### Shades of Green® on WALT DISNEY WORLD® Resort Group Booking Procedures

Group Name: YogaFit® for Warriors Intensive

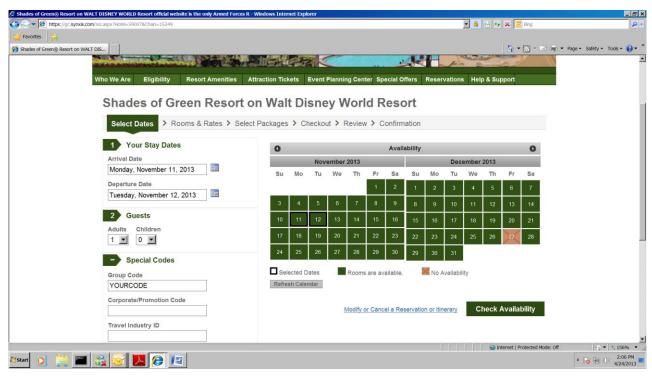
Group Code: **1609YOGAFIT**Group Arrival Date: 09.01.2016
Group Departure Date: 09.11.2016

Reservations must be made by: 07.09.2016

#### **Booking Online**

- 1. Visit the Shades of Green website at www.shadesofgreen.org.
- 2. Click on the "Book Now" icon on the right-hand side of the page.
- 3. Enter your **Arrival** and **Departure** dates. (*Please note: The dates you request must be within the group dates noted above. If you choose to enter dates outside this range, your reservation request will be declined by the system.)*
- 4. Select the number of Adults and Children for this reservation.
- 5. Click the green plus sign beside "Special Codes", and enter your event code of 1609YOGAFIT
- 6. Click on "Check Availability".

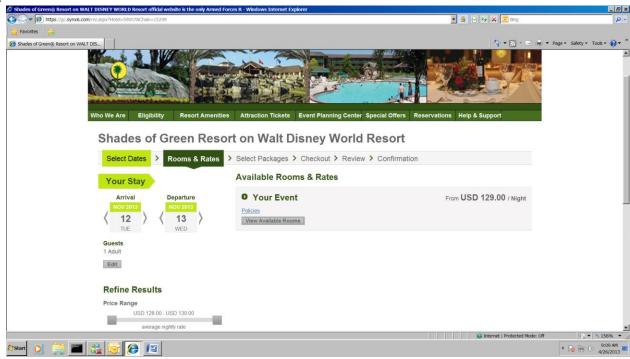
Page 1:



7. A screen will show you if rooms are available for the event. Click the grey box labeled "View Available rooms" to view room types, and click "Select" to choose your room type. Click on the **Rate Amount** (highlighted in green and underlined) for your requested room type.

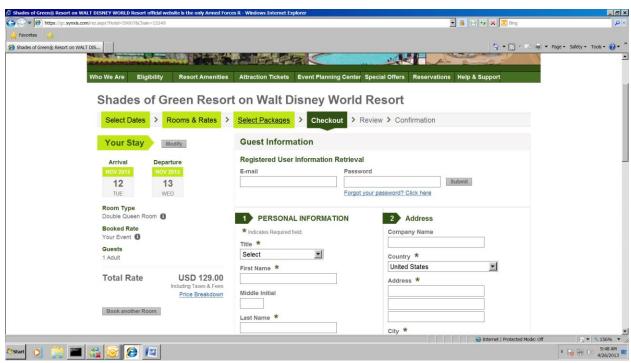
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- 8. The next page will ask for your guest information. Fill in all requested information to include title, name, address, phone number, credit card information, etc. Once completed, click on the box confirming you have read and understood the booking requirements. Click on "Confirm Reservation."
- \*\*Please Note: A credit card is required to hold your reservation; a deposit equal to one nights' room rate will be taken at time of booking. For TDY reservations your credit card will not be charged.

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9. Your next screen will be a hotel confirmation letter. Please make sure to keep this information for your records.

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If you are experiencing difficulties booking your reservation online, please contact the Shades of Green Reservations office.

#### **Booking by Phone**

1. Contact the Shades of Green Reservations office at (888) 593-2242

Group Name: YogaFit® for Warriors Intensive

- 2. Be sure to have your Group Block Code **1609YOGAFIT** handy to speed up the reservations process.
- 3. A Reservations Agent will be happy to assist you with booking your reservation.

The Shades of Green Reservations office is open Monday through Friday from 0830 to 1700 hours, and Saturday from 0800-1530 hours Eastern Time. The office is closed Sundays, and all Federal holidays.

### **Booking by Fax**

Please complete the information below and fax to Shades of Green Reservations at (407) 824-3665.

Shades of Green Group Reservation Form
Please fax to (407) 824-3665 no later than 07.09.2016

Group Code: 1609YOGAFIT

Last Name: First N		lame:		Title:	
Address:					
City/State/Zip:					
Daytime Phone Number:	rtime Phone Number: Fax Number*:				
Point of Contact:					
E-Mail (if available):					
* Make sure to provide a fax number so that we ma			rmation once the reservation has been booked.  No. of Nights:		
Number of Adults (18 and over):		Number of Children (age 3-9) & (under 3):			
Credit Card Type (Circle One): Visa	Mastercard	Discover	American Express	Diner's Club	
Credit Card Number:		Exp Date:			

<sup>\*</sup> Please Note: Shades of Green has a 30 day cancellation policy; if you need to cancel within 30 days, documentation will be requested (i.e. change of orders, doctor's note, etc.). Your credit card will be charged a deposit equivalent to one night's stay. If traveling with a vehicle, Shades of Green charges a \$5 per day self-parking fee; \$10 per day valet.