1.) Go to webpage "https://baylor.lucidhotels.us/" make sure you are on the BAYLOR site with the Baylor Club Sports logo in the left hand corner.
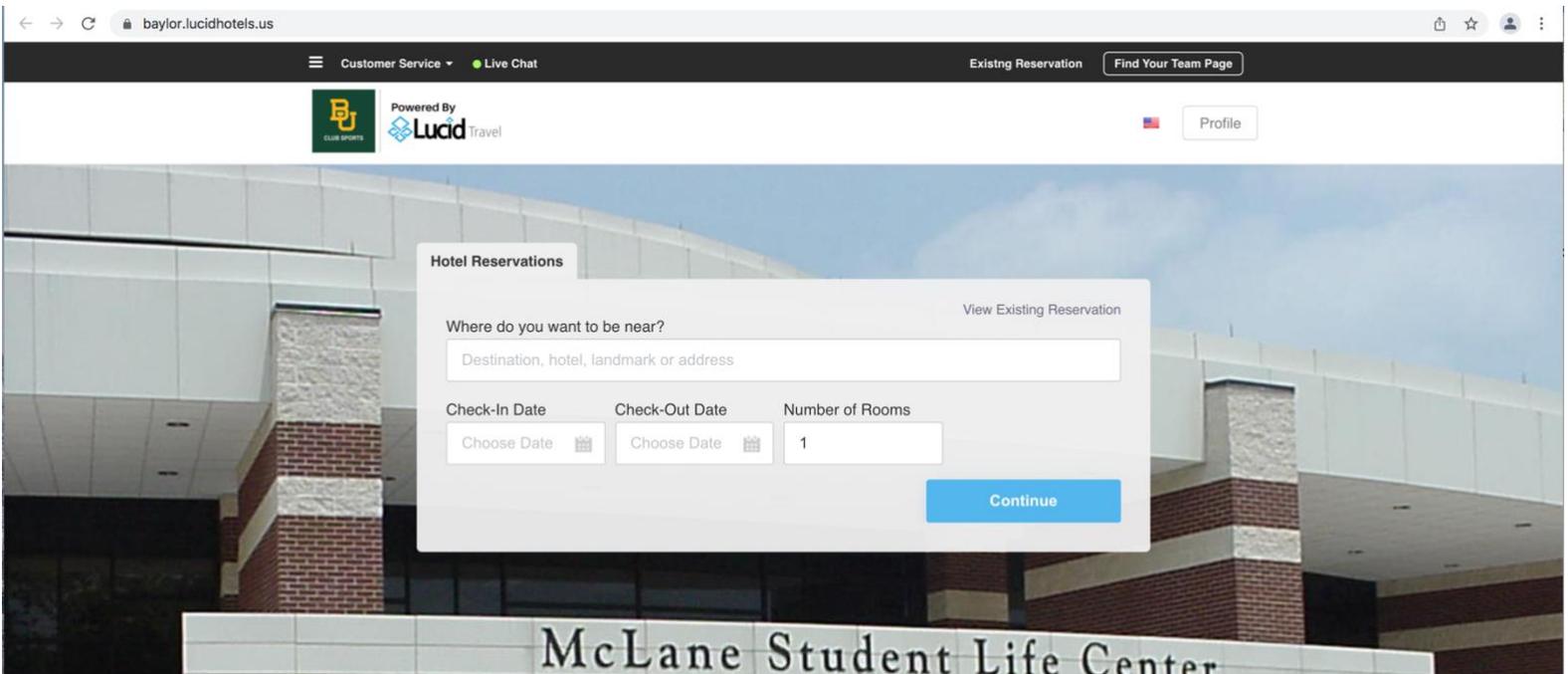
2.) Type in the **location** (university/sports complex) that you want to find hotels nearby, **check-in/check-out dates** and the **number of rooms** that your team will need. (For this example, we will be booking a travel trip for a Women's Basketball tournament at UTA from March 4th-6th for 15 team members.)

3.) Once you press **"Continue"** the webpage will load search results that match your entries. Select a hotel that is close by your location, in a good area, with reasonable prices (**NOTE: do NOT choose a hotel that has doors that open to the outside such as a motel**)

4.) Once you have selected a hotel and clicked **"continue" on your hotel choice,** you will **select the number of adults** to stay in each room.

5.) On the final page you will need to select your **department "Club Sports"** in the drop-down box and then select your **specific club team** (example: Baylor Club Basketball W) in the second drop down. You will then make sure to select "**Notify my administrator to approve and provide payment arrangements**" and make sure **Robert Graham** is the administrator listed.

Under **guest details,** the **first name provided should be the person that will check-in everyone** at the hotel (captain, officer, etc.) and they will be the person to provide the **phone number and email address.**

Additionally, will provide a **list of names for who will be staying in each room**. (For instance, in this example we indicated that there would be 4 people staying in room 1 so 4 names of members should be provided) **This step will need to be done for each room by clicking the "+ Add roommate name"** button under each room.

Once you have confirmed everything is correct, you will need to click the "REQUEST CONFIRMATION FROM MY ADMINISTRATOR" button to ensure it is sent to Robert Graham to complete payment. (Not "Complete Booking")

Below is the confirmation page you should be redirected to once you have submitted the request, verifying that it was sent to Robert Graham.

Thank you, your administrator(s) has been notified.

They will be given 24 hours to approve and confirm this reservation request. No rooms are being held at this time.

Upon confirmation, you will be emailed with the full details of your confirmation. After you receive the confirmation email, there will be no further action required as the booking will be confirmed and ready when you arrive at the hotel.

If you do not hear back in the next 12 hours, you may want to contact your administrators to make sure they confirm the booking for you before the 24 hour deadline.

Approval request status:

Robert Graham (robert_graham@baylor.edu)