

Instructions for Booking Online Reservations

There is a block of rooms reserved for **Texas Municipal League** at \$139.00 per night, plus tax. In order to get the special rate the special id needs to be used.

The Group ID: Texas Municipal League

Group Code: texas

For Reservations Made over the Telephone

Please call the toll free reservations number; 888-388-8484 any time between 7am and 11pm seven days a week. In order to get the special \$139.00 rate the caller must ask for the **Texas Municipal League** Block.

For Reservations Made Online Code :texas

- 1- Go to the Moody Gardens Hotel website: www.moodygardenshotel.com
- 2- Just above the flashing banner is a box that says **Check Availability**. Type in the check-in date and fill in the number of **Adults** and **Nights** in the boxes below. Then click the **Book Now**.
- 3- The next page that comes up is the Main Reservations Screen. Just above the calendar boxes are some navigation tabs. Go to the **Group Code** tab and click the tab.
- 4- The next page that comes up is the **Group Code Log in** page. In the box that says **ENTER CODE** type in your code: **texas** Then click the lower box that says **UPDATE. A POP WILL SAY Please note this change may result in changes to your prior selections. Just hit CONFIRM.**
- 5- You are now on a page that is titled: **Texas Municipal League**. Now you will need to select the room type you would like. After selecting room type Select **BOOK** . Then you have the option to enhance your reservation.
- 6- The next page you will need to enter all your information into including your credit card information. On the left hand side of the page there is a summary of the days you will be staying with us and the cost of your room.
- 7- After entering all your information, on the bottom left of the page you will need to select **I have read and agree to the Terms and Conditions**.
- 8- You will be then directed to the final page that will show your reservation is complete. On the top left hand side of the page it will have your confirmation number. Print this page and keep as your confirmation

Should you have any questions while making the online reservation, you are welcome to call 888-388-8484 for assistance. Thank you