



WELCOME TO THE HOUSING BUREAU AT SUWANEE SPORTS ACADEMY

A block of rooms has been reserved at a special rate for your event. These rooms are blocked months in advance to ensure housing for the teams, coaches, and parents once it is time for the event. You must book your rooms together through the Suwanee Sports Academy Housing Bureau rather than call the hotel direct to ensure housing at these rates.

To register for a hotel at this event, please use the following directions.

Housing Bureau Instructions

- Go to our website at www.ssasports.com
- Under the “Registration” tab, click on “Hotels.”
- Locate your event in the list and click on “Register.”
- Complete the Housing Registration Form and click “Submit.”
In your room count, it is important to include the total rooms needed for the team and parents. This will ensure that your entire group will be located at the same hotel. The credit card info holds the block of rooms for your team until you submit the rooming list where you can make payment changes.
- If you are housed in your first or second choice hotel, you will receive within 24 hours or the next business day an email confirmation letter stating the hotel selected, rate, room type, check in and out dates and hotel contact info and a rooming list.
- If your first and second choice hotels are both booked, you will receive a phone call from Suwanee Sports Academy Housing Bureau to discuss the next best option for your team. Once a hotel selection is made, you will receive an email confirmation letter stating the hotel selected, rate, room type, check in and out dates and hotel contact info and a rooming list.
- On the rooming list, you will have the opportunity to specify who will be in each room and the option to add credit card numbers. Parents can also call the hotel with their credit card numbers once you submit the rooming list.
- Both the confirmation letter and the rooming list should be completed and faxed to the hotel as soon as possible.
- Any further room cancellations or additions or special requests should be made directly with the hotel.