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".

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MY ACCOUNT CART MEMBERSHIP SIGMA LMS	CONFERENCES LIFE MEMBERS MIP STAFF	
DOCUMENTS & TRAINING NEOPHYTE PORTAL REC	CONCLAVE 2025 2 ITEMS BLU PHI CLIPS	
	DARE TO BELIEVE - 2024	

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".

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	Autimin. 5000 Collegiate: \$730 Guest: \$730 DSC: \$730 Virtual: \$530 ALA-CARTE PURCHASE OPTIONS:						
	Demetrius C. Newton Golf Classic Phi Beta Sigma Federal Credit Union Breakfas DSC & A.L. Locke Honors Chapter Dinner Life Membership Luncheon Orchid Ball Ticket (Additional)	\$156.00 st \$68.00 \$156.00 \$89.00 \$208.00					

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10. After reading "Address and Career Field Update", click "Next".

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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".

Are you a first time attendee		
⊖Yes ⊛No		
Do you have any dietary restrictions? (N/A for none)		
PESCETABIAN V		
What is/are your specific food allergy/allergies (leave blank if none)		
Only fish, seafood, and vegetables.		
· · · · · · · · · · · · · · · · · · ·		
Do you require a Special Accommodation (i.e. disability - NIA for No)		
N/A Y		
UPDATE RE	PONSES	
Please answer all required questions, and choose "Update Responses". Note: (None) is not an response.	allowed	

13. Respond to any of the "Conclave Add-Ons", then click "Finish".

Select programs by Day - Only display program items in regis	strant's itinerary	
To add items to the itinerary you must first select a registration option.		
TUESDAY, 15 JULY 2025		
7:30 AM Demetrius C. Newton Golf Classic		
Price 156.00		
Time 7:30 AM - 2:30 PM		
WEDNESDAY, 16 JULY 2025	Ŧ	
THURSDAY, 17 JULY 2025	Ŧ	
FRIDAY, 18 JULY 2025	T	
SATURDAY, 19 JULY 2025	T	

14. Enter your payment information, then click "Submit Order".

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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 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.



 $\Phi \ B \ \Sigma$ 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=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUz11NiJ9.eyJwYXlsb2FkljoiYTZwSEV4UDduRHUzcVFhY0hDaVBwSFRtUzdsMVM3SFVW YjV2STVuSHZWSG94elF5UjF4dDk4SIExMUwyOEVFWUgxSExuZ2t0Q2ExYmc0N3Q2SExCK2l2TDh2VThXbUNUQiVITkN1Ui9YUTg9In0.bViA606SH8TjyVl63KySe_ knT0Bf3JQBTukK6qY9Jgs

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 atregistration@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 in the link and follow the instructions to secure your hotel.

IN MY CART	Member?		
Checkout	My Communication Pr	references	N Hide
	Do NOT Email Me No		
	Do NOT Mail ME No		
BOOK HOTEL FOR CONCLAVE 2025	Do NOT MAIL me No Crescent Magazines		
	Bad Address No		
	Exclude Me Directory No (Yes means I do NOT want to appear in searches)		

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

July 14, 2025 - July 20 Tampa Marriott Water S 505 Water St Tampa, FL 33602, US), 2025 Street				
Check-in View all hotels	Checkout	Rooms	Guests per room	Search ↓	7
Now accepting re	servations!				
We are now accepting hotel n updated information about t	reservations for our upcoming eve he event. We look forward to seeir	ent. Through this website you can book, mo g you!	dify or cancel your hotel reservations a	t any time and receive	
Phi Beta Sigma Fr	aternity, Inc. & Conc	lave Tampa!			
		na Europianas. In ordente reconversaria	ol room you must first register for the	Conclave After you register	

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

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	Conclave Tampa		
	July 14, 2025 - July 20, 2025		
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	505 Water St		
	Tampa, FL 33602, US		
	Check-in Checkout Rooms Guests per room		°
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	View all hotels		
	New according reactivations:		
	updated information about the event. We look forward to seeing you!		I.
	Phi Beta Sigma Fraternity, Inc. & Conclave Tampa!		
	Thanks for your interest in attending the Conclave 2025 - Tampa Experience. In order to reserve your hold irom, you must first register for the Conclave. After you register for the Conclave, you will be directed to the hole registration alte. NOTE: NOTE: NoTE: Note! registration link is connected to your Conclave 2025 - Tampa Experience. Pages do not share this link with someone, you forfelt your opportunity to make a hold reservation; Experience. Pages do not share this link with anyone. If you choose to share this link with someone, you forfelt your opportunity to make a hold 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. We look forward to seeing you in Tampa. FL July 14 - 20. 2025.		
	Phi Beta Sigma Fraternity, Inc.		-

19. Select the hotel of your choice.

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Show more filters			Mon, Jul 14, 2025
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20. Select Your Room type.

