

Checking-In a Group

Booking as a Group

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open. Find the Group Booking.
2. Double click the individual booking you wish to remove. You are now viewing the Booking Detail of the specific Booking.
3. Click the Remove button.
4. BookingCenter will ask if you want to remove the booking, making it just another Booking Detail no longer associated with the Group Booking.



Remove this Booking from Group Booking 1060?

NO

YES

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the Confirmed group booking that you want to Check-In.
3. Click on the Check-In button. You will be asked if you want to check in this group. Click 'Yes'. The Group Booking Status will be set to Active as well as the status of each individual room booking.