

# 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

- [Add or Remove Days from Booking](#)
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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

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### Additional Guests

| Last Name | First Name | Salutation |                           |
|-----------|------------|------------|---------------------------|
| Johnson   | Erica      |            | 8506 <a href="#">Edit</a> |

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