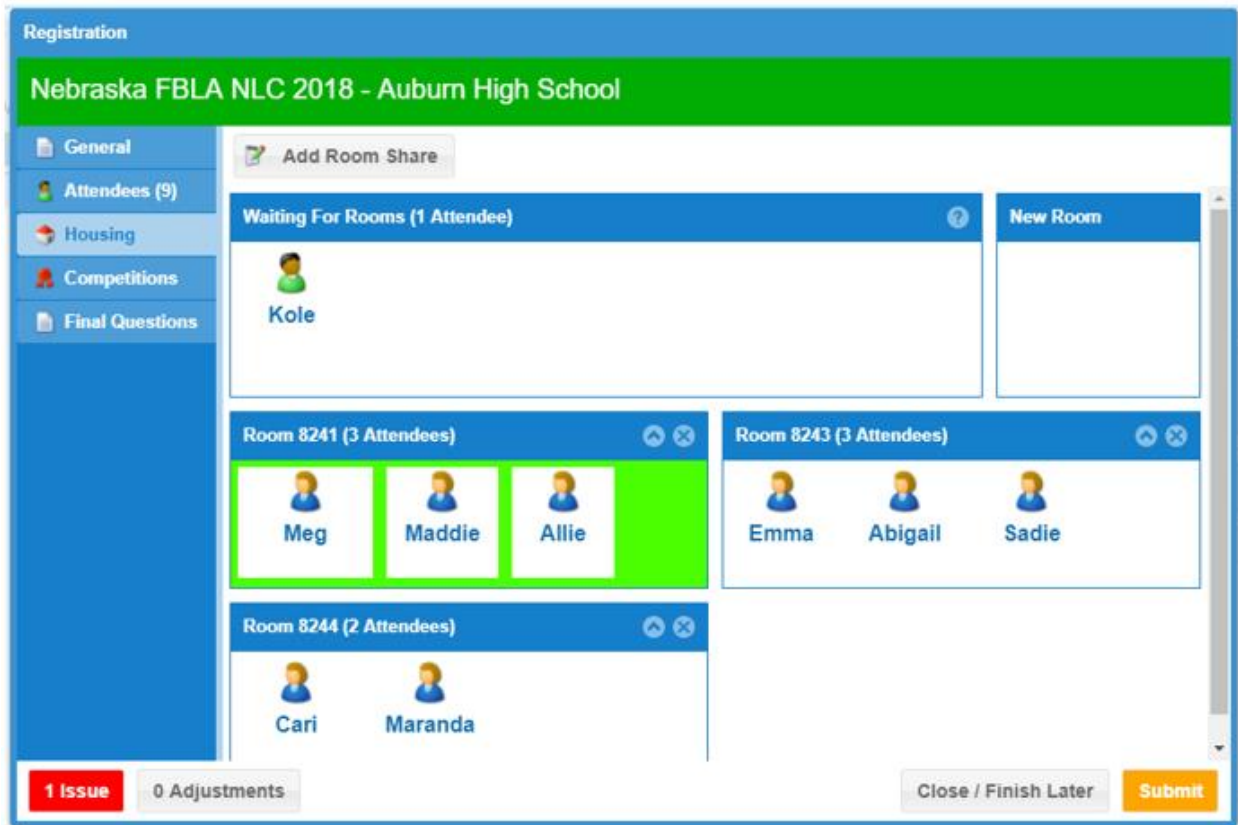# HOW TO INPUT A ROOM SHARE IN BLUE PANDA
By the Nebraska FBLA Travel Team
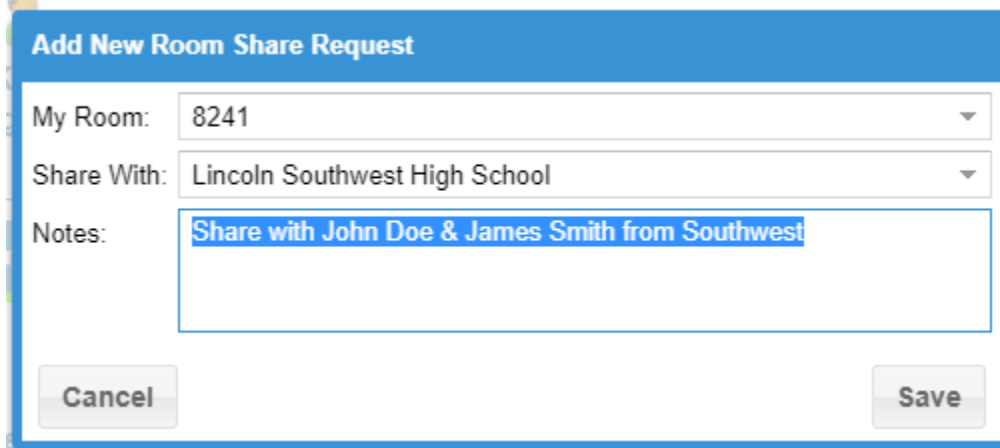
After you enter your students and adviser into Blue Panda as attendees you will then need to assign them rooms.

