

**Reserve no later than 02/28/2023**

Hampton Inn West Springfield

1011 Riverdale Street

West Springfield, MA 01089

- Rate is \$105 per night plus tax
  - Breakfast is included in the room rate

Step 1: Go to [www.epntravel.net](http://www.epntravel.net)

Step 2: Click on the "Login" Tab

Step 3: If you have not done so already, Create an Account (everyone must have an account in order to book through EPN)

Step 4: Once Logged in, Click on the "Booking Code" tab

Step 5: Enter the following booking code: **2023 Z1 Finals-9793**

Step 6: Complete your individual reservation information and then click Register.

Step 7: Your reservation is complete and you will receive an email outlining your reservation information. You may change your reservation until the hotel's cut-off date by logging in to your account, proceeding to the "My Reservations" tab, clicking the "Go" button next to the reservation to be modified, updating your reservation, and clicking the "Update Booking" button. To add additional nights outside of the set block dates to your hotel stay, please note the additional dates in the "Special Requests" box.

**\*Please note; you will not be asked for payment information at this time, but will be required to supply payment upon check in at the hotel\***

If you need any help or have any questions, please feel free to reach out to me and I will get back to you as soon as possible. [You can also check out our How-To Facebook Live video on booking hotel rooms using our site!](#)