

Sub Blocks

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If you enable Sub Blocks in either Hotel or Room Type setup, a Sub Block tab will become available.

Either on a Hotel inventory basis, or a specific Room Type basis, you can assign rooms and dates to specific Registration Groups.

This is useful when you have attendees from various countries' delegations, or for your own staff housing requirements.

Tip: Sub Blocks are an excellent way to reserve hotel inventory for specific groups, as these reserved rooms will NOT be available for booking through your online interactive registration forms. Instead, you will enter these through the Attendee Accommodation entry screen in EventsAir.

How To Use Sub Blocks

1. In Accommodation Setup, in the Sub Blocks panel, enter the names of all Sub Blocks you require. (e.g. "Staff Accommodation", "USA Sales Team Accommodation".)
2. In either Hotel Setup or Room Setup, select the Inventory tab. Set the Inventory to Limited, and the **Use Sub Block** checkbox will appear. Check this box to enable the Sub Blocks tab at the top of the screen. Be sure to set the Date Range, and total Inventory limit here, before progressing to the Sub Blocks tab.
3. On the Sub Blocks tab, you will see a column for each date in the Date Range you have defined. Allocate a portion of your total to any Sub Block.

Tip: You will not be allowed to save if your total rooms reserved for all Sub Blocks adds up to more than the total you have reserved for the Hotel/Room Type, on any day.

4. In any Attendee's Accommodation entry details, after entering the Hotel, Room Type, Number of Rooms, and the Dates required, check **Deduct from Sub Block**, and choose which Sub Block. You will see next to this exactly how many rooms are remaining in this Sub Block.
5. In the Reporting module, you can get a financial breakdown of Sub Block allocation with the **Accommodation Sub Block Value** list at any time.
6. You can use the **Accommodation Matrix** on the Alerts panel to see all remaining inventory.

Note that rooms in Sub Blocks count as part of the **Allocated Total** (not the **Unallocated Total**), even if they are not yet assigned to a specific Attendee, as they are still reserved, and unavailable for general allocation.