

Manage Group Bookings

There are several functions available for managing Group Bookings.

Go to **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.

Choose any of the following options to create a sorted list to view your Group Bookings.

- **Choose a Date, Group Name** or **Status** and click List.
- **Sort on:** Sort by Group Name or choose an option from this drop down list to sort the whole list.
- **List:** Click to see an expanded list of ALL of your bookings.

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

To see details, see [Group Booking Details](#)

NOTE: 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.

See the following Group Booking functions:

- [Locate a Group Booking](#)
- [Group Booking Details](#)
- [Add an Individual Booking to a Group Booking](#)
- [Room Allocations](#)
- [Group Booking Folio Management](#)

MyPMS User Manual