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Conclave Tampa		≜ Q,
July 14, 2025 - July 20, 2025		
Back to hotel list	Posservation Summany	63
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JW MARRIOTT	Check-in	
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Tampa, FL 33602. United States of America (the)	Sun, Jul 20, 2025	
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Price (Low To High) 🗸	1	
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21. On the **"Guest Information"**, enter your contact information, then click **"Next"**.

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			Rooms	1
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Max. Guests: 2			JW MARRIOTT TAMPA WATER STREE Change hotel	т
Adults	Children O O		DELUXE 1 KING BED 1 adult, 6 nights Change rooms	USD 1,374.00
			Subtotal	USD 1,374.00
Primary Guest	Arrival Date	Departure Date	TAXES & FEES	
	7/14/25	7/20/25	Local Fee (USD 1.95 per night)	USD 11.70
	*Arrival Time	*Departure Time	Occupancy Tax (6.0% per night)	USD 82.44
			State Tax (7.5% per night)	USD 103.05
	Prefix		Grand Total	USD 1,571.19
	*First Name	Middle Initial	Edit reservation	Next
	Phillip			
	*Last Name	Suffix		
	Cockrell			
	Organization	Position/Title		

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

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← C 🗈 https://pook.passkey.co	m/event/50833038/owner/50827623/guest/payment	
CONTRACT		
Conclave Tampa		
July 14, 202	2025	
Guest I	oformation 2 Payment Information	
Payment Infor	mation	
i dynnent innor	nation	
Payment Information	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	
	•Card Type	
	Select V	
	*Card Number *Exp. Month *Exp. Year	
	Month V Year V	
Billing Address	*Country	
Diming Address	United States of America (the) 🗸 🗸	
	*Mailing Address	

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

Start Over $~$ USD \sim			
	Reservation Summa	y	
Change hotel	Check-in	Mon, Jul 14, 2025	
America (the)	Checkout	Sun, Jul 20, 2025	
	R00M1 DELUXE1KING BED 1 adult , 6 nights	USD 1,374.00	
	Taxes & Fees	USD 197.19	
Change room (i) USD 1,374.00	Subtotal	USD 1,571.19 Confirm reservation	
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- **Reservation**". C A Review and confirm your reserved. + o × ... 🚺 ፍ /50833038/owner/50827623/summarv A٩ £≞ **%** Q ROOM POLICY Tax is not included . TAX POLICY • Please note the foll Occupancy Tax Per xes are not included into rates: 1.95 USD Local Fee Per Night, . 7.5% State Tax Per Night, . 6% 44 CANCELLATION PO • led 48 to 72 hours (2-3 days) in advance to avoid paying any sort of penalty. Reservations ne -CHILD POLICY 6 Children 16 y or younger will stay free of charge in adult's room with existing bedding. ights of your reservation are on a wait list. We will make every possible efforts to clear you from wait list. We work the participating hotel to add rooms as needed. Please do not contact the hotel directly. Please note this is not a or at this time. On ver ful I have read and accept these room policies I acknowledge that my arrival and departure times are correct. I understand that if my plans change, it is my responsibility to make updates to my reservation. I acknowledge that this hotel registration link is connected to my Conclave 2025 - Tampa Experience. Furthermore, I acknowledge that I am not allowed to share this link with anyone. If f choose to share this link with anyone, I forfeit my opportunity to make a hotel reservation; therefore, I will not be provided another hotel registration link. Confirm reservation Supported Browsers 2.7.0 pr50 56-193.core All data protected by Passkey International. Inc. No unauthorized use or disclosure is permitted. Copyright © 1997-2024 Passkey International, Inc. All Rights Reserved. <u>Privacy Policy.</u> ŝ
- 24. Acknowledge the "Consents" at the bottom of the page, then click "Confirm

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** – <u>info@cvent.com</u>.

Conclave Tampa - H		tel Reservation Acknowledgement (External) > Inbox ×			¢	Ľ
Phi Beta Sigma Fraternity Tea			7:53 PM (O minutes ago)	☆	¢	
		Jul 14, 2025 - Jul 20, 2026 Tempa, FL				
	V n r ti	Dear Phillip, Velcome to Tampa for the Conclave Tampa. One or more nights of your reservation are on a w nake every possible efforts to clear you from wait list. We work very closely with the participatir ooms as needed. Please do not contact the hotel directly. Please note this is not a full guarant me.	ait list. We will ng hotel to add eed stay at this			
	Т	hank you for making your hotel reservation on Jul 30, 2024 for Conclave Tampa being held in ver the dates of Jul 14, 2025 - Jul 20, 2025.	Tampa, FL,			
	А	Il reservation changes can be made at the event website by <u>clicking here</u> .				
		Percentation Information				

27. If you have any questions or concerns, please do not hesitate to contact us via email at <u>registration@phibetasigma1914.org</u>. We look forward to seeing you in Tampa, FL July 14 - 20, 2025.