

Group Booking Engine Booking Confirmation

When a guest adds a booking in the Group Booking Engine, an email confirmation will be sent to both the property and the guest with the booking details. See below for examples of emails.

Note:

- The settings for the Group Booking Engine are modified in MyPMS under **SETUP | BOOKINGS | BOOKING ENGINE SETTINGS**. [See Booking Engine Settings](#) for instructions.
- The Booking Engine can be further customized with a banner and room type images in **SETUP | FEATURES AND IMAGES**. For instructions, see [Group Booking Engine](#) in the online manual.

Group Booking Engine

- [Group Booking Engine - Getting Started](#)
- [Using Group Booking Engine](#)
- [Customize Group Booking Engine](#)
- [Group Website Code](#)
- [Group Bookings - Create Password](#)
- [Group Booking Engine - Custom Letter](#)
- [Instructions for Guests](#)
- [Group Booking Engine Booking Confirmation](#)

Booking Confirmation to Property

The email sent to the property alerting you that a booking has been added to the group looks like the this:

Guest Made a Booking via [groups.bookingcenter.com](#)

Booking Number is **31503**.

Guest Details

Guest Johnson Phil
Email [abc@abc.abc](#)

Booking Details

Booking Title	Johnson/Smith (20th Reunion Party)	Room	Queen with a view
Arriving	13-APR-2016	Total Guests	2
Departing	17-APR-2016		

Booking Confirmation to Guest

The message displayed at the top of the booking (displayed here as "Thank you for your booking!") can be edited in the "Thank you for booking" message in **SETUP | SETTINGS | MARKETING AND POLICIES**. See [Marketing And Policies](#)

The email sent to the Guest with confirmation of the booking details looks like this:

Thank you for your booking!

Your Booking Number is **46003**.

Guest Details

Guest Erica Johnson
Email erica@bookingcenter.com

Booking Details

Booking Title	Johnson/Smith (Wedding Party)	Room	2 Bedroom Suite
Arriving	12-APR-2016	Total Guests	1
Departing	16-APR-2016		

Property Details

Property Name On The Divide Hotel
Property Phone 303-831-3000
Property Email erica@onthedivide.com

Deposit and Cancellation Policy

We require a valid Credit Card to guarantee your reservation. Cancellations made more than 24 hours prior to arrival will avoid a 1 night cancellation fee.

The Deposit and Cancellation policy message at the bottom of the confirmation email is setup in Marketing and Policies.

Both are located in **SETUP | SETTINGS | MARKETING AND POLICIES**. See [Marketing And Policies](#)