZ UNION HOTEL' and includes navigation links for 'HOME', 'GROUP SIGN IN: PDSTM-UF CONFERENCE DEPT.', and 'SIGN IN'. The current step is '2. SELECT A ROOM', with '1. SELECT A RATE' and '3. MAKE PAYMENT' also visible. On the left, there is a sidebar with 'Your Details' and 'Your Reservation' sections. The 'Your Details' section shows 'ADULTS (13 AND)' set to 2 and 'CHILDREN (12 AND)' set to 0. The 'Your Reservation' section shows 'GROUP: PDSTM-UF CONFERENCE DEPT.', 'ADULTS (1...): 2', 'CHECK IN: MAY 06, 2019', and 'CHECK OUT: MAY 07, 2019'. The main content area displays four room options with photos: 'Standard Double', 'Standard Queen', 'Deluxe King', and 'Deluxe 2-Queen'. Each room option has a small information icon (i) in the top right corner of its photo.

5. Once the desired room type has been selected, you will be taken to the Guest profile sign in page. If you do not have a profile with the Reitz Union Hotel, you can opt to continue as a guest.

The screenshot shows the '3. MAKE PAYMENT' step of the booking process. The page is titled 'REITZ UNION HOTEL' and includes navigation links for 'HOME', 'GROUP SIGN IN: PDSTM-UF CONFERENCE DEPT.', and 'SIGN IN'. The current step is '3. MAKE PAYMENT', with '1. SELECT A RATE' and '2. SELECT A ROOM' also visible. On the left, there is a sidebar with 'Your Reservation' section. The 'Your Reservation' section shows '\$ 110.39 INCLUDING TAX', 'ROOM TYPE: STANDARD DOUBLE', 'GROUP: PDSTM-UF CONFERENCE DEPT.', 'ADULTS (1...): 2', 'CHECK IN: MAY 06, 2019', 'CHECK OUT: MAY 07, 2019', 'NIGHTS: 1', 'MAY 06: \$ 99.00', 'ROOM: \$ 99.00', 'TOTAL: \$ 110.39', and 'TAXES AND APPLICABLE FEES:'. The main content area displays a sign-in form for a guest profile. The form has fields for 'EMAIL' and 'PASSWORD', a 'Forgot your password?' link, and two buttons: 'CONTINUE' and 'CONTINUE AS A NEW GUEST'. At the bottom, there is a footer with '* ALL PRICES IN USD', 'DIRECT - (352) 392-2151', and the hotel's address: '655 Reitz Union Drive, Gainesville, Florida, United States, 32611'.

6. Once reservation and payment details have been entered and the reservation has been made, you will receive confirmation and a reservation number indicating successful booking.