

Thank you for choosing the Doubletree Hotel Annapolis for your group rooms. Follow these easy instructions to reserve your rooms directly on line.

1. Visit us at www.doubletreeannapolis.com
2. Click on “Groups and Meetings”
3. Click on “ Get Started Now” under **e-Events**
4. Click " I need guest rooms"
Select the number of guest rooms (maximum of 25) and check in, check out dates
Click “search hotel”
5. Select type and quantity of rooms requested
6. Verfiy Room Information, click “continue to sign in”
7. You will need to sign in now with your Hilton Honors number and password or create an account. It’s very easy!
8. Confirm details once again and enter event name as
Brides last name/grooms last name
9. Provide Credit Card Information and Click “Book Event”
10. Congratulations you have just booked your room block and you will receive a confirmation email momentarily!!

Managing Your Guest Rooms

Now that you’ve booked your event with us, managing your guest rooms online is a snap. There are two easy ways to fill your available guest rooms:

- 1 **Let your guests secure their own rooms** online or by phone. Be sure to inform your guests of the numeric **Group Code** provided to you on your event confirmation, the **Hotel Name**, and the **dates** of your event.



Guest List Manager

- 2 You can also use **Guest List Manager** to view, add, change or cancel reservations for your group. You can book reservations on behalf of your guests, keep tabs on room counts and cancellations, and see who has booked their own room. To begin, click on either “**Meetings**” or “**Social Gatherings**” at the top of the home page, select “**Guest List Manager**,” and log in with your HHonors or Fast Reservations profile.