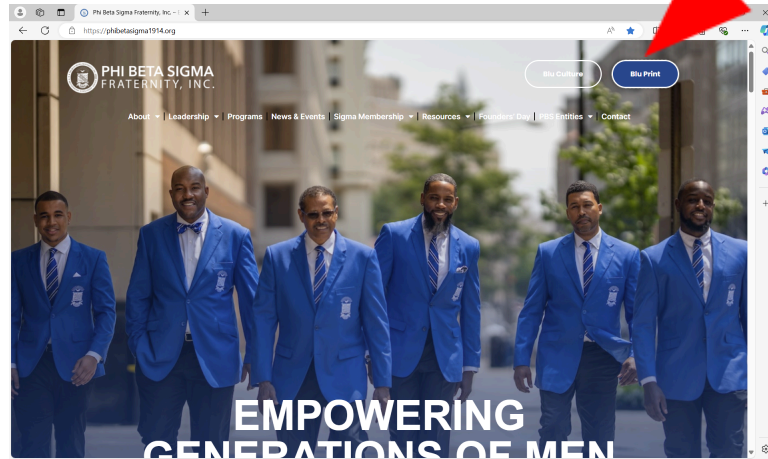


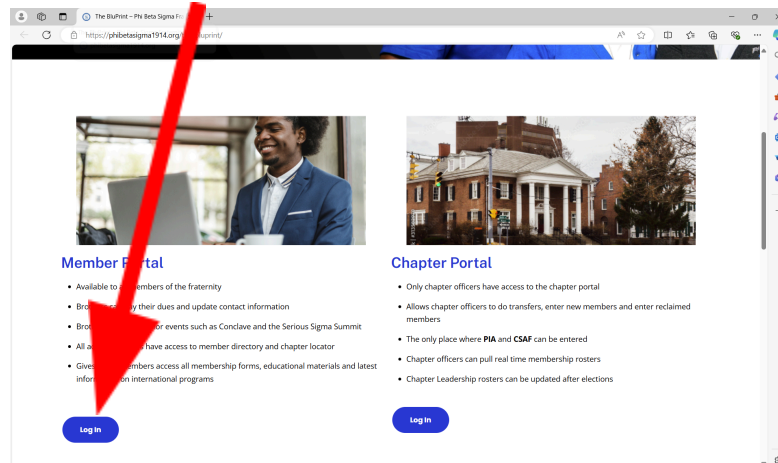
# Conclave 2025 – Tampa Experience

## How To Register Guidelines

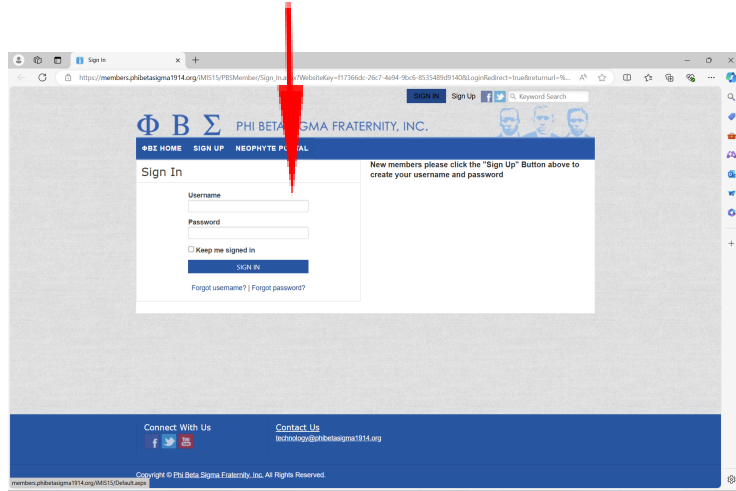
1. Type **phibetasigma1914.org** into your search browser.
2. Once you arrive at the International Headquarters website, click on **“Blu Print”**, which is located at the top right-hand corner of the page.



3. Scroll down and click on **“Log In”** under **“Member Portal”**.



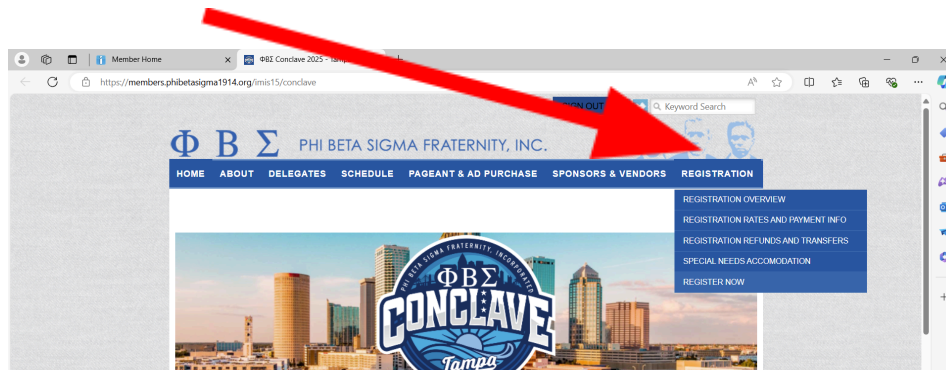
4. Enter your **“User Name”** and **“Password”**, then click **“Sign-In”**.



