

# Customize Group Booking Engine

## Customize the Group Booking Engine to your property

There are several settings in the [Setup Area](#) of MyPMS that are used to customize the Group Booking Engine to your property.

You may already have some or all of these set up for your website booking engine. The booking engine settings that are already enabled will automatically be used on your Group Booking Engine.

To add the Group Booking Engine Website code to your website or get a customized link to your Group Booking Engine. See [Group Website Code](#)

**Group Booking Engine**

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- [Using Group Booking Engine](#)
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- [Group Bookings - Create Password](#)
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## Room Type Images

[Add Booking](#) [Rooming List](#) [Group Information](#) [On The Divide Information](#)

[Add Booking](#)



\* Arrival: 13-APR-2016

\* # Nights: 4

\* Departure: 17-APR-2016

\* Guests (ACG): 2 0 0

\* Room Type: Queen with a view

Salutation:

\* Last Name: Johnson

\* First Name: Phil

\* Email Address: abc@abc.abc

\* Guarantee by: Visa

Credit Card: 4007000000027

Expiration: July 2018

**TERMS & CONDITIONS**

A valid credit card is required to guarantee the reservation. If a reservation is cancelled before 12:00 (noon) 48 hours before date of arrival hotel time, no fee will be charged. In case of no show or late cancellation, the first night will be charged to the credit card.

Complete Booking

All Room Type Images will display when a guest chooses the Room Type in Add Booking.

To add or modify Room Type images, go to **SETUP | FEATURES AND IMAGES | ROOM TYPE IMAGES**. See [Add Room Type Images](#)

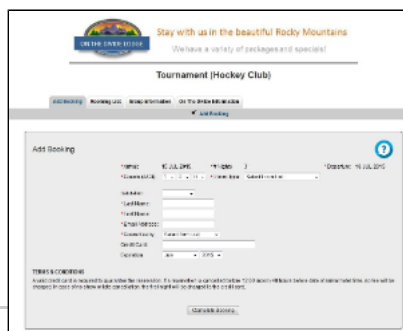
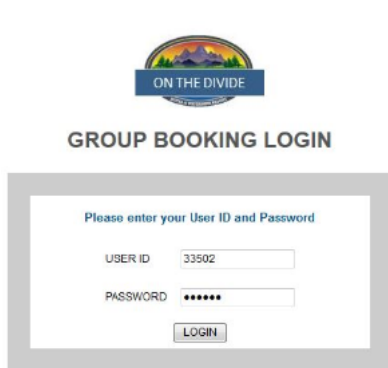
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## Customized Logo and Banner

If you do not have a logo added in Features and Images, then the BookingCenter Groups Logo will display as the default.

*Click to enlarge images*

To add a logo to the Group Booking Engine Log in Screen, go to **SETUP | SETTINGS | FEATURES AND IMAGES**. The image seen under Logo will appear at the top of the Log in screen. To add a logo, See [Add Image](#)



To add a Banner to the top of your Group Booking Engine, go to **SETUP | SETTINGS | FEATURES AND IMAGES**. The image seen under Banner will appear at the top of the Group Booking Engine. To add a Banner, see [Add Image](#)

#### Display Rate Information to Guests

The "Add Room" function in the Group Booking Engine now displays the Room Rate and Reservation total when a guest is making a booking. All properties using the BookingCenter booking engine has a booking engine for groups.

**Optional Display of Rooming List** – This list displays the bookings that have already been booked as part of the group. Displaying the Rooming List Tab on the Group Booking Engine is optional. To display the Rooming List to Guests in the Group Booking Details and choose "YES" in the "Show Room List" drop down menu. See [Group Booking Details](#)

#### Custom Group Letter with User ID, Password and Group Booking Engine link

To create a letter with the link to the Group Booking and user id and password, see [Group Booking Engine - Custom Letter](#)

#### Enable email Notifications

To enable email notifications of bookings and booking confirmation emails to guests, go to **SETUP | SETTINGS | BOOKING ENGINE SETTINGS**. See [Booking Engine Settings](#)

Check the following settings:

- **Email Notifications**– An email gets sent to the property, as well as to the guest. If you choose to not send an email, choose NO for this setting.
- **Confirmation of Deposit Policy** – This will provide a check box for guests to agree to terms and policies before completing the booking.

#### Deposit, Confirmation, and Cancellation Policy Message

This message will display at the bottom of the Add Booking Tab in the booking engine with the check box to agree to terms. See [Marketing And Policies](#)

#### Custom Thank you message on booking confirmation email

This message will display at the top of the email confirmation sent to guests. This message is displayed from the "Thank you for Booking Message" in **SETUP | SETTINGS | MARKETING AND POLICIES**. See [Marketing And Policies](#) and [Group Booking Engine Booking Confirmation](#)