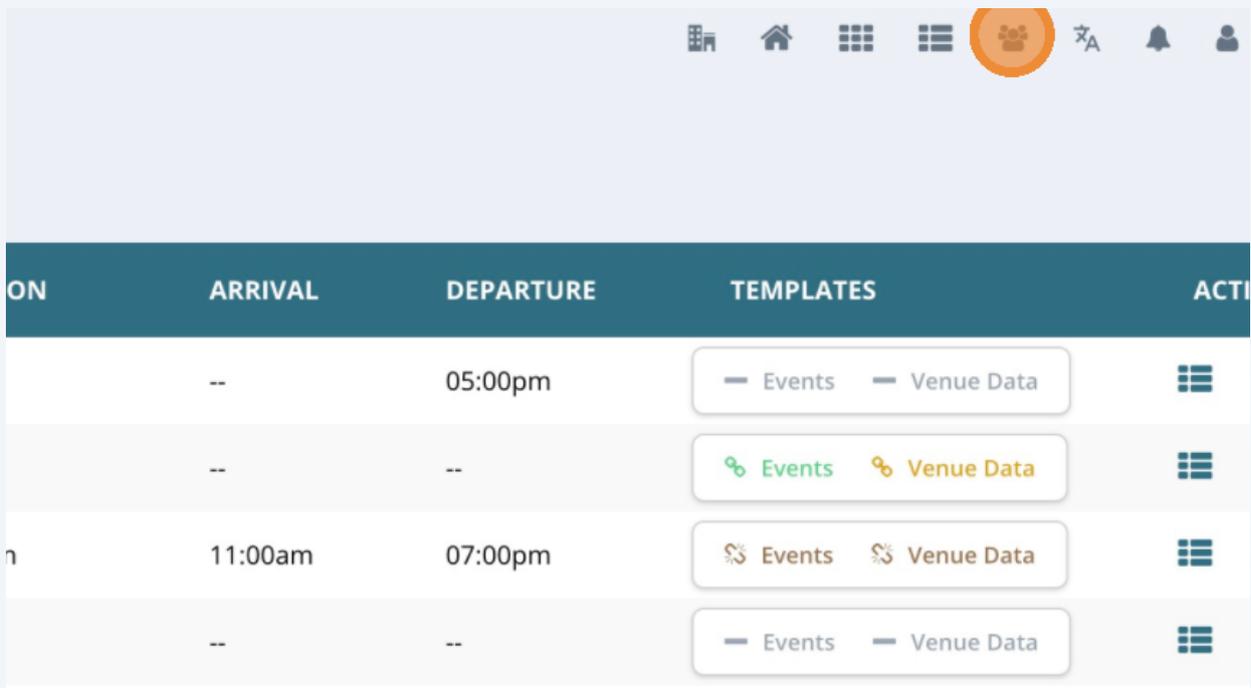


GO by Spark - How to Create a New Group Request?

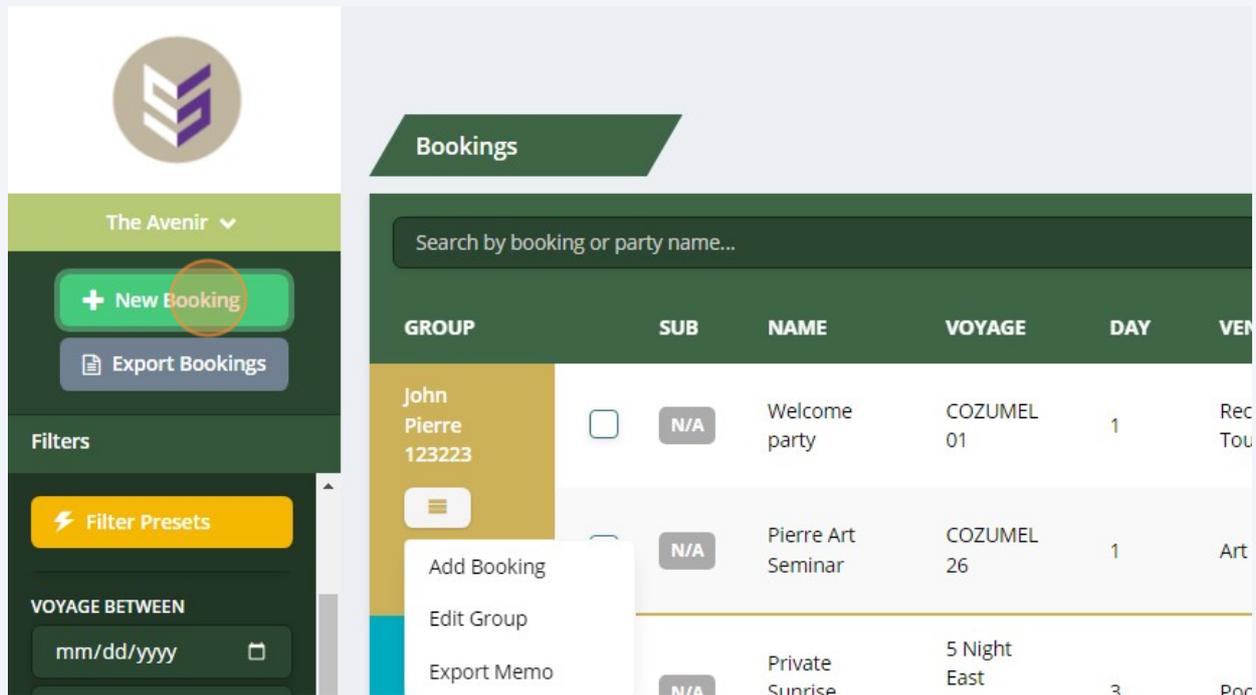
The group functionality works to assist in managing group operations including transparent communication between all departments and ability to book group space in your property.