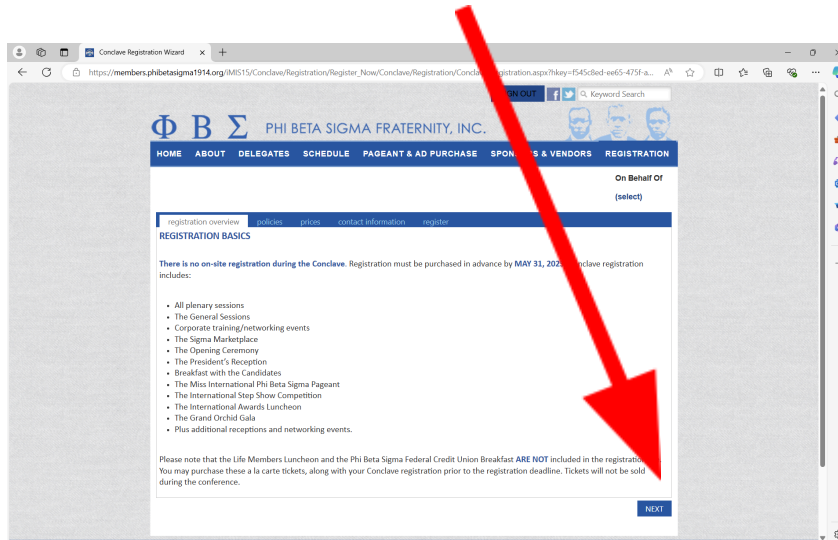
5. Click on the **“Conferences”** tab at the top of the screen, then **“Conclave 2025”**.



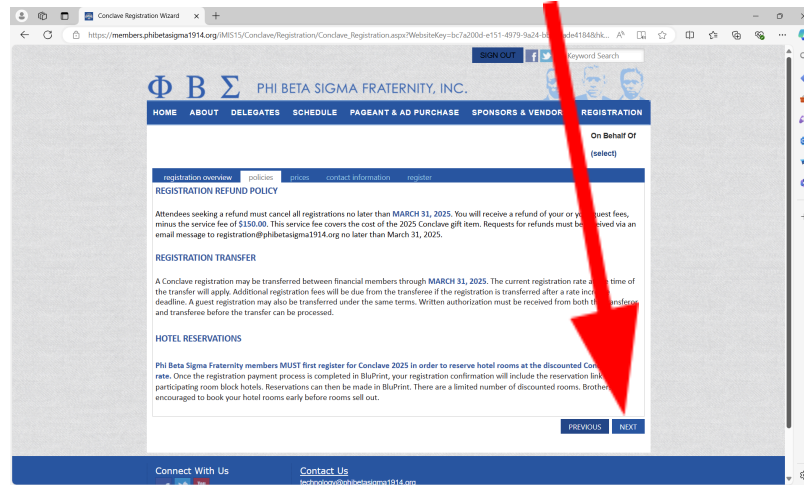
6. Click on **“Registration”** at the top of the screen, then **“Register Now”**.



7. After reading **“Registration Basics”**, click **“Next”**.



8. After reading **“Registration Refund Policy”**, click **“Next”**.



9. After reading **“Registration Rates”**, click **“Next”**.

The screenshot shows the 'Registration Rates' page with the following content:

REGISTRATION RATES	
<b>EARLY BIRD:</b> August 1, 2024 – Sept 30, 2024	
• Alumni:	\$630
• Collegiate:	\$530
• Guest:	\$530
• DSC:	\$530
• Virtual:	\$430
<b>REGULAR:</b> Oct. 1, 2024 – Feb. 28, 2025	
• Alumni:	\$730
• Collegiate:	\$730
• Guest:	\$630
• DSC:	\$630
• Virtual:	\$430
<b>LATE:</b> Mar. 1, 2025 – May 31, 2025	
• Alumni:	\$830
• Collegiate:	\$730
• Guest:	\$730
• DSC:	\$730
• Virtual:	\$530

A-LA-CARTE PURCHASE OPTIONS:	
Demetrius C. Newton Golf Classic	\$156.00
Phi Beta Sigma Federal Credit Union Breakfast	\$68.00
DSC & A.L. Locke Honors Chapter Dinner	\$156.00
Life Membership Luncheon	\$89.00
Orchid Ball Ticket (Additional)	\$208.00

At the bottom right, there are two buttons: 'PREVIOUS' and 'NEXT'. A large red arrow points from the top of the page down to the 'NEXT' button.

10. After reading **“Address and Career Field Update”**, click **“Next”**.

The screenshot shows the 'Address & Career Field Update' page with the following content:

Please review your address and career field information. (Requires your BLUPRINT login and password)  
Please do not enter PO boxes as your permanent address. Conclave materials must be delivered to home addresses and our carriers do not deliver to PO boxes.

