



Dear Estes Park Marathoners,

Thank you for selecting Estes Park Center to host your group. Listed below are the directions for you to distribute to your group members in order for them to make their reservations on-line.

When your participants goes to the on-line registration (the group area) at our website www.ymcarockies.org they should follow the following links.

1. Click on Group, conference and retreat reservation under "make reservations" at the top of the home page.
2. Click on Group reservations for **Estes Park Center** near the bottom of the next page.
3. Choose "Group or Family Reunion" and click continue.
4. Type in **E30964** for the Group number and **109665** for the password.
5. Your group information will appear. Click "continue"
6. Continue to make a room reservation by filling out your arrival & departure dates and putting in the number of people staying in your room. Then click "Search for Available Room Types". Select the room type you would like. The price will appear at the bottom of the next page.

To finish the reservation click on "Continue to reserve this room". You will then fill out information needed for a confirmation and asked for a deposit of 35% of your total stay.

When the reservation is completed it will give you your confirmation number. You will also receive an e-mail confirmation. If you do not get this in a timely manner feel free to contact Reservations @ 800-777-9622 ext. 2 so that we can send another copy out to you.

If you would like to **come in earlier or stay longer**, you will need to make your reservation on-line first for the dates of the group. Then you will need to call Family Reservations @ 800/777-9622 ext 2 to add the additional nights to your group reservation. Please have your reservation number handy.

If you have an electronic way to contact all of your family or would like to put a link on your website that will directly link you to the reservation page, please use

<http://epcirm.org/irm/accessid.asp?accesstype=group>.

This link will bypass steps 1- 3 above and take you right to step #4 where they put in the group number and the password or use LOGO for link.

We look forward to hosting your group.

Estes Park Center
YMCA of the Rockies
Estes Park, CO 80511