1. Select the "Housing" tab on the left side of the registration window
   a. You will see all of your students and advisers in the "Waiting For Rooms" box
2. Drag and drop a student into the "New Room" box on the right hand side
   a. This will create a "room" for that student
3. Drag and drop any other students you want to place in that room to that new room box
   a. These students are now "roommates"
4. Are you sharing a room with another school??
   a. If you answered NO then you are done with "Housing" and can move on to "Competitions" tab
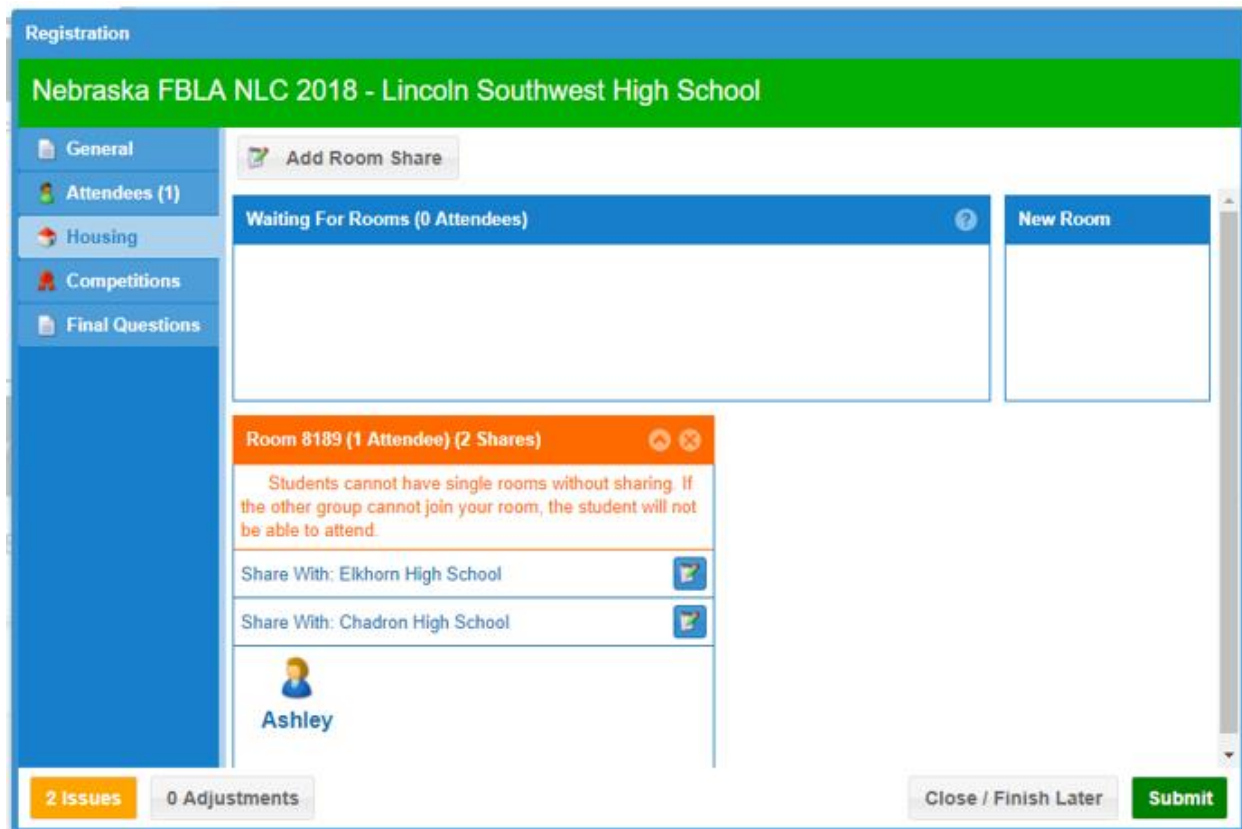   b. If you answered YES then proceed to step 5 below

