

# 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

Front Desk

Booking

Reports

Arrivals

In House

Departures

Search

System Date: 09-APR-2014

Booking by Inquiry

Booking by Availability

Tape Chart

Group Booking Wizard

Search Bookings

Group Bookings

### Group Bookings

Begins On:

Ends On:

Group Name:

Status: --All--

Sort On: Group Name

List

Showing 1-40 of 240 Group Bookings

| 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 |

Next

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.