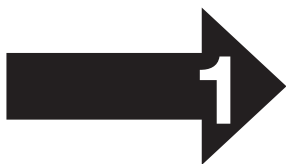# Online Entry: January 8–9, 2024

1

Log In
January 8–9: Go to www.tmea.org/AShousing.
Log in to the housing system using your TMEA record (your email and password).

2

Enter Billing Information
Enter credit card data to secure the reservation. *(This can be changed at check-in).*
Click **Save.**

3

Verify Your Students
Click **My Student List** from the Navigation Links and verify that each of your All-State students is listed and their submitted gender is accurate.
If incorrect, contact Andrew Denman-Tidline, adenman@tmea.org, 512-452-0710, x109.

4

Create Rooms
Click **My Room List** from the Navigation Links
Select gender for the room occupants and click **GO.**
Your student list will display. Select students for the room **and** enter the chaperone's TMEA Member ID or 0 for a non-member.
Click **Create Room**.
To find more students, click the drop-down to display students from your campus, district, region or Area. Click **GO.** *To select someone who is not your student,* **contact the director listed** *to gain agreement.*

! 5

You MUST complete this step to have a chaperone hotel reservation!

Create Your Chaperone Room (DON'T SKIP!)
Go to the **Create a Room** section. Select Chaperone. Click **GO.** Enter your TMEA Member ID. You can enter other TMEA IDs or non-member names for this room. Click **Create Room**.

One chaperone room per division per school is allocated. TMEA will place at least one chaperone from a school district in the same hotel housing students from that district.

Note: If another director entered your students, and you aren't sharing the chaperone room they submit, **create your own chaperone room!** *A room will not be assigned for you.*

6

Print Your Room List
Go to **My Room List** and use your browser Print to print this page for your records. You will be notified by Jan. 16 of room assignments. **Log Out of My TMEA.**

Don't Lose $50!
When you submit your chaperone room via All-State Housing, a room will be reserved for you. If you previously made a reservation through the TMEA housing system, you **must cancel it by January 12** or you **will be charged a $50 cancellation fee!**

Room Planning — Complete *before* January 8!

1. Work with other directors *before January 8* to plan rooms, each with four students.
2. Decide who will enter these rooms on January 8–9, and take this page home to complete that entry.
3. Log in January 8 to enter students into rooms and provide billing information.

The housing system will allow you to select students assigned to you, or, from your campus, your district, Region, or Area. To select students other than yours, obtain agreement from their directors (their contact information will be listed with their students in the housing system). **The system does not automatically create chaperone rooms. Ensure you have one!**

Hotel Assignments

TMEA will create reservations for the students and chaperons submitted in the **Hyatt Regency Hotel**.

The maximum base rate (not including taxes) in this hotel is $194 per room per night. When you receive room reservation confirmations from TMEA, they will specify this hotel, its room rate, and the total amount that will be due.

Combine Students for 4-Person Rooms

If you are working with other directors to fill rooms, agree on who will enter the room and document who will be housed together to help facilitate that entry to the housing system. You will need the Member ID of each student's hotel chaperone (or enter 0 for non-members).

Student	School/ISD	Chaperone ID

Student	School/ISD	Chaperone ID

Student	School/ISD	Chaperone ID

Combine Members for a Group Chaperone Room

If you are sharing a chaperone room with other directors, decide who will enter the chaperone room and note the directors' Member IDs here. You will enter the Member ID of each director sharing the chaperone room with you.

Member ID	Name	School	District