permanent

1020 Connecticut Ave., NW  
Suite 917  
Washington, DC 20036  
UNITED STATES

(202) 736-5434 ext 204  
w@pbetastigma1914.org

Hide

I can confirm the above address is up to date as of: 11/09/2024

Phone: (202) 736-5434 ext 204

Email: w@pbetastigma1914.org

Review and Update your Current Career Field to display on your Badge: Education

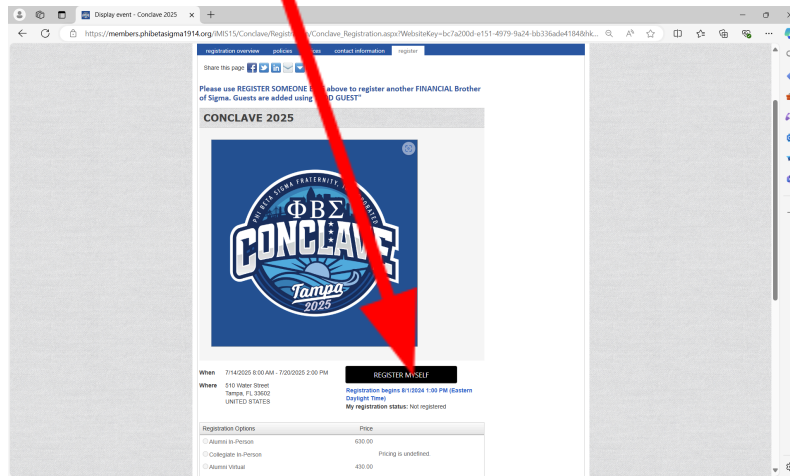
Review and Update your Date of Initiation: 11/14/1999

Review and update your Date of Birth: [ ]

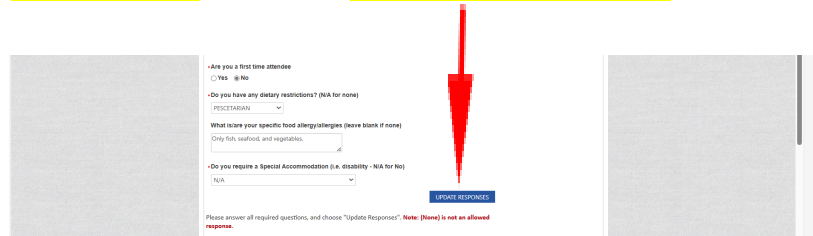
At the bottom right, there are two buttons: 'PREVIOUS' and 'NEXT'. A large red arrow points from the top of the page down to the 'NEXT' button.



11. Click **“Register Myself”** then select one of the following **“Registration Options”**: **NOTE**: You must select a registration option.
- a. Alumni In-Person
  - b. Collegiate In Person
  - c. Alumni Virtual
  - d. Collegiate Virtual

