

FIRST 2025 Championship

Housing and Registration Process

1. Once your team has qualified, you will receive an invitation to request your hotel block of rooms. Email will be from Info@cvent.com.
 - a. If you do not see all the dates available but your main event dates are available, please still select the hotel and let the Housing Bureau know you still need pre/post-event dates.



Congratulations! Time to create a Team Room Block!

Good news! Now that your team has qualified, you can set up a Team Room Block for the 2025 FIRST® Championship in Houston, TX.

- This site will allow you to browse the available hotels and room types in real time and submit

2. Once your Selected Hotel Block is secured, you will receive an email from the system that includes the [Rooming List Template](#) to [submit your rooming list/badge](#).



Hi <Name>

Great news! Your Team Room Block has been created!

DO NOT BOOK YOUR ROOMS ANY OTHER WAY.

- a. Through this template, you will submit all names included in your team to include students, chaperones, coaches. This template submission will take care of your rooms AND your badging process.

Your Upcoming Event

2025 FIRST® Championships sponsored by BAE Systems

Apr 16, 2025 - Apr 20, 2025

George R. Brown Convention Center

BOOKMARK THIS EMAIL FOR FUTURE REFERENCE

What's Next? Book Your Rooms

CONFERENCE DIRECT	FIRST 2025 CHAMPIONSHIP <small>PRESENTED BY BAE SYSTEMS</small>
<small>Please fill out the Main Contact information for the group</small>	
Contact Information	
Main Contact Name:	
Main Contact Email:	
Main Contact Phone:	
Street Address:	
City:	
State:	
Zip Code:	
Country:	
Program Level:	
Team Number:	
Team Name:	
Room Block - was not able to secure full nights stay. Will need wait list turned on:	
Instructions:	
<small>Complete the contact information above for the Main Contact for the Team. This information is</small>	
<small>* Select your Program Level from the drop-down in the cell above.</small>	
<small>* Add your Team Number-Team Name (EX: 1234-Robots).</small>	
<small>"Hotel and Badge Registration" Tab: Fill in the Housing & Badge Registration information for each room and each person staying in that room.</small>	

- b. If you have family members who are just spectators but want to be at the same hotel, please indicate that they are Parent/Spectators.

F	G	H
Guest1 Last Name	Badge First Name	Guest 1 Registration Category
		Student
		Mentor/Coach
		Parent/Chaperone
		Family/Member/Sibling
		Parent/Spectator
		Other

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3. Once your Rooming List Template is processed for your hotel rooms, you will receive an email to let you know. This email will direct you to set up your sub-block Planner Portal access so you can view your reservations and manage your block now that it is booked. Through this portal, you can make changes to your reservations, update roommates or cancel reservations.



We have processed your submitted Housing List-Badge Registration Template for the 2025 FIRST® Championship sponsored by BAE Systems. Here are your next steps.

- Click on this [LINK](#) to access your Sub-block Planner Portal (aka – Dashboard). If you used this dashboard before, you may need to reset your password. If you are a new user, you will need to click on Create New Account to set up your log in credentials.
- The dashboard is where you can monitor your reservations, make edits, and run a room list report if needed. These links provide short user guides on these actions.

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 - o [Create New Account](#)
 - o [View Block & Rates](#)
 - o [Make Individual Edits](#)
 - o [Make Bulk Edits](#)
 - o [View Reservations](#)
 - o [Run a Room List Report](#)
- If your rooming list included Parent-Spectator room(s), these reservations have been booked with the Team credit card guaranteeing the reservation.
 - o It is the Team’s responsibility to ensure that the Parent-Spectator’s update their reservation with their own method of payment.
 - o You should receive a copy of this room’s reservation acknowledgement email which includes that Parent-Spectator’s Passkey Acknowledgement #.
 - o Please have the Parent-Spectator use this link: <https://book.passkey.com/go/FIRSTChampionship2025Modify> along with their Passkey Acknowledgement # to access the reservation. They can update their email address and credit card information on file.
 - o Once that has been completed, they will receive their reservation acknowledgement email.

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4. Last “step”, you will receive an email that outlines your Team’s Financial Responsibility.



April 16-20, 2025

Subject Line: 2025 FIRST® Championship sponsored by BAE Systems – Team Room Block / Final Financial Responsibility Outline

Thank you for completing your block and booking all your reservations with the Official Housing Bureau for the 2025 FIRST® Championship sponsored by BAE Systems.

Listed below is your Team Room Block Financial Responsibility at the Booking Deadline:

Hotel Name:	
Hotel Rate:	
Number Rooms Booked:	
Number of Total Room Nights:	
85% of your Total Block Room Nights:	
Teams Minimum Financial Responsibility:	