76th National Square Dance Convention
Loveland, Colorado
June 23-26, 2027

HOTEL BOOKING INSTRUCTIONS

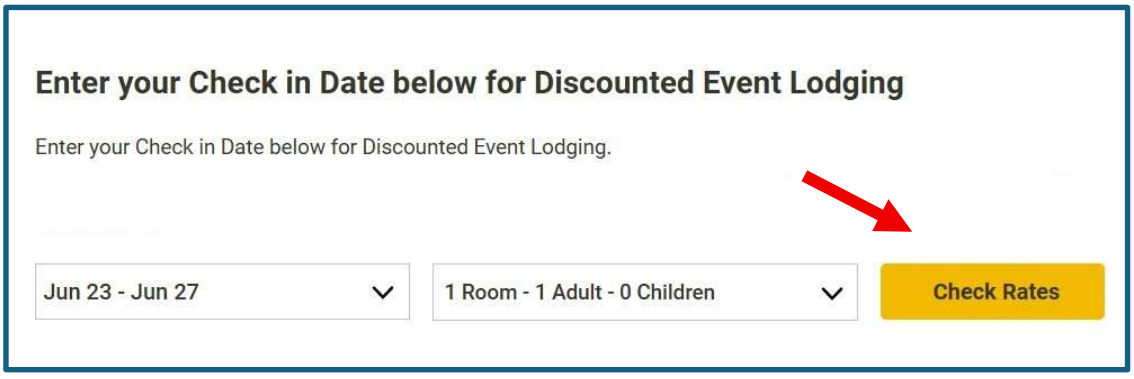
Welcome to Loveland, Colorado and the **76th National Square Dance Convention**! For this convention we are using a **self-service hotel booking portal** for hotel reservations. The portal operates similar to Travelocity and Hotels.com.

> **Note:** Before you start, make sure you have your convention registration number. Your registration number is contained in the email you received from 76nsdchousing@gmail.com.

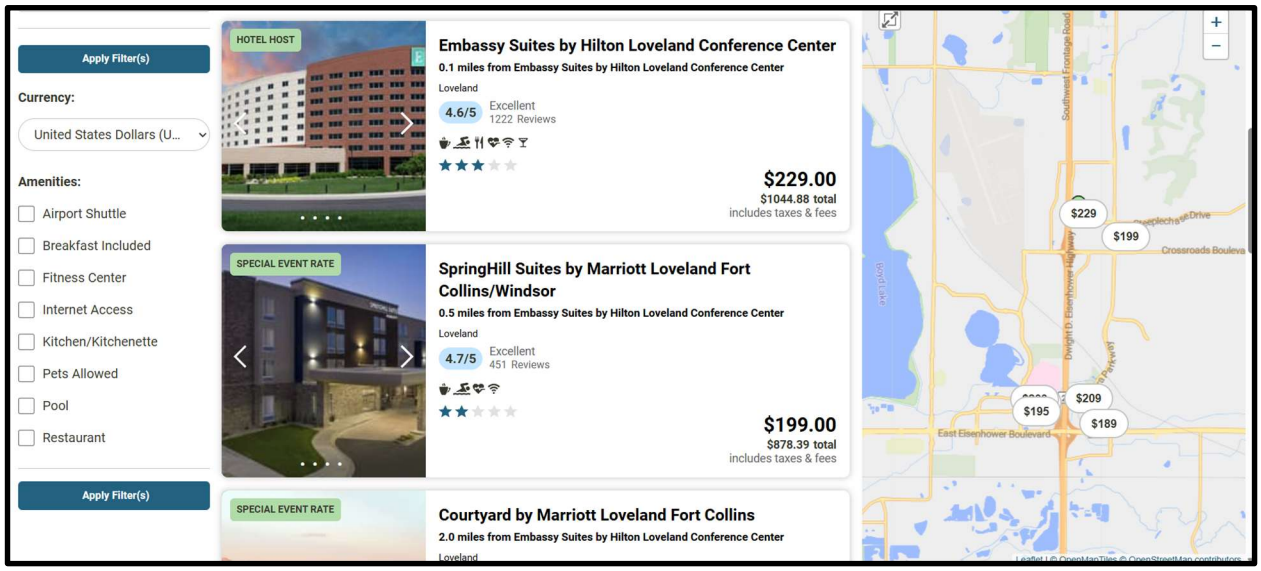
The following are the steps to use the portal:

CREATING A NEW RESERVATION

- Select the link to the reservation tool included in your email. After clicking the link, you will be taken to the portal home page. Select the reservation dates and Room/Adult/Children options. Then, select "Check Rates".

