

# MyBooking - Create Guest Password

MyBooking (<https://mybooking.bookingcenter.com/>) is an online booking app that offers a personalized site for guests to manage Bookings and Guest Information. New Bookings can not be made on MyBooking, only viewed and cancelled,

By logging in to <https://mybooking.bookingcenter.com/>, a guest can view, cancel a booking and print, email or add to a calendar the Booking Details. The guest can also edit their contact information and see booking history without having to contact the property directly.

**MyBooking**

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The USER ID and the PASSWORD is unique to the Guest. Therefore. the guest will be able to login to view and manage all of their bookings, both past and future. The PASSWORD used by the guest to login is you entered by you in the [Booking Data Tab](#). of the Booking. To easily email the USER ID and PASSORD to the guest, use merge fields in your confirmation letter. [Custom Letter](#)

## To Create a Password for a Guest:

- Create or open a Booking
- When the booking is open, go to the [Booking Data Tab](#).
- In the Booking Information section, enter a password in the password field.
- Be sure that the correct email address is entered. This is the USER ID.
- Click Save.

**88002 - Johnson Eric**

# Guests: 1/0/0	Booking for: 21-NOV-2017-26-NOV-2017	Room Type: Standard Single	Room: 222	Status: Confirmed
Projected Inc: USD509.60	Projected Inc + Charges: USD509.60	Projected Bal: USD509.60	Folio Bal: USD0.00	

**Booking Data** Folio Edit Room Assignment Guest History Letters Log

**Guest Information**

\* Last Name: Johnson

\* First Name: Eric

Salutation:

Date of Birth:

Address:

City:

Zip:

State:

Country: Australia

Main Phone:

Cell Phone:

Business Phone:

e-mail: erica@onthedivide.com

Fax:

Password: 5555

Driver's License #:

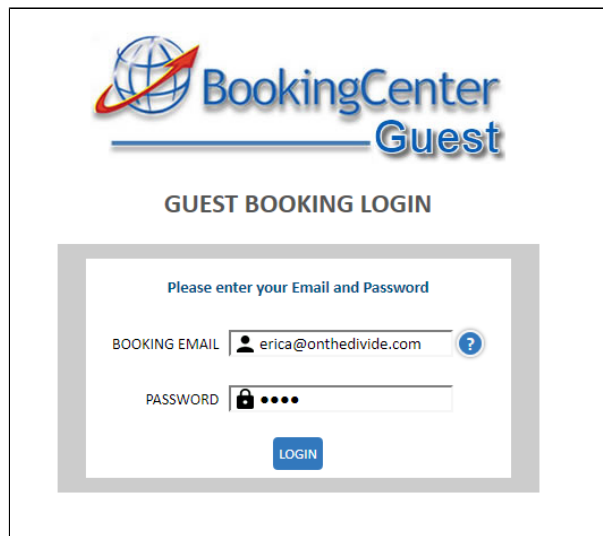
Passport #:

Guest ID: 501

[Reset Guest ID](#)

## Guest Login

- Give the guest the User ID and password and direct them to <https://mybooking.bookingcenter.com> to log in and review guest information, review or cancela bookings.
- To easily email the USER ID and Password to the Guest, add the USER ID and Password to the aConfirmation Letter using merge fields. See [MyBooking - Custom Letter](#)



Click to enlarge image

**NOTE:**

- **User ID:** Email address entered in Booking Information
- **Password:** is entered by the property in the Booking Information. Guests cannot change this field.

#### Creating a Custom Letter

After booking is created and assigned a password, you can then easily give the guest the login information by using a merge field in a custom Letter.

- To create a Custom Letter to send to guests see [Add or Edit Letters](#)
- To insert the MyBooking link, User ID (email address) and Password in the Letter, use merge fields, See [Merge Fields - Individual Letters](#)

#### Sample Text using Merge Fields for MyBooking LINK, USER ID, PASSWORD.

The following example shows how a Letter could be formatted in the Template Editor with merge fields inserted for the MyBooking link, User ID and Password. Please feel free to copy and paste this into your Confirmation Letter.

#### Sample Text with merge fields:

Our group booking engine gives you the flexibility of viewing bookings to the Group Booking. You can select Room Types, Add individual payment methods and view the Room List. Give the **USER ID** and **PASSWORD** to all Group members to let them choose their own room types and enter payment information.

ur Group Booking, go to %%MyBooking\_link%%

Log in with **USER ID:** %%email-address%% **PASSWORD:** %%password%%