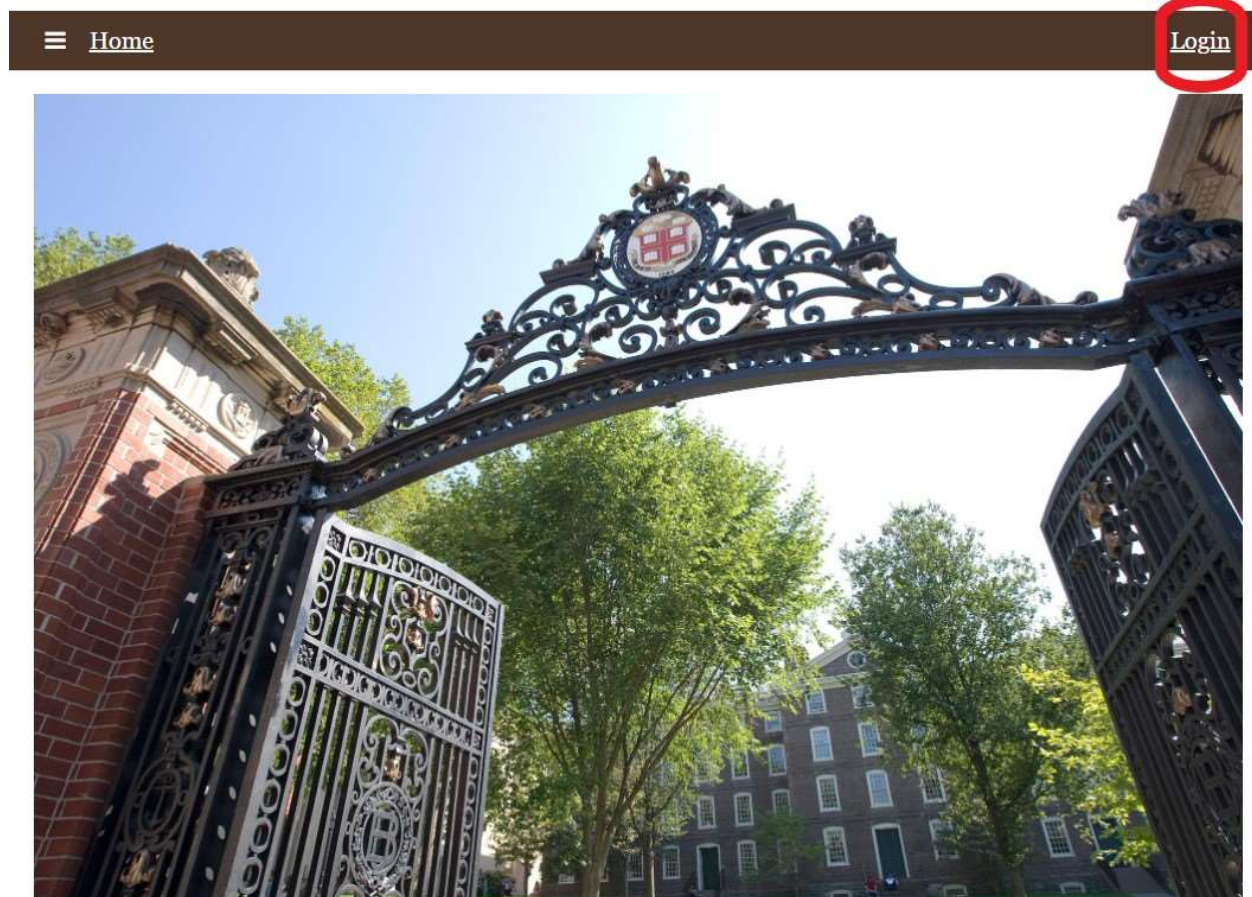
