

# Group Bookings

Go to **BOOKINGS | GROUP BOOKINGS** to see a list of your Group Bookings.

From here you can open the group booking to manage details, add an individual booking or edit booking information.

To see a Group Booking on this List, there must already be a Group and Group Booking Set up.

To create a Group Booking with a new or preexisting Group, go to the [Group Booking Wizard](#) in the **BOOKING TAB** to create a Group Booking. Once the Group Booking has been created, it will appear in this list

You can choose any of the following options to create a sorted list to view your Group Bookings. Or, leave all fields blank and click List to see all Group Bookings.

- Choose a **Date Range** or enter a **Group Name**
- To limit the list, choose **Status**

**Sort on:** The choose how to you want to sort the list, by Group Name, Group Booking Title, Arrival or Departure Date or Status.

**List:** Click to see a list of ALL of your Group Bookings.

Once you have located the Group Booking, click on the **Group name** or **See/Add Bookings** to open the [Group Booking Details](#) and [Add Bookings to the Group](#).

<b>Booking Tab</b>

## Group Bookings

The screenshot shows the 'Group Bookings' section of a software interface. At the top, there are navigation tabs: 'Front Desk', 'Booking' (selected), and 'Reports'. Below these are sub-tabs: 'Arrivals', 'In House', 'Departures', and a 'Search' button. The system date is '09-APR-2014'. The main navigation bar includes 'Booking by Inquiry', 'Booking by Availability', 'Tape Chart', 'Group Booking Wizard', 'Search Bookings', and 'Group Bookings' (highlighted). The 'Group Bookings' section has a title and a search area with fields for 'Begins On', 'Ends On', 'Group Name', 'Status' (set to '--All--'), and 'Sort On' (set to 'Group Name'). A 'List' button is present. Below the filters, it says 'Showing 1-40 of 240 Group Bookings' with a 'Next' link. A table lists the bookings with columns for Group Name, Group Booking Title, Arrival Date, Departure Date, Status, and a 'See/Add Bookings' button for each row.

Group Name ▲	Group Booking Title	Arrival Date	Departure Date	Status	
3333	Soundgarden	17-MAY-2011	20-MAY-2011	Cancelled	See/Add Bookings
Adventure	adventure Demo	22-JAN-2011	24-JAN-2011	Complete	See/Add Bookings
Adventure	Jordan Diaz	27-JUL-2011	29-JUL-2011	Complete	See/Add Bookings
Alliance	Alliance party	17-DEC-2012	20-DEC-2012	Cancelled	See/Add Bookings
Angee	a	02-DEC-2010	05-DEC-2010	Complete	See/Add Bookings
BC	BC2012	18-AUG-2012	22-AUG-2012	Cancelled	See/Add Bookings
Bf	Bf	11-JAN-2014	14-JAN-2014	Complete	See/Add Bookings
Bird Lovers	June Birdies	12-JUN-2014	15-JUN-2014	Confirmed	See/Add Bookings
Blue Collar Group	Blue Collar Group	17-SEP-2013	20-SEP-2013	Complete	See/Add Bookings
Calgary Crew	Calgary Curling Crew	23-DEC-2011	28-DEC-2011	Cancelled	See/Add Bookings
California Wine Tasters	California Wine T...	28-OCT-2010	30-OCT-2010	Complete	See/Add Bookings

The Group Booking List appears with the following information:

- **Group Name:** Name of Group. This can be a preexisting Group or a new Group. Edit in [Group Booking Details](#)
- **Group Booking Title:** Title of Event with the Group. Edit in [Group Booking Details](#)
- **Arrival Date:** Arrival date of Group Booking. To edit the Arrival Date, open the [Group Booking Details](#) and go to the [Edit Tab](#).
- **Departure Date:** Departure date of Group Booking. To edit the Departure Date, open the [Group Booking Details](#) and go to the [Edit Tab](#).
- **Status:** Group Booking Status has five status categories: **Unconfirmed, Confirmed, Active, Complete, Cancelled**. Group Bookings default to Confirmed status during the group booking wizard, however you can set the status to unconfirmed as desired. Once any individual booking within a group checks in, the group bookings status goes to Active.

Group Bookings go to status complete in two scenarios:

- a. When all individual bookings have checked out, the group will be set to status complete during the night audit process.
- b. If a Group has no individual room bookings the status will automatically be set to complete during the Night Audit process of the groups arrival date

- **See/Add Bookings:** Click here to open the [Group Booking Details](#) and [Add Bookings to the Group](#). **Add Booking to Group Booking**

All of the [Blue](#) titles in our Search Lists can be used to sort information. Just click on the Title to sort the column.