

ONLINE EVENT HOUSING TOOLS FOR A SUCCESSFUL EVENT

Login at
planners.passkey.com

First time using the Planner
Portal?

1. Visit planners.passkey.com
2. Click “Create new account”
3. Complete the form including your new username & password
4. Confirm your identity in the confirmation email sent to your inbox
5. Login to the planners.passkey.com

Dedicated Web Booking Engine

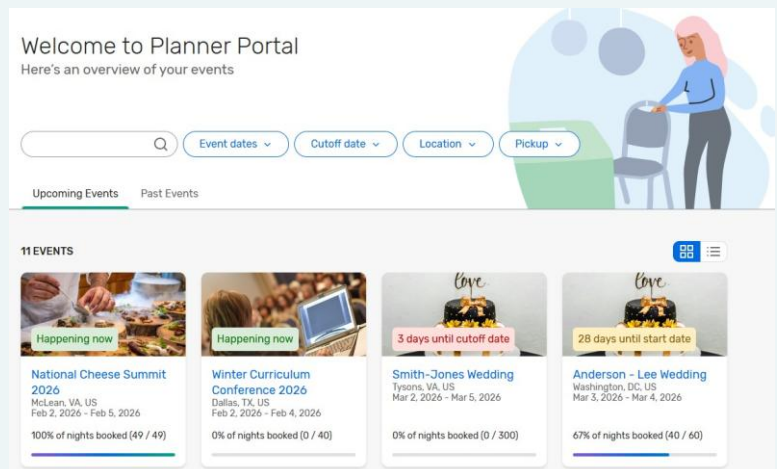
The booking website is customized for your event to establish booking exclusivity and convenience for your attendees on both desktop and mobile platforms.

Connect Registration with Reservations

Directly integrate your event registration process to the event’s hotel booking website for a seamless guest experience, ensuring that attendees book their hotel rooms in a timely manner in your contracted block.

Room List Upload

Rooming list files can be uploaded to the hotel via the planner portal for a quick and secure transfer of your attendee & reservation information.



Reporting

Using real time data, generate custom pickup, rooming list, and delegate reports to analyze your event’s room block.

Event Alerts

Automated email alerts make sure you have the right information at the right time, such as a weekly pick-up report, delegate list or cut-off reminder.

Historical Data

Access block & pickup information from your past events to inform your future housing & sourcing decisions.