

- 1. Contact Gigi lavarone : <u>gigi@carecraft.com</u> in order to be added to the APP registration
 - a. Give her your company name
 - b. List of your attendees with email addresses (allows them to download the APP with given email address)
 - c. Give her some time to confirm you have been added
- 2. Download the Carecraft Meeting App from:
 - a. Google Playstore: Click Here
 - b. Apple Store: <u>Click Here</u>
- 3. If prompted, respond YES, to Receive Notifications



Enter your Registered email address.

Check your email used for the registration, for a PIN (could be on your PC if your phone doesn't have access to the e-mail address that you gave Carecraft).

If you are not recognized as a Registered User a registration page is displayed.

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Once filled in: Carecraft will approve a new Registered User (within 24 hours).

The phone number format is (xx) (xxx) xxx-xxxx, in order to support international numbers. The USA international number is 01, so enter your number 01-123-456-7890

Upon successful installation, this is displayed:



To Book your rooms:

Open the APP and on the Home page, go to the 3 lines up in the left-hand corner

Open Menu



2024 HUNTINGTON BEACH ANNUAL MEETING

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1. and 1. and 1.	Meeting C	Countdown	
DAYS	HOURS	MINUTES	SECONDS
321	12	44	49



Click on Room Type Choice



Click on Reservations



Book Now



Make a Reservation



Fill out the pertinent info Dates, bed choice, first guest

← Rese	erve Room					
Enjoy shimmering Huntington Beach ocean views from a private balcony or patio.						
Checkin Date Monday, February 19, 2	024					
Checkout Date Friday, February 23, 202	24					
# of Nights: 4 Fee/Night: \$ 0.00 Grand Total: \$ 2,796.00	Room Price/Night: S Tax:	\$ 699.00 0.00 %				
ADA room	Max # Occup	pants: 4				
Bed Choice		-				
First Guest		- <				
Second Guest		•				
Other Guests		*				
🛃 Book Room						
To cancel a reservation ase contact Carecraft.						
C D Schedule Maps	Messages	L My Profile				

Reservations will show up on the 2024 HB Reservations Menu Tab and look like this:

