

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

Group Name: Army All Academy Ball
Group Code: **ARMYBALL**
Group Arrival Date: 12.28.2018
Group Departure Date: 12.31.2018
Reservations must be made by: 11.28.2018

Booking Online

Please be advised online booking can only be placed one year out.

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 **ARMYBALL**
6. Click on “**Check Availability**”.

Page 1:

The screenshot shows the Shades of Green Resort website interface. The main heading is "Shades of Green Resort on Walt Disney World Resort". Below this, there is a navigation menu with options like "Who We Are", "Eligibility", "Resort Amenities", "Attraction Tickets", "Event Planning Center", "Special Offers", "Reservations", and "Help & Support". The "Reservations" section is active, showing a breadcrumb trail: "Select Dates > Rooms & Rates > Select Packages > Checkout > Review > Confirmation".

The "1 Your Stay Dates" section includes:
Arrival Date: Monday, November 11, 2013
Departure Date: Tuesday, November 12, 2013

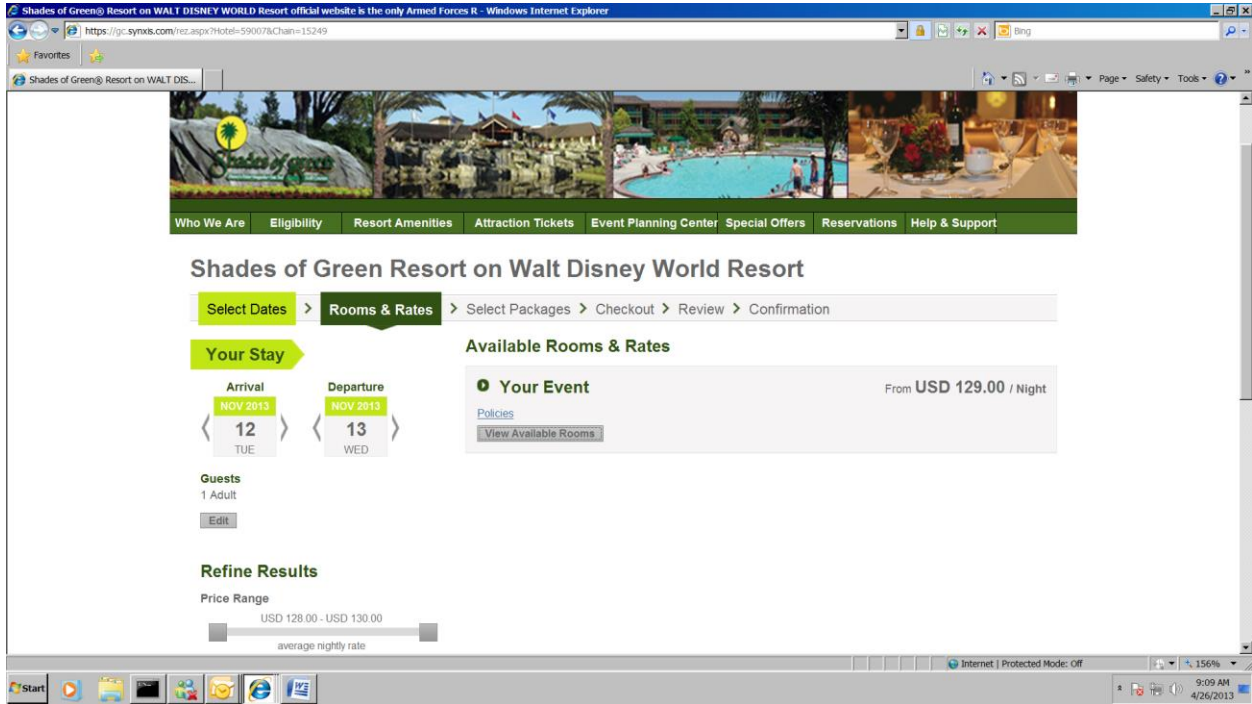
The "2 Guests" section shows:
Adults: 1
Children: 0

The "Special Codes" section has a "Group Code" field with the value "YOURCODE".

