

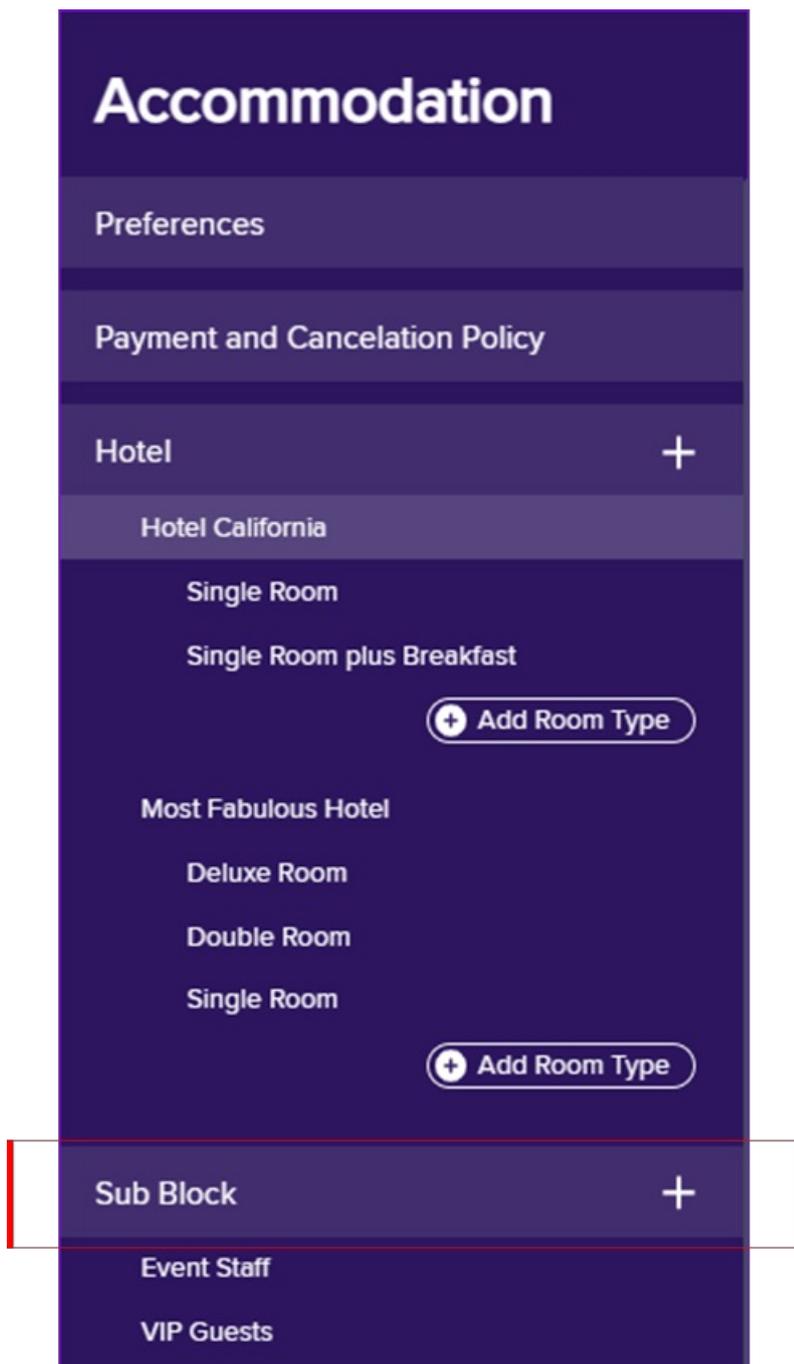
# How do I allocate sub blocks to a hotel (and room type if needed)?

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A sub block is a group of rooms you want to reserve for use by particular attendees. After setting up your hotels and room types, follow the steps below.

Setup panel — under Accommodation

1. Click the plus icon on Sub Block, and enter a name for your sub block.



HOTEL INVENTORY SUB-BLOCKS

To assign your sub block (to be deducted from total hotel inventory):

1. Select the nominated **Hotel** and click on Inventory
2. Set inventory to **Limited** and tick '**Use Sub Blocks**'

**Hotel Setup**

Details Hotel Information **Inventory** Sub Blocks Amenities Room Release Payment Policy Advanced

Inventory  Unlimited  Limited  Use Sub Blocks

3. Click the **Sub Blocks** tab which has now appeared.
4. If you have more than one sub block, select from the dropdown menu.