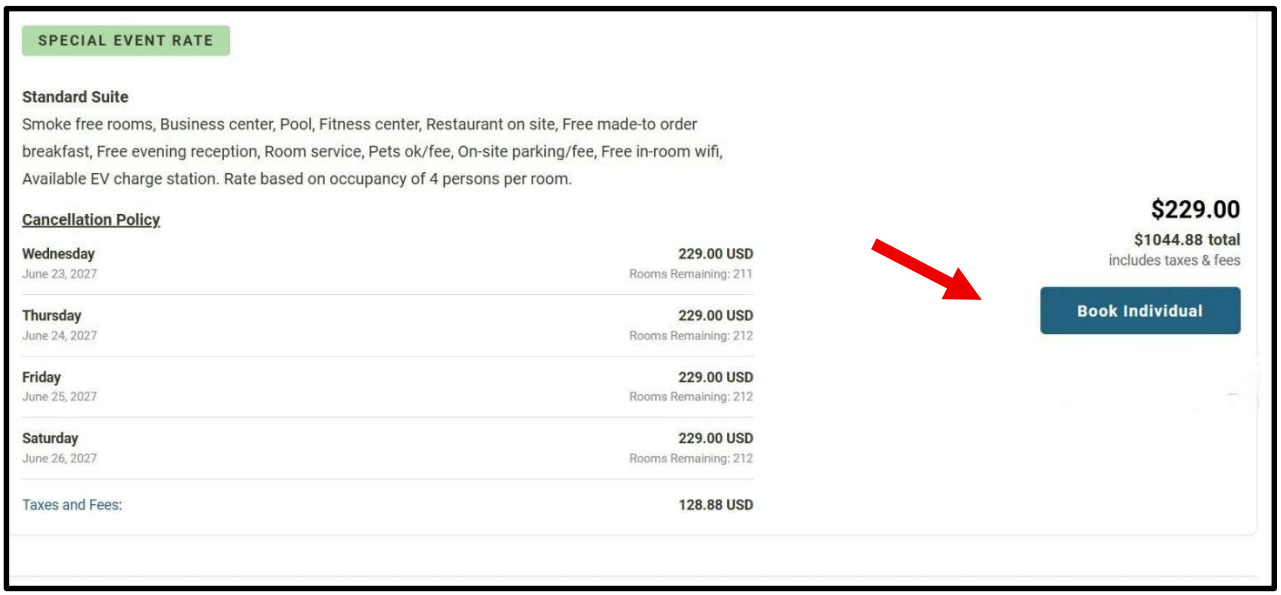


NOTE: If you are registering as an individual dancer, all hotels with available rooms will be listed. If you are registering as part of a block, you will see only the hotel your block is assigned to.



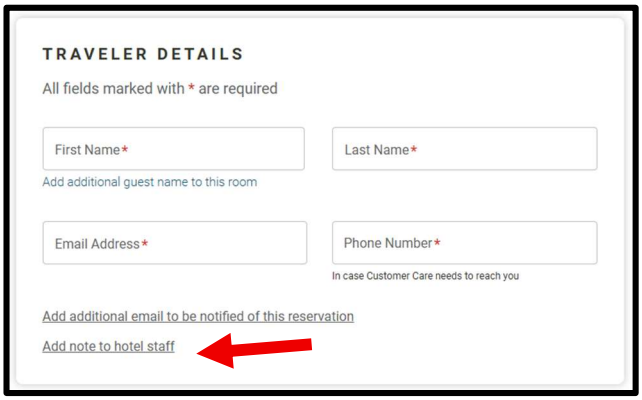
Note: *The Amenities filter on the left-hand side of the page does not necessarily reflect what will be available under our hotel contracts.*

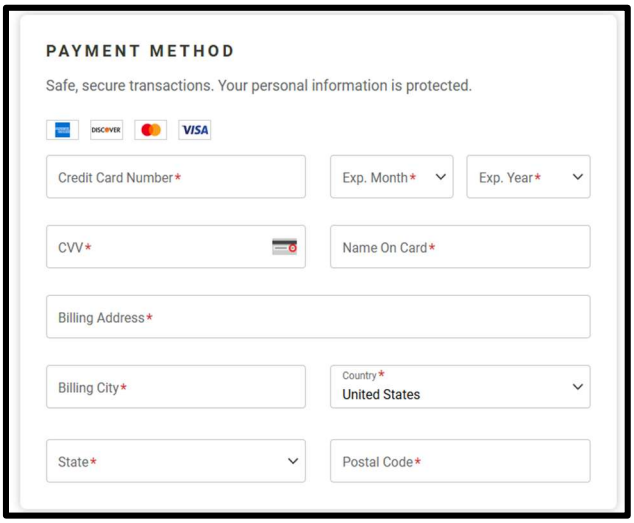
- Select your desired hotel and click the **Book Individual** button:



- Enter your Convention Registration Number. This will help the convention team track reservations and ensure that there are rooms available for all registered dancers.