5. To add a room share with another school, select the "Add Room Share" button at the top of the "Housing" window
6. In the "Add New Room Share Request" window that opens you will select two things:
   a. Select the room number of the room you want to add a share to
   b. Select the school you want to share that room with
7. In the "Notes" section, enter the student name(s) from the school you are sharing with
   a. This will help Blue Panda staff to pair rooms correctly

8. Hit Save

Add New Room Share Request

My Room: 8241
Share With: Lincoln Southwest High School
Notes: Share with John Doe & James Smith from Southwest

Cancel   Save

9. Repeat this process for each room AND each school you are sharing with
    a. After completing your room shares your screen should look similar to the image below

Registration

Nebraska FBLA NLC 2018 - Lincoln Southwest High School

- General
- Attendees (1)
- Housing
- Competitions
- Final Questions

Add Room Share

Waiting For Rooms (0 Attendees)   **New Room**

Room 8189 (1 Attendee) (2 Shares)

Students cannot have single rooms without sharing. If the other group cannot join your room, the student will not be able to attend.

Share With: Elkhorn High School
Share With: Chadron High School

Ashley

2 Issues   0 Adjustments   Close / Finish Later   Submit

Room shares must be submitted from ALL SCHOOLS that are sharing a room before Blue Panda can do the pairing, so it is very important that you complete these steps as soon as possible so pairings can be completed and invoices can be finalized.

You can track if your room shares have been completed or not by looking at your Invoice in Blue Panda
- Hit the invoice button after logging-in
- Hit the print button
- Scroll to the bottom of your invoice

Below is an example of what you could see under "Housing Assignments"
- Pending means that the sharing has not been completed, which could be for one of two reasons:
  o The school you are sharing with has not entered their share information
  o Blue Panda needs to confirm the pair
    ▪ Blue Panda has been pretty quick to pair so the most likely reason is the first
- Approved means the sharing has been finalized and is good-to-go

If it shows as "pending" please reach out to the adviser from the other school and see if they have entered their room sharing information. If they have and it is still listed as pending, email nefbla.travel@gmail.com and we can also confirm the sharing.

As we have been fielding many emails with questions, we ask that you **please make sure the school you are sharing with has completed their part of the share BEFORE contacting the Travel Team to confirm your share for you.**

Housing Assignments			
	Attendee ID	**Name**	**Rate**
		NLC	
RID 8205 (Room Size: 1 Attendee)			
1	19212	, Brenda	
Share		Schools - Wausa High School - Pending	
Share		Schools - Sargent High School - Pending	
Share		Schools - Ashland - Greenwood High School - Pending	
RID 8209 (Room Size: 4 Attendees)			
1	19216	, Grace	
Share		Schools - Lincoln Southwest High School - Approved	
Share		Schools - Elkhorn High School - Approved	
Share		Schools - Elkhorn High School - Approved	
		Non-Attendee Housing Total	$0.00