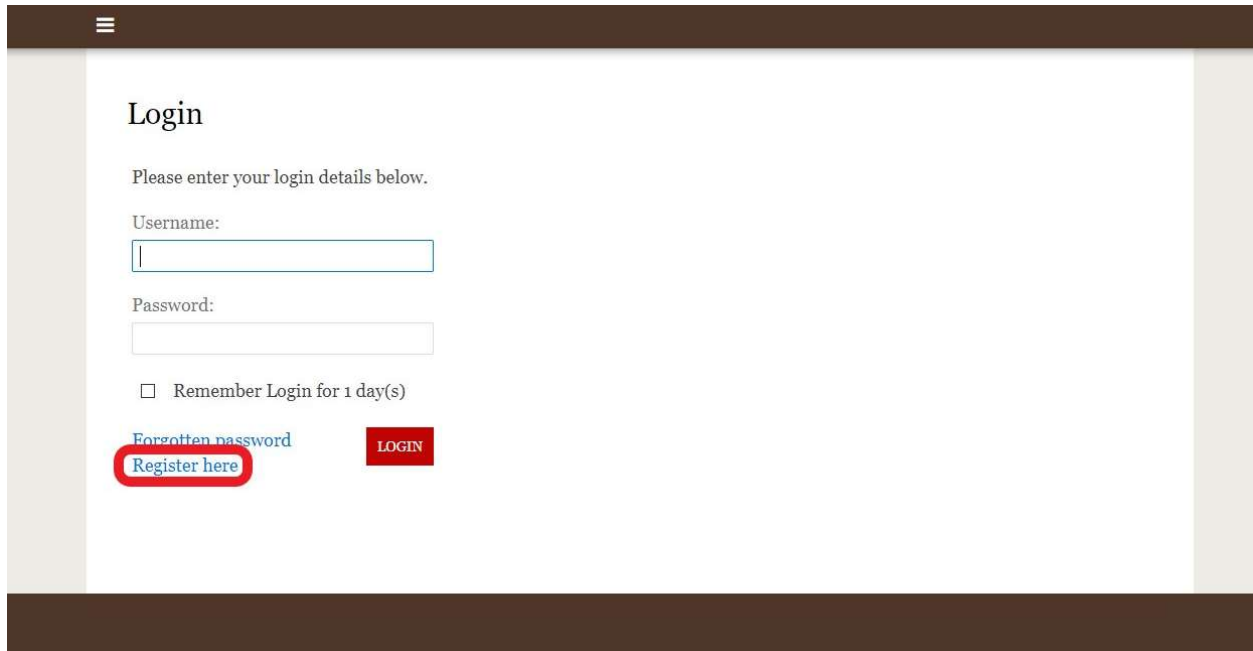