- Enter the traveler's information and payment method. Then select the "Add note to hotel staff" and enter the desired room type (King Bed or Double Queen Bed).





- Click the Confirm Booking button to submit your reservation request. You will receive confirmation from the booking portal.

  Note: There is a one-time charge of $5 for use of the portal. Any subsequent reservation changes or cancellations will not incur another charge if the change is made through the portal.

- You will receive your **first** of two emails from the booking service (email address will be from **customerservice@mytravel.support**; be sure to check your Spam folders**). This email notes that your reservation request was submitted to the hotel for processing. It does not confirm your reservation at the hotel itself.**

Make sure to keep this email because it is the only mechanism to modify or cancel your reservation. Please do not use the hotel website or the hotel application.

Bruce, here is your booking confirmation!

Embassy Suites by Hilton Loveland Conference Center

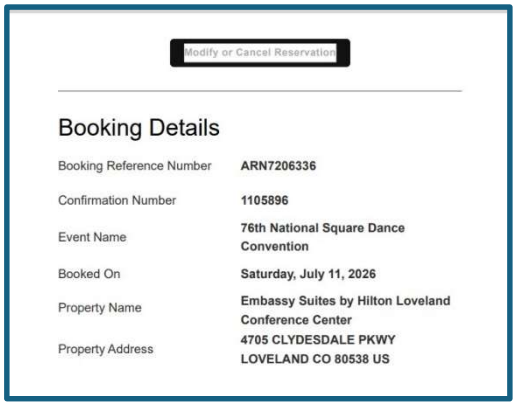
4705 CLYDESDALE PKWY LOVELAND CO 80538 US

Important: The reservation you placed is part of a room block contracted for your event. The hotel will be provided your details prior to your arrival, but not instantaneously. You will receive a follow-up email once the hotel has entered your reservation into their system and has generated a confirmation number which we will send to you for your records.

Should you have questions, please **contact us**.

- Once the hotel has entered your reservation request into their reservation system, you will receive a **second** email that will include the **Reservation Confirmation Number** from the hotel. This email will come from **groups@allresnet.com** **(please be sure to check spam folders)**

Note: There may be a 24-48-hour gap between the first email (reservation request) and the second email (reservation confirmation). It may be a little longer if the reservation was requested over the weekend. This is due to the time the hotels need to enter the data into their systems. Please reach out to Doug Race at 76nsdchotels@gmail.com if it goes beyond the 48-hour period.



Modify or Cancel Reservation

Booking Details

Booking Reference Number	ARN7206336
Confirmation Number	1105896
Event Name	76th National Square Dance Convention
Booked On	Saturday, July 11, 2026
Property Name	Embassy Suites by Hilton Loveland Conference Center
Property Address	4705 CLYDESDALE PKWY LOVELAND CO 80538 US

Your hotel stay at the convention is booked and confirmed!

MODIFY AN EXISTING RESERVATION

- Should you need to modify an existing reservation, on the first email you received, click the **Modify or Cancel Reservation** button:

- You will be taken to the *Cancellations, Modifications or Resend Receipt* screen. Click the **Modify Reservation** button:

- You will be taken to the *Reservation Modification Reservation* screen. Here you can make any modifications to the reservation including adding additional guests in the room, making additional special requests , updating credit card information or modifying the number of days of the reservation.

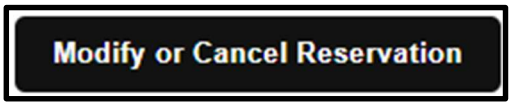
  You may have to re-format the phone number by putting the area code in the right place. Example below:

After making the desired modifications, click the acknowledgement check box click the Submit Modification Request button:

- You will receive an email confirming the modification.

CANCEL AN EXISTING RESERVATION

- Should you need to cancel an existing reservation, on the first email you received, click the **Modify or Cancel Reservation** button:



- You will be taken to the *Cancellations, Modifications or Resend Receipt* screen and click the **Cancel Reservation** button:

- After reviewing the Cancellation Policy, press the red **Cancel Reservation** button at the bottom of the screen. You will receive an email that the reservation has been cancelled.