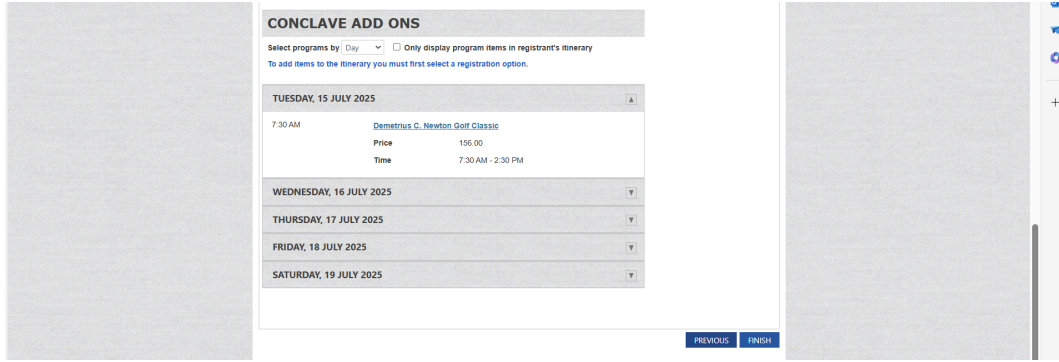


12. Answer the **“Questions”** then click **“Update Responses”**.

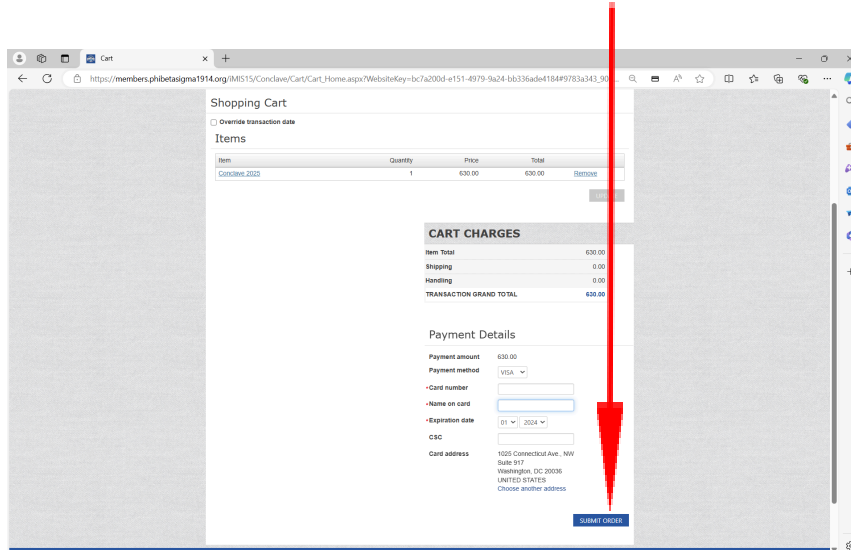


13. Respond to any of the **“Conclave Add-Ons”**, then click **“Finish”**.

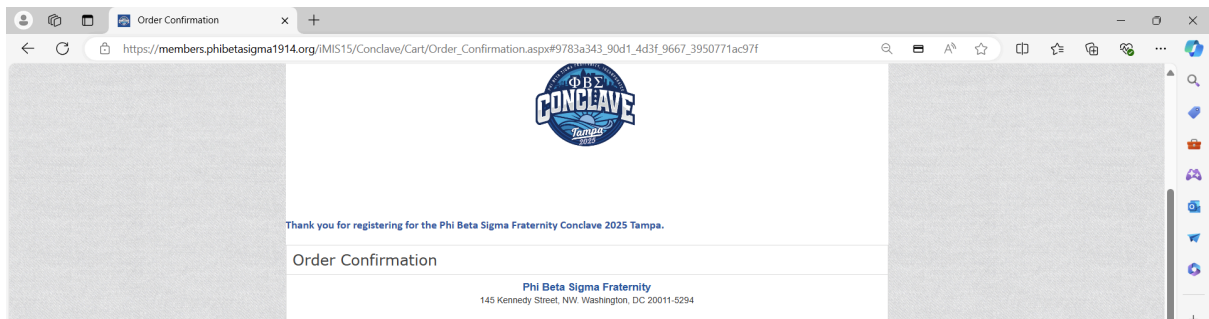




14. Enter your payment information, then click **“Submit Order”**.



15. Once you click **“Submit Order”**, the following confirmation page should display with your registration details:



16. You will receive an email from [registration@phibetasigma1914.org](mailto:registration@phibetasigma1914.org) with the subject line - **Phi Beta Sigma Conclave Tampa 2025 Hotel Registration Link**.

**NOTE:** The hotel registration link is connected to your Conclave 2025 - Tampa Experience. Please do not share this link with anyone. If you choose to share this link with someone, you forfeit your opportunity to make a hotel reservation; therefore, another link will not be generated for you. Please check your spam/junk mail.

**From:** PBS Conclave 2025 <[registration@phibetasigma1914.org](mailto:registration@phibetasigma1914.org)>  
**Sent:** Friday, August 9, 2024 2:48 PM  
**To:** [REDACTED]  
**Subject:** Phi Beta Sigma Conclave Tampa 2025 Hotel Registration Link

 PHI BETA SIGMA FRATERNITY, INC.



Thanks for registering for the Conclave 2025 - Tampa Experience. Below, you will find the link to reserve your hotel room.

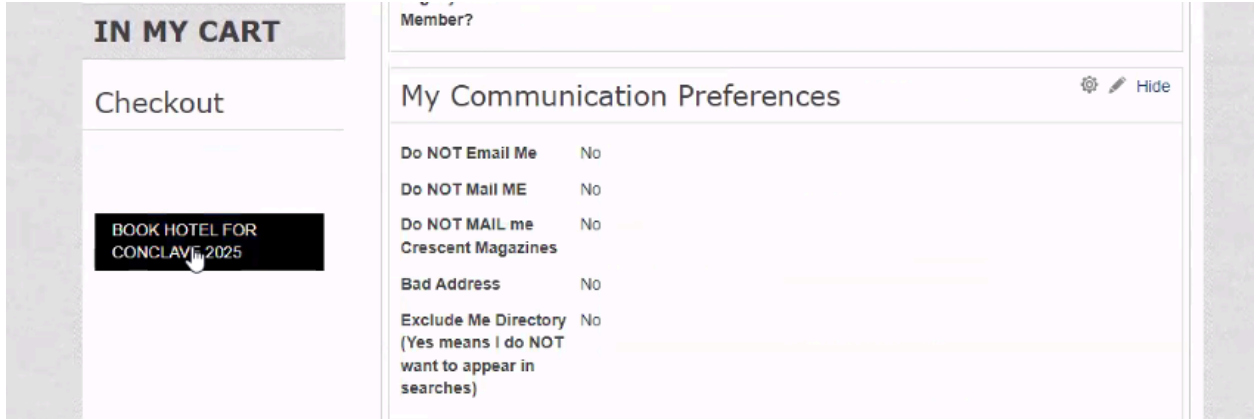
[https://book.passkey.com/entry?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXlsb2FkIjoieTYZwSEV4UDduRHUzcVFhY0hDaVBwSFRtUzdsMVM3SFVWYjY2STVuSHZWSG94eF5UjF4dDk4SIEXMUwyQFVFWUgxeSExuZ2t0Q2ExYmc0N3Q2SExCK2I2TDh2VThXbUNUQjVITkN1Uj9YUTg9In0.bViA606SH8TjyVl63KySe\\_knT0Bf3JQBtUK6qY9Jgs](https://book.passkey.com/entry?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXlsb2FkIjoieTYZwSEV4UDduRHUzcVFhY0hDaVBwSFRtUzdsMVM3SFVWYjY2STVuSHZWSG94eF5UjF4dDk4SIEXMUwyQFVFWUgxeSExuZ2t0Q2ExYmc0N3Q2SExCK2I2TDh2VThXbUNUQjVITkN1Uj9YUTg9In0.bViA606SH8TjyVl63KySe_knT0Bf3JQBtUK6qY9Jgs)

**NOTE:** The hotel registration link is connected to your Conclave 2025 - Tampa Experience. Please do not share this link with anyone. If you choose to share this link with someone, you forfeit your opportunity to make a hotel reservation; therefore, another link will not be generated for you.

