

Add Additional Guests

Use the Add Additional Guests function to associate or connect two or more bookings with different names.

When bookings are linked together, then both bookings will appear when searching either booking. In addition, the guest information will appear in the booking data of both bookings.

In this Section

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To Add an Additional Guest to an existing booking, go to the Edit Tab

1. Open the booking and go to the Edit Tab.
2. Go to the **# of Guests** drop down list below the Room Type Grid. Choose the number of bookings you want associated to this booking.
3. The Additional Guests Fields will appear. Type in the name of the Additional Guest.
4. Click Get New Rates and click Save.
5. The names of the Additional Guests will appear with an "edit" link next to the guest name.

88542 - Williams Kim

# Guests:2/0/0	Booking for:01-MAR-2017-02-MAR-2017	Room Type:KING	Room:102	Status:Confirmed
Projected Inc:\$101.15	Projected Inc + Charges:\$101.15	Projected Bal:\$101.15	Folio Bal:\$0.00	

Booking Data | Folio | **Edit** | Room Assignment | Guest History | Letters | Log

Show: --ALL ROOMS-- 28-Feb-2017 10 Refresh Prev 10 days | Next 10 days | Go to Today

	28-Feb	01-Mar	02-Mar	03-Mar	04-Mar	05-Mar	06-Mar	07-Mar	08-Mar	09-Mar
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
133	N.A.	12	13	13	13	18	16	16	16	16
KING (2)	N.A.	1	2	2	2	2	1	1	1	1
King with Patio (1)	N.A.	0	0	0	0	1	1	1	1	1
QUEEN (3)	N.A.	3	3	3	3	3	3	3	3	3
2 Single Beds (4)	N.A.	0	0	0	0	4	3	3	3	3
SUITE - 2 Bedroom (7)	N.A.	7	7	7	7	7	7	7	7	7
Conference Room (1)	N.A.	1	1	1	1	1	1	1	1	1

* Rate Plan: King rate * # Guests (A/C/I): 2 0 0

Day	Date	Room Type	Room	Rate Plan	Rate
WEDNESDAY	01-MAR-2017	KING	102	King rate	\$85.00
Total:					\$85.00

Additional Guests

Last Name First Name Salutation
Johnson Erica 8506 Edit

Save Save and Go to Frontdesk Discard and Go to Frontdesk

Check In Check Out Cancel Booking Clone Booking

Click to enlarge image

Click the "edit" link next to the additional guest name to see Guest Information

BookingCenter:Property Management Software - Guest Details - Mozilla Firefox

https://mypms-test.bookingcenter.com/guestDetails.php?bookingID=ERICA88542&guestID=ERICA8506

Guest Information

* Last Name: Johnson * First Name: Erica

Salutation: Date of Birth:

Address: 1234 Winds Lane

Zip: XXXXX City: Anywhere

State: CO Country: United States

Main Phone: 333-333-3333 Cell Phone: 333-333-3333

Business Phone: e-mail: erica@bookingcenter.com

Fax: Password: 1234

Driver's License #: Passport #:

Guest ID: 8506 [Reset Guest ID](#)

Guest Comments:

Save

Additional Guests

Last Name	First Name	Salutation	
Johnson	Erica		8506 Edit

Save Save and Go to Frontdesk Discard and Go to Frontdesk

Check In Check Out Cancel Booking Clone Booking

To Add an Additional Guest to an new booking, go to the Edit Tab

At the top of the new booking window, choose the number of guests to associate with the booking.

Arrival: 10-Mar-2017 Nights: 1 Departure: 11-Mar-2017

* Guests (A/C/I): 2 0 Room Type: QUEEN Room: 108

Group: Select From List * Rate Plan: Queen rate

The Additional Guests field will appear at the bottom of the New Booking window.

Additional Guests

Last Name	First Name	Salutation

Time of arrival: 15:00 Time of departure: 11:00

Complete Booking Discard and Close Window