

Accommodation Alerts

Last Modified on 05/14/2024 3:10 am EDT

NO CHANGES TO ALERTS WITHIN 5 MINUTES OF SEND TIME

When amending or deleting an alert designed to appear in either an Attendee App or an Organizer App (or both), you're unable to edit or remove the alert within five minutes of the send time.

If you try to make changes or delete an alert within 5 minutes of the alert being scheduled to send, this may appear to work, but doesn't have time to take effect.

Accommodation Alerts are inventory-specific, and provide a detailed Accommodation Matrix so you are able to stay on top of all room and hotel inventory levels.

Initial View

The initial view of Accommodation Alerts provides basic inventory alert information about hotel room blocks that meet alert levels that you defined in Accommodation Setup.

ACCOMMODATION ALERTS					Matrix	
LEVEL	HOTEL	ROOM TYPE	DATE	INVENTORY		
Critical	Novotel Sydney Darling Square	Double Room, Single Room	Jun 03	24 <div><div></div></div>	35	
Critical	Novotel Sydney Darling Square	Double Room, Single Room	Jun 04	24 <div><div></div></div>	35	
Critical	Rydges World Square Hotel	Double Room, Single Room	Jun 03	25 <div><div></div></div>	35	

Accommodation Matrix View

Clicking on **Matrix** displays a detailed Accommodation Matrix for your event. This Matrix provides many details about your Accommodation bookings, including:

- A detailed breakdown of reservation activity across your defined date range. If your rooms are assigned to the overall Hotel Room Inventory, all rooms will be reported on the same row. Otherwise, each room is reported on its own row.
- The **Accommodation Filter** lets you filter the Matrix view by Hotel, Room Type, Sub Block name, or Date Range.
- **Export to Excel** – this option lets you export all Alert information to an Excel Spreadsheet.
- **View** lets you switch the view between **Allocated Rooms – Total**, and **Available Rooms – Total**.
- The **Hotel view** (top right) will display all your hotels in the Matrix.
- The **Sub Blocks view** (top right, only visible if you are using Sub Blocks) will display all of your Sub Blocks in the Matrix.

ACCOMMODATION MATRIX

HOTELS SUB BLOCKS X



Export To Excel

View Allocated Rooms - Total

HOTEL	ROOM TYPE	MAY 31, 2025	JUN 01, 2025	JUN 02, 2025	JUN 03, 2025	JUN 04, 2025	JUN 05, 2025	JUN 06, 2025
Holiday Inn Darling Harb...	Double Room, Single Room		0200	1200	1200	1200	0200	
Novotel Sydney Darling...	Double Room, Single Room	9252340234024352435173505						
Bydgos World Square H...	Double Room, Single Room	03515352235253521351135035						