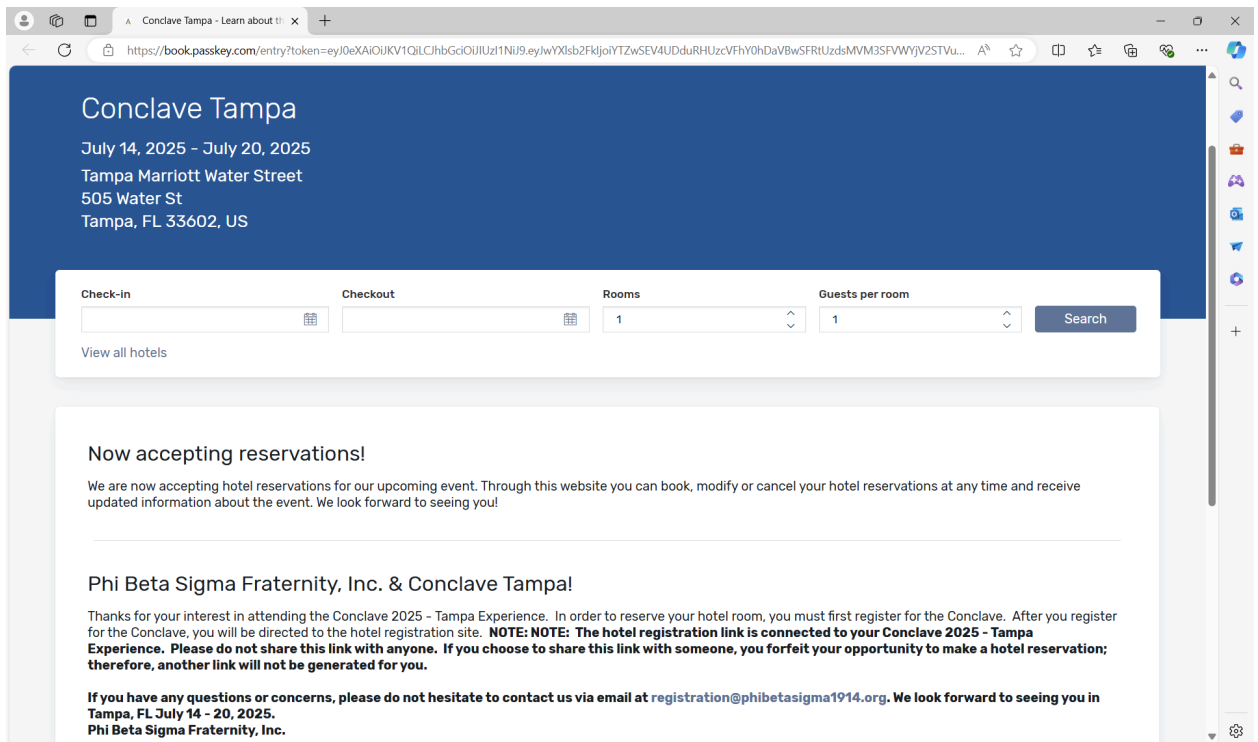
If you have any questions or concerns, please do not hesitate to contact us via email at [registration@phibetasigma1914.org](mailto:registration@phibetasigma1914.org). We look forward to seeing you in Tampa, FL July 14 - 20, 2025.

Phi Beta Sigma Fraternity, Inc.

If you do not receive the hotel registration link via email, please check your spam/junk mail. If the link is not in your inbox and/or spam/junk mail, return to your Blu Print profile where you will find **“Book Hotel for Conclave 2025”** under **“In My Cart – Checkout.”** Click on the link and follow the instructions to secure your hotel.

