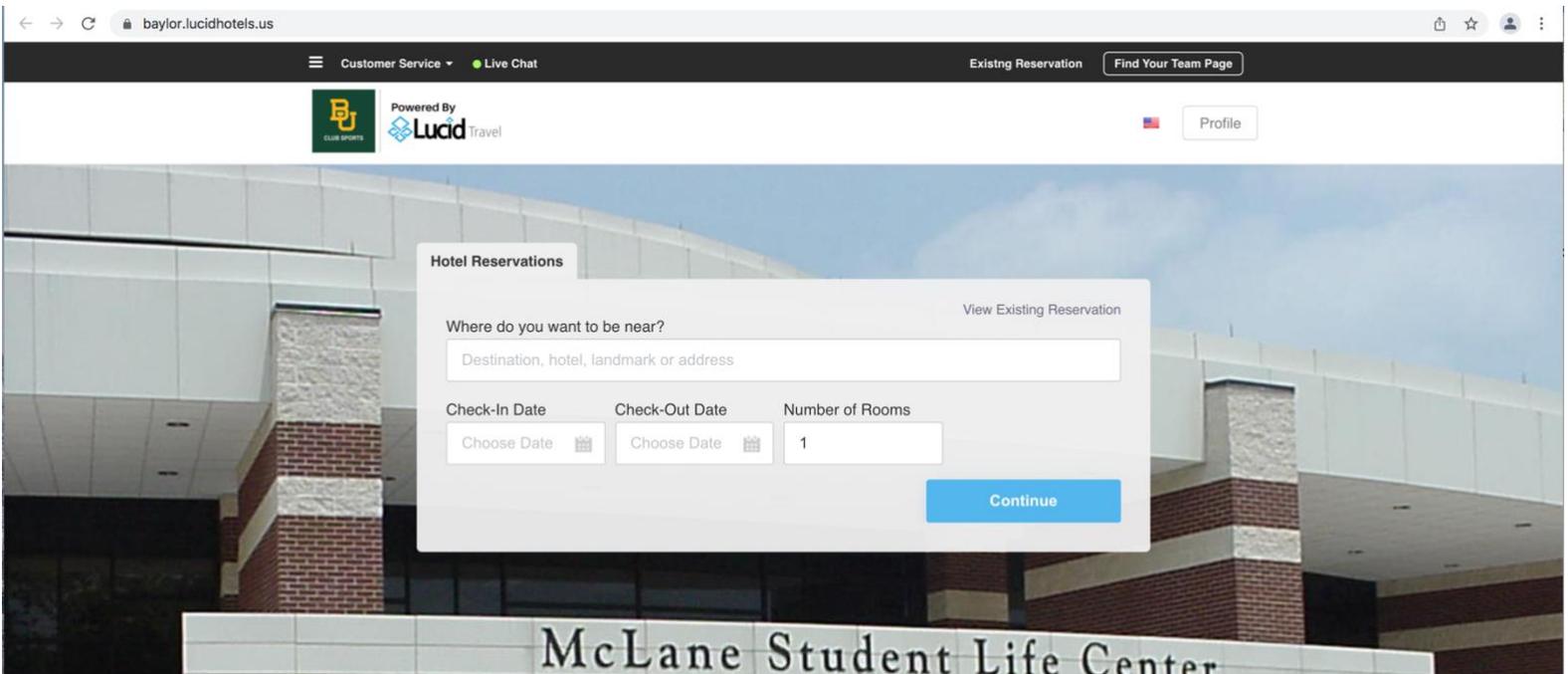
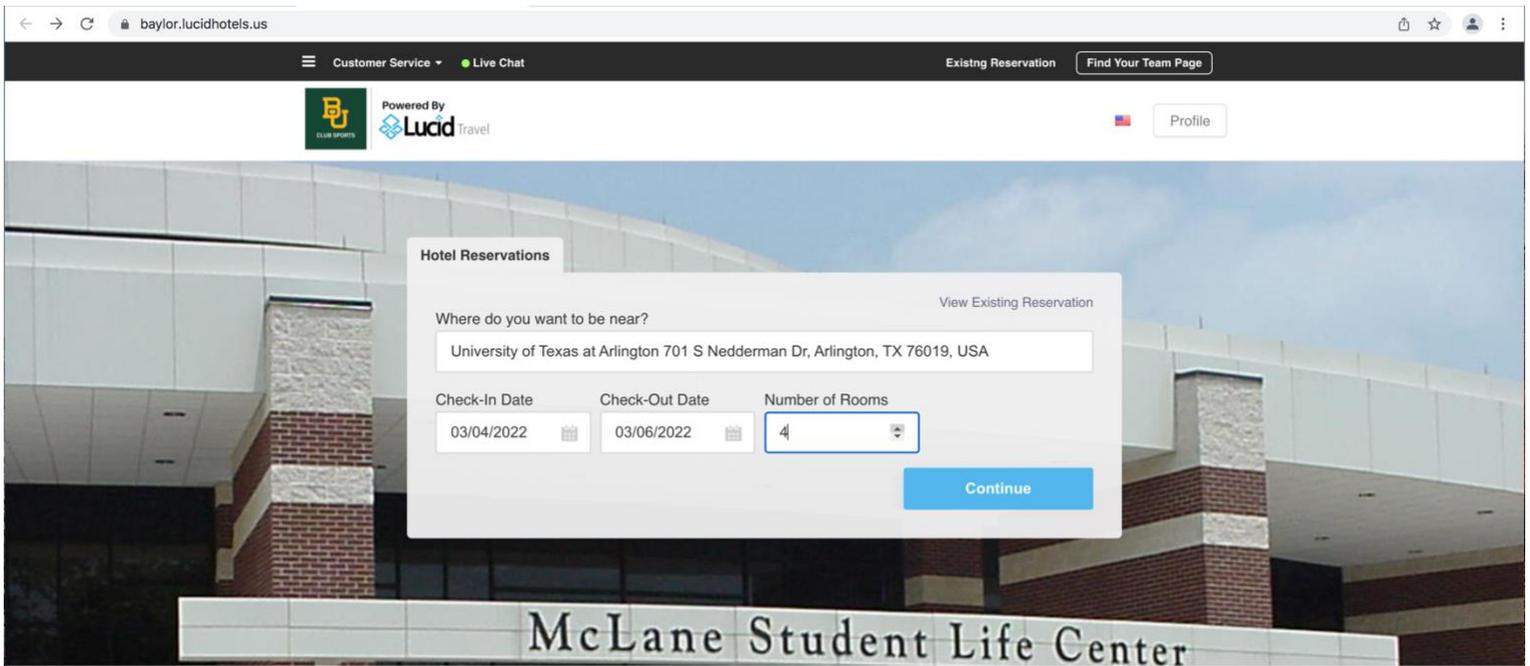