After navigating to the reservation site (<https://brown.starrezhousing.com/StarRezPortalConference/>) click the “Login” button on the top right corner of the portal.



If this is your first time visiting this reservation site, you will need to register by clicking on the “Register here” button.



The image shows a web page with a dark brown header and footer. The main content area is white. At the top left of the white area is a hamburger menu icon. The page is titled "Login". Below the title is the instruction "Please enter your login details below." followed by two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember Login for 1 day(s)". At the bottom left, there are two links: "Forgotten password" and "Register here". The "Register here" link is circled in red. To the right of these links is a red button labeled "LOGIN".

≡

Login

Please enter your login details below.

Username:

Password:

☐ Remember Login for 1 day(s)

[Forgotten password](#)
[Register here](#)

LOGIN

The registration page will ask you to fill out some personal information and set a password to create your account. Click “Save & Continue” to create your account and proceed to the home page.

Demographic Information

Last Name

 ⓘ

First Name

 ⓘ

Lived Name (i.e. a preferred first name or nickname)

Date of Birth

 ⓘ

Cell Phone

 ⓘ

Other Phone (if applicable)

Email:

 ⓘ

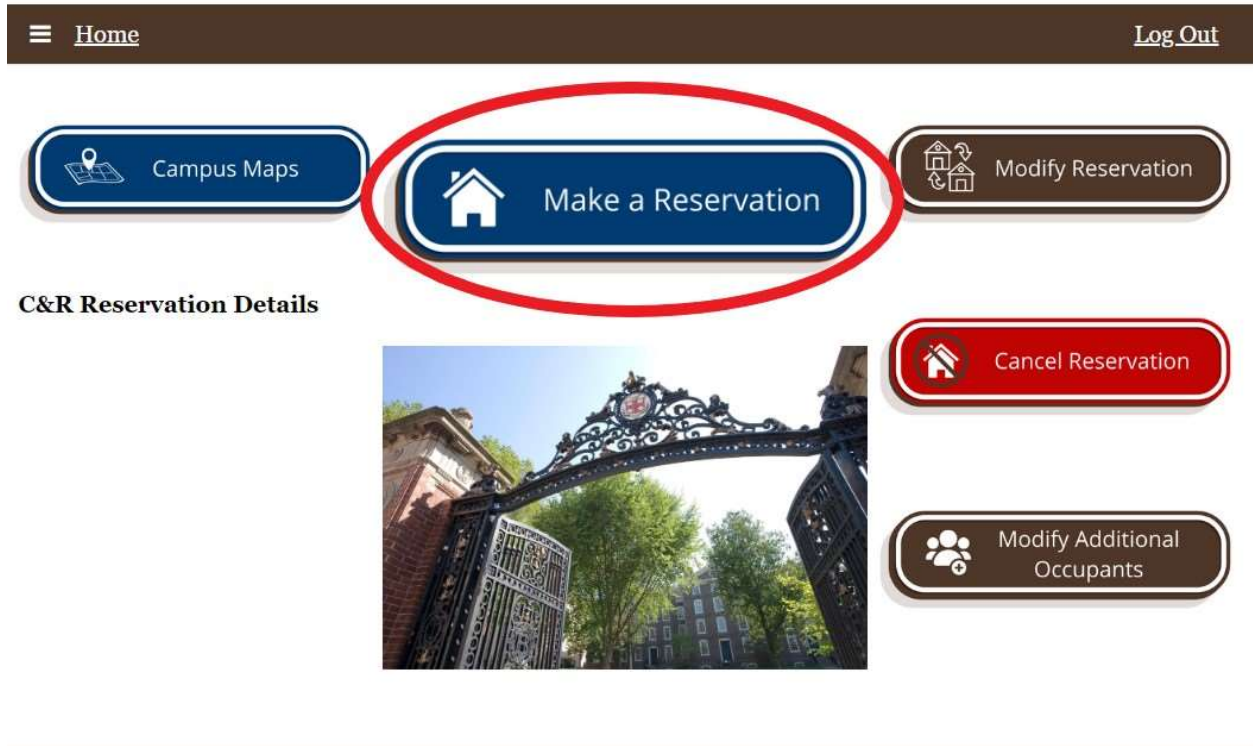
Password:

 ⓘ

Confirm Password:

 ⓘ

Once on the home page, click on the Make A Reservation button.



From there, you'll select either the Commencement Guests or Reunion Guests option.

Commencement or Reunion Guest

Please indicate whether you are an alumni guest celebrating a class year reunion (Reunion Guests), or a family member or friend of the members of the Class of 2023 (Commencement Guests)

Select Next Step

Please select next step ▼

Save & Continue

From there, you will get to an overview page that will give you detailed instructions on how the booking process itself works. After the overview page, you can proceed to view available buildings and book your room.

Commencement Guests: You will have to provide the name and email of the graduating student you are coming to campus to celebrate. You will also have to indicate your relationship to that student.

Reunion Guests: You will have to provide your graduation year. You can enter May 1st for the month and day.

On the next page you will provide the following emergency contact information for yourself. If you have any other guests on your reservation, you can add them at the end of this process and you will serve as their emergency contact.