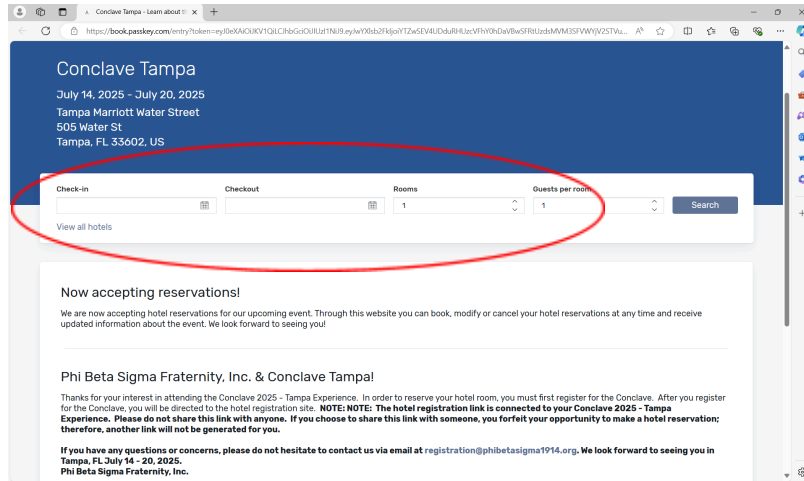


17. Click on the link in your email to access the hotel registration portal. The following page should display.

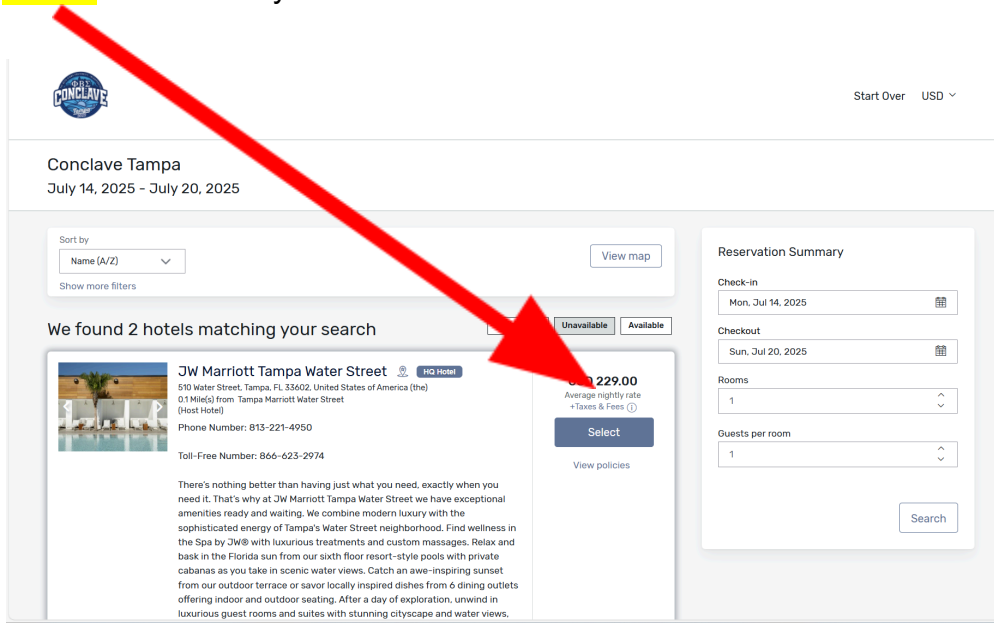


18. Select your "Check-In" and "Check-Out" dates. **NOTE:** You are not permitted to reserve multiple rooms.





19. **Select** the hotel of your choice.



20. **Select Your Room** type.



Conclave Tampa  
July 14, 2025 - July 20, 2025

Back to hotel list

**JW Marriott Tampa Water Street** HQ Hotel

0.1 Mile(s) from Tampa Marriott Water Street  
(Host Hotel)  
510 Water Street  
Tampa, FL 33602, United States of America (the)

Sort by  
Price (Low To High)

Select Your Room Available Selected Unavailable Waitlist

**DELUXE 2 QUEEN BEDS**  
Max Guests: 4

Details  
DELUXE 2 QUEEN BEDS

Jul

Mon 14	Tue 15	Wed 16	Thu 17	Fri 18
USD 229	USD 229	USD 229	USD 229	USD 229

USD 229.00  
Average nightly rate  
+ Taxes & Fees

1 rooms  
1 guests

Select

View policies

**Reservation Summary**

Check-in  
Mon, Jul 14, 2025

Checkout  
Sun, Jul 20, 2025

Rooms  
1

Guests per room  
1

JW MARRIOTT TAMPA WATER STREET  
Change hotel

Search

21. On the **“Guest Information”**, enter your contact information, then click **“Next”**.

Enter guest info

Guest Information Payment Information

**Guest Information**

**DELUXE 1 KING BED**  
Max. Guests: 2

Adults  Children

Primary Guest

Arrival Date  Departure Date

\*Arrival Time  \*Departure Time

Prefix

\*First Name  Middle initial

\*Last Name  Suffix

Organization  Position/Title

**Reservation Summary**

Check-in Mon, Jul 14, 2025

Checkout Sun, Jul 20, 2025

Rooms 1

Guests per room 1

JW MARRIOTT TAMPA WATER STREET  
Change hotel

DELUXE 1 KING BED USD 1,374.00  
1 adult, 6 nights  
Change rooms

**Subtotal USD 1,374.00**

TAXES & FEES

Local Fee (USD 1.95 per night) USD 11.70

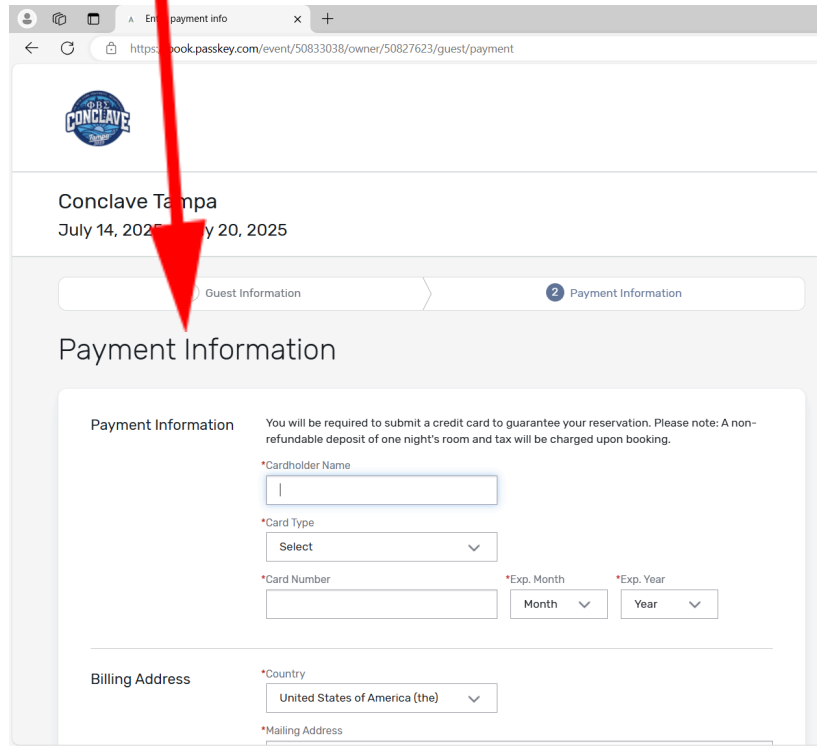
Occupancy Tax (6.0% per night) USD 82.44

