Group Bookings

Go to **BOOKINGS | GROUP BOOKINGS** to see a list of your Group Bookings.

From here you can open the group booking to manage details, add an individual booking or edit booking information.

To see a Group Booking on this List, there must already be a Group and Group Booking Set up.

To create a Group Booking with a new or preexisting Group, go to the Group Booking Wizard in the BOOKING TAB to create a Group Booking. Once the Group Booking has been created, it will appear in this list

You can choose any of the following options to create a sorted list to view your Group Bookings. Or, leave all fields blank and click List to see all Group Bookings.

- Choose a **Date Range** or enter a **Group Name**
- To limit the list, choose **Status**

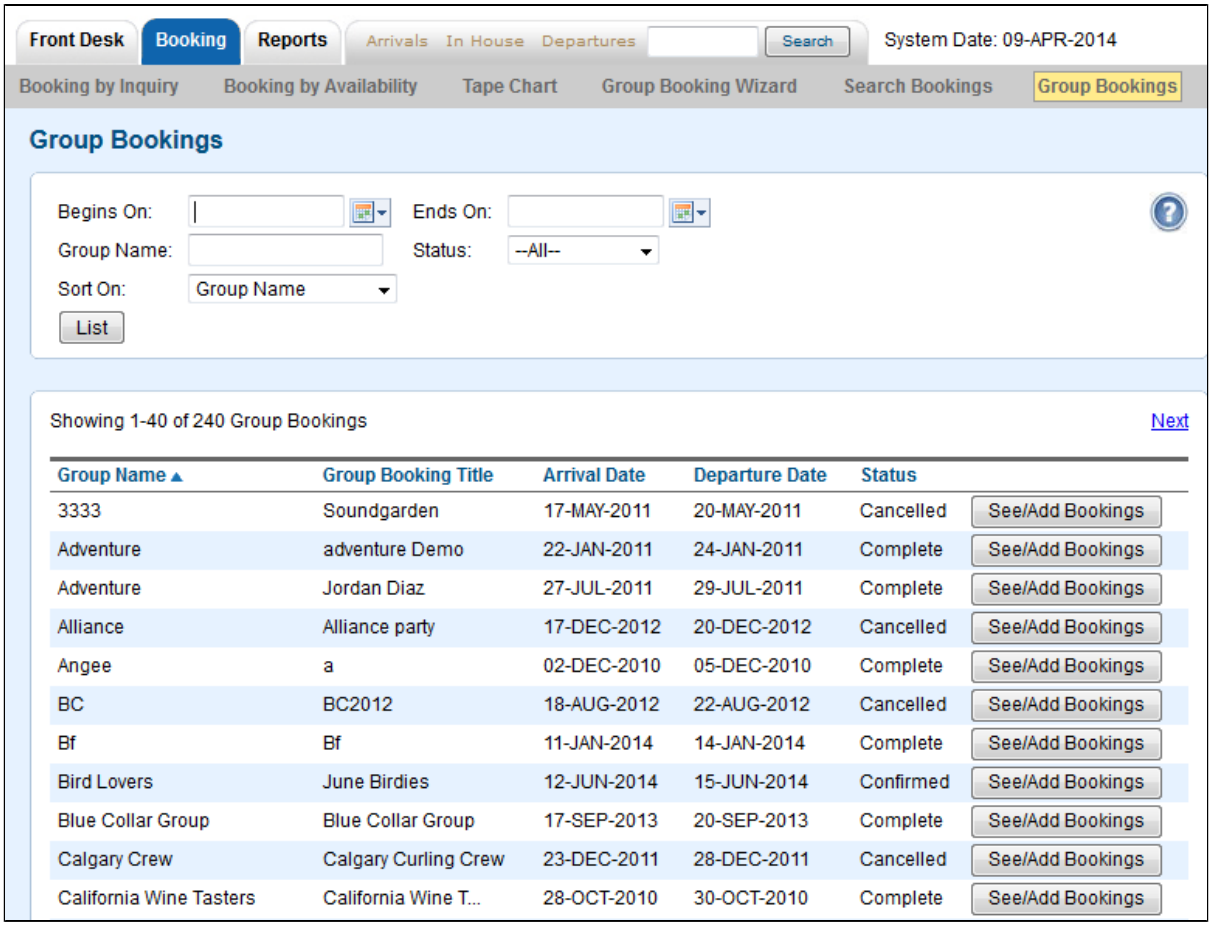
Sort on: The choose how to you want to sort the list, by Group Name, Group Booking Title, Arrival or Departure Date or Status.

List: Click to see a list of ALL of your Group Bookings.

Once you have located the Group Booking, click on the **Group name** or **See/Add Bookings** to open the Group Booking Details and Add Bookings to the Group.

Booking Tab

Group Bookings



The Group Booking List appears with the following information:

- **Group Name:** Name of Group. This can be a preexisting Group or a new Group. Edit in Group Booking Details
- **Group Booking Title:** Title of Event with the Group. Edit in Group Booking Details
- **Arrival Date:** Arrival date of Group Booking. To edit the Arrival Date, open the Group Booking Details and go to the Edit Tab.
- **Departure Date:** Departure date of Group Booking. To edit the Departure Date, open the Group Booking Details and go to the Edit Tab.
- **Status:** Group Booking Status has five status categories: **Unconfirmed, Confirmed, Active, Complete, Cancelled**. Group Bookings default to Confirmed status during the group booking wizard, however you can set the status to unconfirmed as desired. Once any individual booking within a group checks in, the group bookings status goes to Active.

    Group Bookings go to status complete in two scenarios:

a. When all individual bookings have checked out, the group will be set to status complete during the night audit process.
b. If a Group has no individual room bookings the status will automatically be set to complete during the Night Audit process of the groups arrival date

- **See/Add Bookings:** Click here to open the Group Booking Details and Add Bookings to the Group.**Add Booking to Group Booking**

All of the Blue titles in our Search Lists can be used to sort information. Just click on the Title to sort the column.