Emergency Contact Information

Please be sure to provide the following emergency contact information for yourself. If you will have any other guests on your reservation, you can add them on the next page and you will serve as their emergency contact.

Contact Name

||| Josiah Carberry



Email

||| josiah_carberry@brown.edu



Cell Phone

||| 585-867-5309



Other Phone (if applicable)

|||



Relationship

||| Founder



The Initial Selection page will show you which buildings are available, as well as what types of rooms are available in each building.

Commencement Buildings


Building	Room Types Available
Diman House	Singles, Doubles, Triples
Goddard House	Singles, Doubles
Marcy House	Singles, Doubles, Triples
Sears House	Singles, Doubles


Reunion Buildings

Building	Room Types Available
Archibald-Bronson	Singles, Doubles, Triples
Champlin Hall	Singles, Doubles
Emery Hall	Singles, Doubles
Everett-Poland	Singles, Doubles
Gregorian Quad A	Singles (Suite/Apartment), Singles, Doubles

The Initial Selection page allows you to indicate which nights you will be staying on campus. As a reminder, there is a two-night minimum.

Please select your occupancy dates:

Fri, 26 May 20: 

Mon, 29 May 2 

| 3 nights







At the bottom of the Initial Selection page, you can pick a building so you can view available rooms there.





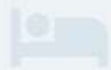







Please select a building below to view the available rooms located in that building.

ARCHIBALD BRONSON Select	CHAMPLIN HALL Select	EMERY HALL Select
EVERETT POLAND Select	GREGORIAN QUAD A Select	GREGORIAN QUAD B Select
HOPE COLLEGE Select	JAMESON MEAD Select	MORRISS HALL Select
NEW PEMBROKE 4 Select	WOOLLEY HALL Select	

On the room selection page, several filters are available to help you narrow down the room you would like to book.







Each room listing shows helpful information about the room. Below you can find a guide to that information.

 315THAYER 340 347 1  Calculate Total 315THAYER 340 315 THAYER Single (Suite/Apartment) Show Room Info ADD TO CART	 315THAYER 340 348 1  Calculate Total 315THAYER 340 315 THAYER Single (Suite/Apartment) Show Room Info ADD TO CART	 315THAYER 415 1  Calculate Total 315THAYER 415 315 THAYER Single Show Room Info ADD TO CART	<p>Room</p> <p>Number of Beds</p> <p>Room Type</p>
--	--	--	--


 <p>GREG A 203 203A</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 203 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Remove From Cart</p>	 <p>GREG A 203 203B</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 203 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Remove From Cart</p>	 <p>GREG A 203 203C</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 203 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Remove From Cart</p>
 <p>GREG A 203 203D</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 203 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Remove From Cart</p>	 <p>GREG A 204 204A</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 204 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Add To Cart</p>	 <p>GREG A 204 204B</p> <p>1  Calculate Total</p> <p>From \$90.00 per day GREG A 204 GREGORIAN QUAD A Single (Suite/Apartment)</p> <p>Show Room Info</p> <p>Add To Cart</p>

If you select a room within a suite or apartment, the system will automatically select the entire suite so you don't have to. Partial suite bookings are not available.


Housing rates are \$90 per bed per night, so the overall capacity of the room will determine how much it costs to reserve. You can determine the total by adding up the rate for each bed you reserve.

		
SEARS 107	SEARS 108	SEARS 109
2  Calculate Total	2  Calculate Total	1  Calculate Total
From \$90.00 per day	From \$90.00 per day	From \$90.00 per day
SEARS 107	SEARS 108	SEARS 109
SEARS HOUSE	SEARS HOUSE	SEARS HOUSE
Double	Double	Single
Show Room Info	Show Room Info	Show Room Info
Add To Cart	Add To Cart	Add To Cart

Once you have selected the room(s) you want, scroll to the bottom of the page and click “Select Room Spaces”




315THAYER
220 221

1  [Calculate Total](#)


