

New Group Booking

To create a new Group Booking, go to **BOOKING | GROUP BOOKING WIZARD**. Use the Group Booking Wizard each time you need to create a new Group Booking. See [Group Booking Wizard](#)

This easy wizard takes you through each step of the group booking process, ensuring less chance for errors in Room Allocation and Rate Plans. Group Bookings give you multiple ways to manage folios, set rates, allotments and make reservations for individual guests within the Group. See [Group Bookings](#)

There are Four Steps to complete in the Group Booking Wizard:

- [Enter Dates](#)
- [Allot Rooms](#)
- [Confirm Rates and Enter Group Information](#)
- [Confirm Booking](#)

Group Booking Wizard Steps

When you click on the Group Booking Wizard tab, the default window opens to the first step: Enter Dates

The screenshot displays the 'Group Booking Wizard' interface. At the top, there are tabs for 'Front Desk', 'Booking' (which is active), 'Reports', 'Arrivals', 'In House', and 'Departures'. Below these, there are sub-tabs: 'Booking by Inquiry', 'Booking by Availability', 'Tape Chart', and 'Group Booking Wizard' (which is highlighted). The main heading is 'Group Booking Wizard'. Below the heading, there are four numbered steps: 1. Enter Dates (active), 2. Allot Rooms, 3. Confirm Rates and Enter Group Information, and 4. Done. The 'Select Dates' section contains the following fields:

- * Arrival Date: [Text Field] [Calendar Icon]
- * Number of Nights: [Text Field]
- * Departure Date: [Text Field] [Calendar Icon]
- * Group Name: [Text Field]
- * Contact Last Name: [Text Field]
- * Contact First Name: [Text Field]
- Contact Salutation: [Dropdown Menu]
- * Phone: [Text Field]
- * Group Booking Title: [Text Field]
- * Rate Plan: [Select From List]

At the bottom left, there is a 'Continue' button.