State Tax (7.5% per night) USD 103.05

**Grand Total USD 1,571.19**

Edit reservation Next

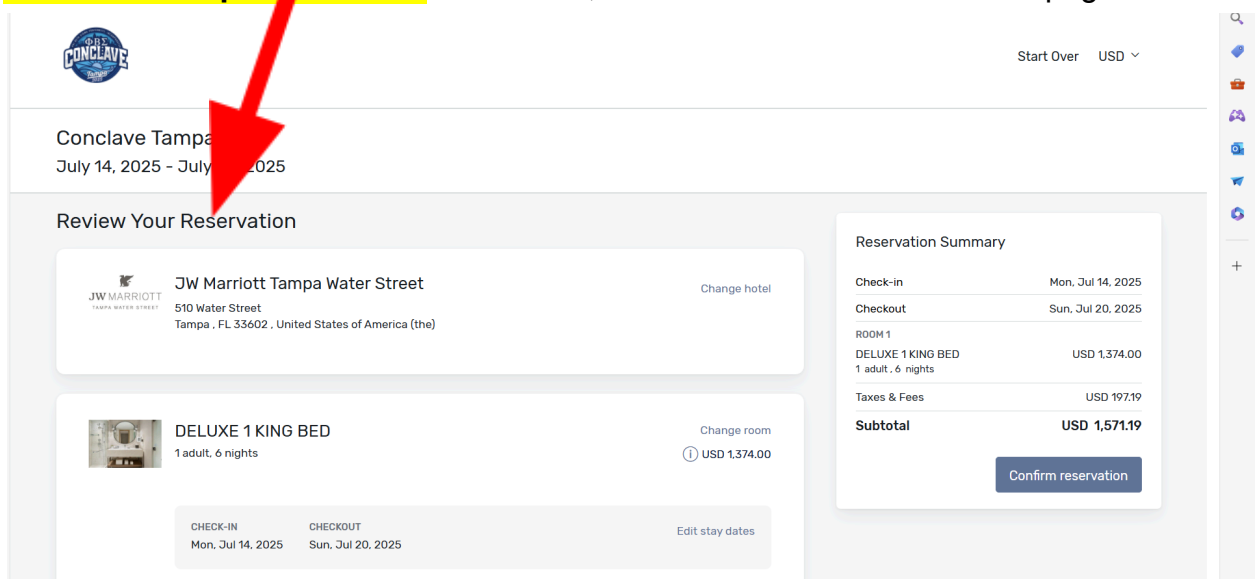
22. On the **“Payment Information”**, enter your payment information, then click **“Next”**.



The screenshot shows a web browser window with the URL <https://book.passkey.com/event/50833038/owner/50827623/guest/payment>. The page header includes the 'CONCLAVE' logo and the event details: 'Conclave Tampa' from 'July 14, 2025' to 'July 20, 2025'. Below the header is a navigation bar with two tabs: '1 Guest Information' and '2 Payment Information'. The 'Payment Information' tab is active. The main content area is titled 'Payment Information' and contains a form with the following fields:

- Payment Information:** A note states, 'You will be required to submit a credit card to guarantee your reservation. Please note: A non-refundable deposit of one night's room and tax will be charged upon booking.'
- \*Cardholder Name:** A text input field.
- \*Card Type:** A dropdown menu with 'Select' as the current selection.
- \*Card Number:** A text input field.
- \*Exp. Month:** A dropdown menu with 'Month' as the current selection.
- \*Exp. Year:** A dropdown menu with 'Year' as the current selection.
- Billing Address:**
  - \*Country:** A dropdown menu with 'United States of America (the)' as the current selection.
  - \*Mailing Address:** A text input field.

23. On the **“Review Your Information”** page, confirm that your **Room Type**, and **Arrival and Departure Dates** are correct, then scroll to the bottom of the page.



The screenshot shows the 'Review Your Reservation' page. At the top right, there are links for 'Start Over' and 'USD'. The event details are 'Conclave Tampa' from 'July 14, 2025' to 'July 20, 2025'. The main content area is titled 'Review Your Reservation' and contains the following information:

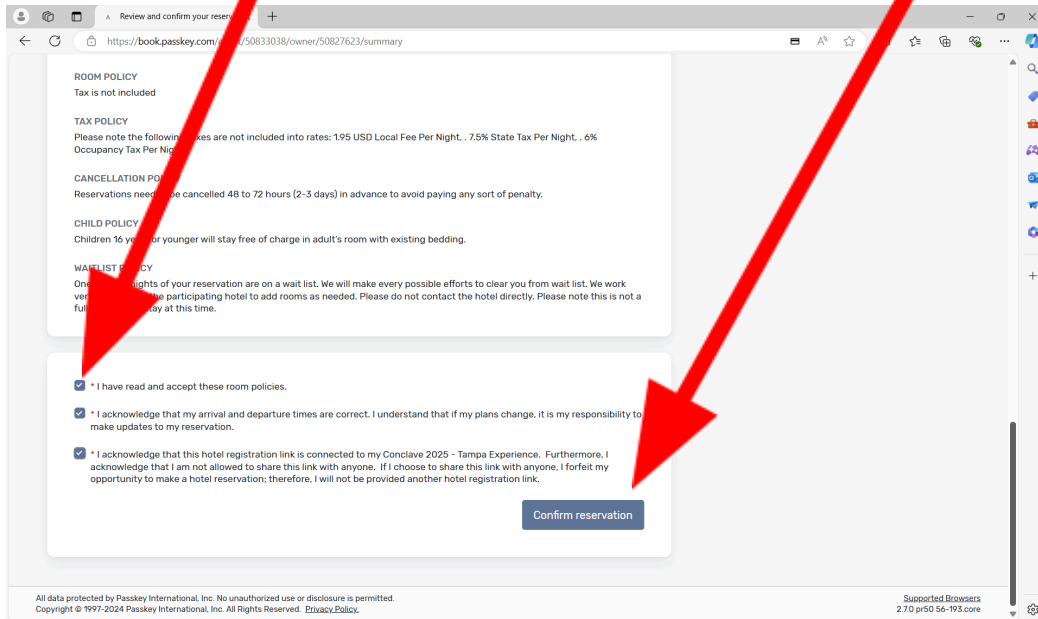
- Hotel:** JW Marriott Tampa Water Street, 510 Water Street, Tampa, FL 33602, United States of America (the). There is a 'Change hotel' link.
- Room:** DELUXE 1 KING BED, 1 adult, 6 nights. There is a 'Change room' link and a price of USD 1,374.00.
- Check-in/Check-out:** CHECK-IN: Mon, Jul 14, 2025; CHECKOUT: Sun, Jul 20, 2025. There is an 'Edit stay dates' link.