315THAYER 220
315 THAYER
Single (Suite/Apartment)

[Show Room Info](#)

REMOVE FROM CART



315THAYER
220 222

1  [Calculate Total](#)

315THAYER 220
315 THAYER
Single (Suite/Apartment)

[Show Room Info](#)

REMOVE FROM CART

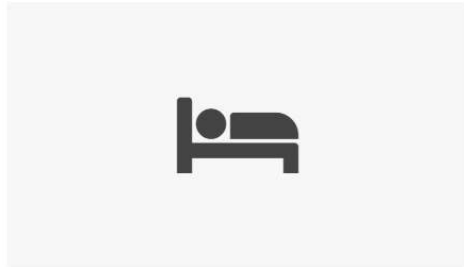
Previ...

SELECT ROOM SPACES

If you selected multiple room spaces, you can pick which room space you will live in, and which will be spaces for other members of your group.

Assign Beds

My Room



Nick .Greene

Select Bed

Select Bed

ARCH BRON A109 (2 total spaces, 2 available, 0 unavailable)

ARCH BRON A109-1

ARCH BRON A109-2

GO BACK

ASSIGN BEDS

You will have the opportunity to provide information on your group members at the end of the process.

If you did not select multiple room spaces, the Assign Beds page will not appear – this is normal.



Confirmation

315THAYER 220 221, 315THAYER 220, 315 THAYER

1. 315THAYER 220 221-1:

315THAYER 220 222, 315THAYER 220, 315 THAYER

1. 315THAYER 220 222-1: Additional Occupant

GO BACK

SAVE & CONTINUE

After confirming the room spaces, you will see a checkout page, which will show a summary of your order.

Shopping Cart Checkout

Item Description	Total Amount (\$)	Remove
GREG A 408-1 for N. .Greene	\$180.00	
GREG A 408-2 for additional occupant	\$180.00	
Total:	\$360.00	

If you click “Confirm Order” you will be redirected to our online payment site so you can pay for your reservation.

Here is what the online payment site looks like, as well as the information you will need to have in order to complete your payment.

Payment Information







* Indicates required information

Total:

\$180.00

Payment Method:*

Credit Card



Account Information

* Indicates required information

Credit Card Type:*

Select a Credit Card Type

Account Number:*

Expiration Date:*

04

2022

Security Code:*

[View Example](#)

Name on Card:*

Billing Information

* Indicates required information

Street Address 1:*

Street Address 2:

City:*

State:*

Rhode Island

Zip Code:*

Country:*

United States

Contact Information

* Indicates required information

Email:*

name@email.com

Mobile Phone:

(555) 555-5555

Cancel

Continue

After paying for your order, you will receive a confirmation email, and you will get to a receipt page, which you can print for your records. You will receive a separate online receipt from our online payment site.

Shopping Cart Receipt

Booking Successful!

Your booking was successfully processed.

Your booking was successfully processed. You can review the item(s) you booked for below, as well as your receipt number and other important details. You may want to print this page for future reference.

You will be able to provide the information for your Additional Occupants on the next page.

Full Name: Greene, Nicholas (Nicholas Greene)

Items Booked

Item Description	Total Tax (\$)	Total Amount (\$)	Status
315THAYER 220 221-1 for N. Greene	\$0.00	\$0.00	Success
315THAYER 220 222-1 for additional occupant	\$0.00	\$0.00	Success
Total:	\$0.00	\$0.00	

SAVE & CONTINUE

Additional Occupant Information

You're almost done! All that's left is to provide information about any other guests on your reservation.

The Additional Occupants page should be completed for each classmate or additional group member you have.

Additional Occupant Details

Please fill in the details of the additional occupant:

First Name

ⓘ

Last Name

ⓘ

Lived Name

Date of Birth

ⓘ

Cell Phone

ⓘ

Email

ⓘ

Relationship

ⓘ

After providing information for each group member, you can click “Finish Reservation” to close out the process.