

# 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 is a progress bar with four 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 input with a calendar icon), \* Number of Nights: (text input), \* Departure Date: (text input with a calendar icon), \* Group Name: (text input), \* Contact Last Name: (text input), \* Contact First Name: (text input), Contact Salutation: (dropdown menu), \* Phone: (text input), \* Group Booking Title: (text input), and \* Rate Plan: (dropdown menu with 'Select From List' as the current selection). A 'Continue' button is located at the bottom left of the form.