On the right side, there is a 'Reservation Summary' box with the following details:

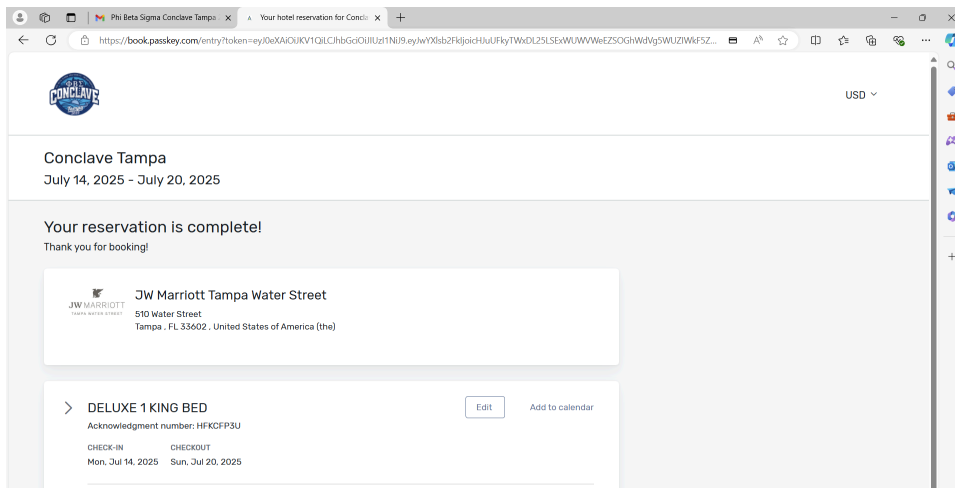
Check-in	Mon, Jul 14, 2025
Checkout	Sun, Jul 20, 2025
ROOM 1	
DELUXE 1 KING BED	USD 1,374.00
1 adult, 6 nights	
Taxes & Fees	USD 197.19
<b>Subtotal</b>	<b>USD 1,571.19</b>

At the bottom of the summary box is a 'Confirm reservation' button.

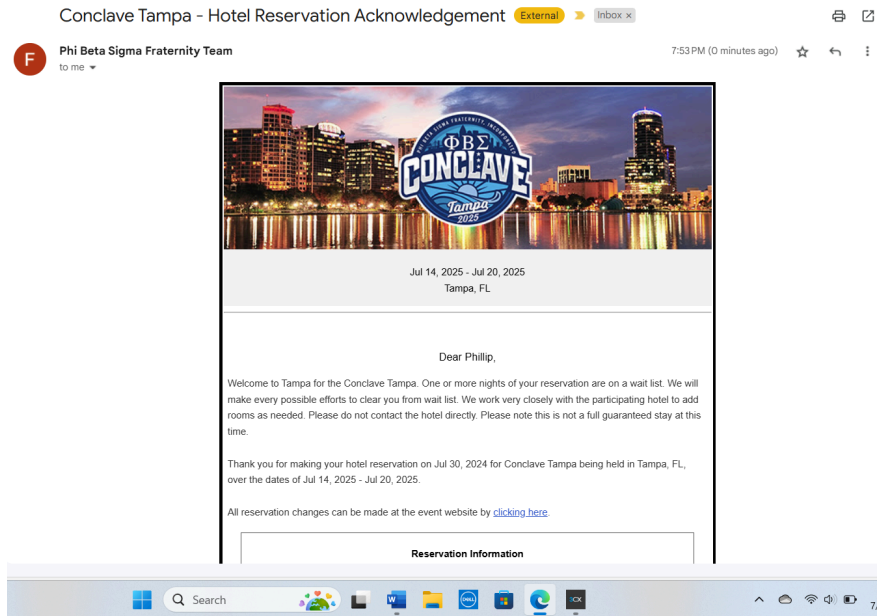
24. Acknowledge the **“Consents”** at the bottom of the page, then click **“Confirm Reservation”**.



25. Once you click **“Confirm Reservation”**, the following page should display:



26. Once you register for your hotel, you should receive a confirmation from **Phi Beta Sigma Fraternity Team** – [info@cvent.com](mailto:info@cvent.com).



27. If you have any questions or concerns, please do not hesitate to contact us via email at [registration@phibetasigma1914.org](mailto:registration@phibetasigma1914.org). We look forward to seeing you in Tampa, FL July 14 - 20, 2025.