- 1.) Go to webpage “<https://baylor.lucidhotels.us/>” make sure you are on the BAYLOR site with the Baylor Club Sports logo in the left hand corner.



- 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.)



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”)

baylor.lucidhotels.us/Accept/Checkout.htm?sslite=BAYLOR.LUCIDHOTELS.US&locale=en_US¤cy=USD&uhid=38988&sc=BaylorU&vd=4XQK9kVS6VTprNNRNbaACw#CheckoutCo

CLUB SPORTS LUCID Travel

Secure booking - it only takes 1 minute

Act now, pricing and availability may change.

Select “Club Sports” in the drop down for Department and then Select your club team from the second drop down

Make sure to select “Notify my administrator to approve and provide payment arrangements” and that “Robert Graham” is the administrator name shown

Under guest details, the first guest name provided should be the person checking everyone in at the Hotel (captain, officer, etc) they will need to provide their phone number and email address as well. Additionally, you will need to provide names for who is staying in each room. In this example, 4 members are staying in room one so 4 names are provided. You will repeat this step for each room.

Department
Club Sports

Baylor Club Basketball W

How did you want to pay for the reservation?
 I will use a credit card
 Notify my administrator to approve and provide payment arrangements [Robert Graham]

Guest Details

Guest Name

Baylor Bear

Lady Bear

Joy Bear

Bruiser Bear

+ Wyndham Rewards #

Phone
+1 123-456-7890

Email
Baylor_Bear@baylor.edu

Howard Johnson by Wyndham Arlington Ballpark / Six Flags
2001 East Copeland Rd
Arlington, TX 76011
United States

Arrival: Fri, March 04, 2022
Departure: Sun, March 06, 2022 [Change](#)

Guests and Rooms:
4 Rooms, 2 Nights
Adults 4 Children 0

Room and Rate/Night
2 Queen Beds

Nightly rates
03/04/2022 \$113.99
03/05/2022 \$123.99

Special online rate - Book now!
Tax Recovery and Fees: \$79.94 USD

Total for 4 Rooms: \$1271.68 USD

Complete Booking

Stay dates look correct? Fri, Mar 04 → Sun, Mar 06, 2022

Hotel's Cancellation Policy

Free cancellation before 03/03/2022., Cancel after 03/03/2022 16:00 PM LOCAL HOTEL TIME: \$109.98.

Request Confirmation From My Administrator

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)