



## Managing your Group Reservations With Guest List Manager

We are very excited to have your group staying with us, and we would like to make your experience here as smooth as possible. Through the Hilton Family's new e-Events suite, there are several online tools available to help make managing your group reservations easy.

Since you have already established a contract with our hotel, you can now use the Hilton Family's Guest List Manager to manage your rooming lists and room reservations online. No more worrying about reservation cut-off dates, room counts, or finding out which group members still need to make their room reservations. With Guest List Manager, you can access this information 24 hours a day.

Ready to get started? It's easy! Here's what you do:

1. Visit us at [www.hilton.com](http://www.hilton.com).
2. If you **are not** already signed in, please find the "Sign In" box on the top right-hand corner of the page and enter your Hilton HHonors or Fast Reservations account information. You may also create an HHonors or Fast Reservations account if you do not have one. If you **are** already signed in, please click "View account."
3. Click on the tab that says  My Guest List Manager
4. If you used e-Events to book your event, your group information should display automatically under My Group Events.
5. If you did not use e-Events to book your event, or your event information does not display, please select "Set Up a Group Event Record." You will need your hotel property code and group code, which should have been provided to with your group reservation. Fill in the event details and click "Set Up Group." Your event information should now display under My Group Events.

That's it! You can immediately start making reservations for your group, keep track of rooms your guests have already booked, view room counts, and more.

If you have any questions about your event please do not hesitate to contact us. We look forward to seeing you!