NOTE: At first, the amounts shown on sub block tab will be zero for both **Inventory** and **Allocated to Sub Block**.

**Hotel Setup**

Details Hotel Information Inventory **Sub Blocks** Amenities Room Release Payment Policy Advanced

Sub Blocks VIP Guests

Date	1/08/2026	2/08/2026	3/08/2026	4/08/2026	5/08/2026	6/08/2026	7/08/2026	8/08/2026
Inventory	0	0	0	0	0	0	0	0
Allocated to Sub Block	0	0	0	0	0	0	0	0
Must Stay	<input type="checkbox"/>							

6. Add the number of rooms you want to allocate to this sub block to the **Inventory** row and save.



NOTE: After saving, you can see the updated number of rooms allocated to sub blocks in two places: the hotel's **Inventory** tab, and the hotel **Sub Blocks** tab.

## Hotel Setup

Details Hotel Information **Inventory** Sub Blocks Amenities Room Release Payment Policy Advanced

Inventory  Unlimited  Limited  Use Sub Blocks

Optional Alert  Send an Alert when remaining inventory falls below limit

Limit

Alert Level\*

Date Range  to

Date	1/08/2026	2/08/2026	3/08/2026	4/08/2026	5/08/2026	6/08/2026	7/08/2026	8/08/2026
Inventory	60	60	60	40	80	80	80	80
Allocated to Sub Block	5	5	5	5	5	5	5	5

## Hotel Setup

Details Hotel Information Inventory **Sub Blocks** Amenities Room Release Payment Policy Advanced

Sub Blocks

Date	1/08/2026	2/08/2026	3/08/2026	4/08/2026	5/08/2026	6/08/2026	7/08/2026	8/08/2026
Inventory	5	5	5	5	5	5	5	5
Allocated to Sub Block	5	5	5	5	5	5	5	5

To see or change a sub block's allocation, return the sub blocks tab and update as needed.

### ROOM-TYPE INVENTORY SUB BLOCKS

These will be created in addition to any sub block inventory you've allocated at the hotel level. [Or you can choose to only allocate sub block inventory at a room type level.]

1. Click on a Room Type, and select the Inventory and Rates tab.
2. Select "Limited to Room Inventory" and tick "Use Sub Blocks".

# Room Type Setup

Details Inventory and Rates Itinerary Sub Blocks Advanced

Rate  Fixed  
 Dynamic

Nightly Room Rate

Nightly Room Cost

Inventory  Unlimited  
 Limited to Hotel Inventory  
 Limited to Room Inventory  Use Sub Blocks

Follow a similar process as for setting up hotel inventory sub blocks (adding numbers to the Inventory row). **You need to have already set up total inventory for that room type.**



NOTE: After saving, you can see the room type sub block allocation you just created. If a sub block inventory has also been set at the hotel level, you'll see this in the "Hotel Allocated" row.

## Room Type Setup

Details Inventory and Rates Itinerary Sub Blocks Advanced

Sub Blocks	VIP Guests							
	1/08/2026	2/08/2026	3/08/2026	4/08/2026	5/08/2026	6/08/2026	7/08/2026	8/08/2026
Inventory	3	3	3	1	1	1	1	1
Allocated to Sub Block	3	3	3	1	1	1	1	1
Hotel Allocated	5	5	5	5	5	5	5	5
Hotel Available	55	55	55	55	55	55	55	55



Back on the Inventory and Rates tab for this room type, the total hotel inventory will also be shown.

## Room Type Setup

Details **Inventory and Rates** Itinerary Sub Blocks Advanced

**Optional Alert**  Send an Alert when remaining inventory falls below limit

Limit

Alert Level\*

Date Range  to  [Display](#)

Date	1/08/2026	2/08/2026	3/08/2026	4/08/2026	5/08/2026	6/08/2026	7/08/2026	8/08/2026
Inventory	10	10	10	10	10	10	10	10
Allocated to Sub Block	3	3	3	1	1	1	1	1
Hotel Allocated	5	5	5	5	5	5	5	5
Hotel Available	55	55	55	55	55	55	55	55



NOTE: To allocate a guest to a sub-block, use the Accommodation module on their Attendee record. Go into their accommodation booking, tick “Deduct from Sub block” and select the sub block allocation to use for their room.