

Confirm Group Booking

Clicking **Complete Booking** will complete the group booking and bring you to the confirmation page (shown below). From here you can add individual bookings, view or modify the group booking via the Group Bookings Tab or return to the Front Desk.

- **Add Bookings to Group:** By clicking here, the [Room List - Group](#) in the Group Booking Details will appear and you can edit or add information. You can also send a confirmation letter. See [Group Booking Details-Letters](#)
- **Group Bookings Tab:** Click here to go to the Booking Data of the Group.
- **View Group History:** This will take you to the [Guest History](#) Tab in the Group Booking Data.
- **Go Back to Front Desk:** Click here to return to the Front Desk

Group Booking Wizard Steps

New Group Booking Confirmed. Booking Confirmation # is 840019

Do you want to add bookings for this group? [Click here](#)

To view/change any group booking details, or send a confirmation, go to the [Group Bookings Tab](#)

Group Name: Timber [View Group History](#)
Booking Title: Timber Wedding
Contact Name: Mr Joe Log
Home Address: United States
Booking Dates: 29-AUG-2014 - 01-SEP-2014
Comments:

[Go Back to Front Desk](#)