On the right, there is an "Availability" calendar for November and December 2013. The calendar shows dates from November 1st to December 31st. A legend indicates that green boxes mean "Rooms are available" and red boxes mean "No Availability". The date November 27th is highlighted in red, indicating no availability. A "Check Availability" button is located at the bottom right of the calendar area.

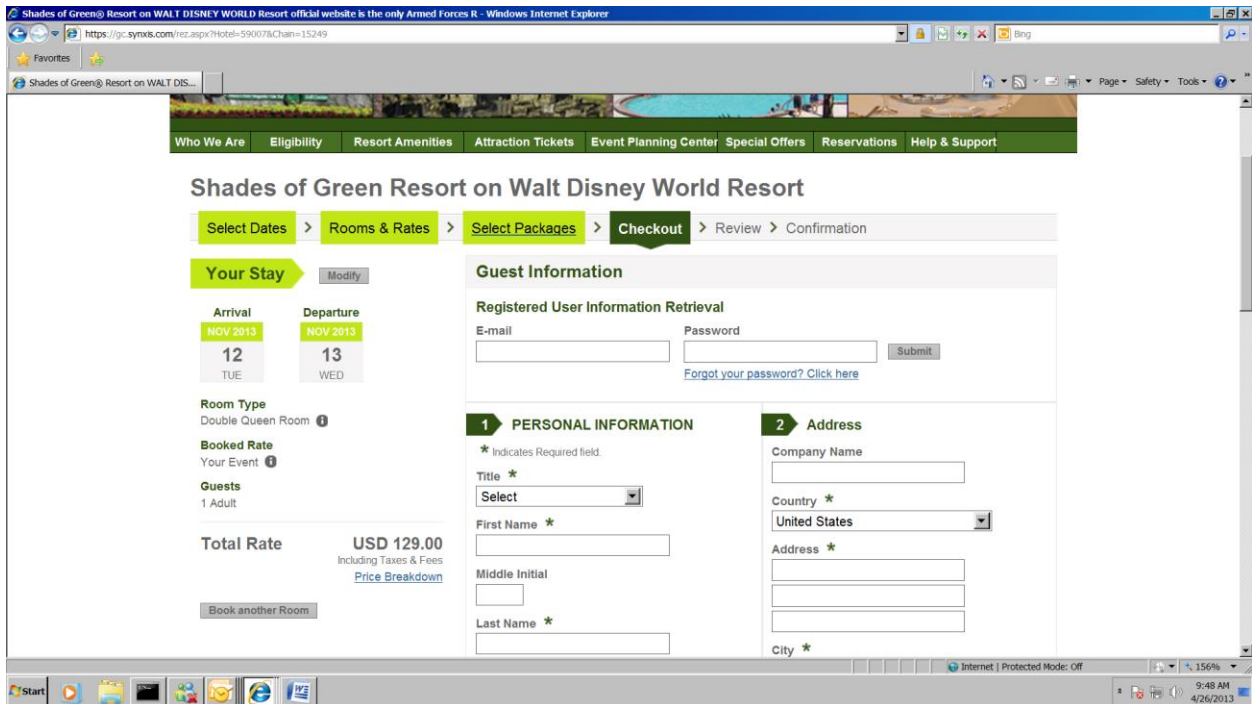
7. A screen will show you if rooms are available for the event. Click the grey box labeled “View Available rooms” to view room types, and click “Select” to choose your room type. Click on the **Rate Amount** (highlighted in green and underlined) for your requested room type.

Page 2:



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.

Page 3:



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

*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**

Be sure to have your Group Block Code **ARMYBALL**

2. 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-Friday, 0800-2100, and Saturday 0800-1700.
Closed on 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 11.28.2018

Group Name **ARMYBALL**

Group Code: **ARMYBALL**

Last Name: _____ First Name: _____ Title: _____

Address: _____

City/State/Zip: _____

Daytime Phone Number: _____ Fax Number*: _____

Point of Contact: _____

E-Mail (if available): _____

*** Make sure to provide a fax number so that we may fax your confirmation once the reservation has been booked.**

Arrival Date: _____ Departure Date: _____ 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: _____

*** 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.

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*Closed on Sundays and all Federal Holidays.***