- 1 Navigate to your GO Software URL and open the Group Functionality.



ON	ARRIVAL	DEPARTURE	TEMPLATES	ACTION
	--	05:00pm	— Events — Venue Data	☰
	--	--	🔗 Events 🔗 Venue Data	☰
n	11:00am	07:00pm	🔗 Events 🔗 Venue Data	☰
	--	--	— Events — Venue Data	☰

2 Click "New Booking"



The screenshot shows a web application interface for managing bookings. On the left, there is a sidebar with a logo at the top, followed by a dropdown menu showing 'The Avenir'. Below this are two buttons: '+ New Booking' (highlighted with a red circle) and 'Export Bookings'. Further down is a 'Filters' section with a 'Filter Presets' button and a 'VOYAGE BETWEEN' date selector. The main content area is titled 'Bookings' and features a search bar 'Search by booking or party name...'. Below the search bar is a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, and VEN. The table contains three rows of data. A context menu is open over the first row, showing options: 'Add Booking', 'Edit Group', and 'Export Memo'.

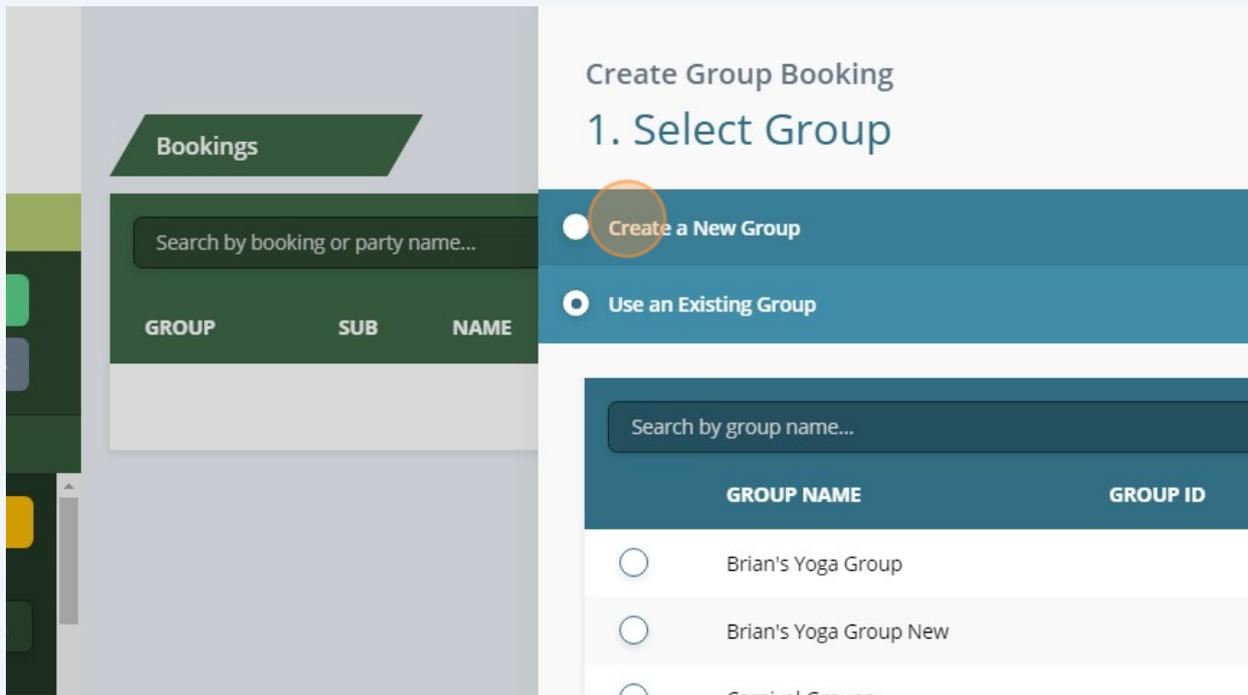
GROUP	SUB	NAME	VOYAGE	DAY	VEN
John Pierre 123223	<input type="checkbox"/>	Welcome party	COZUMEL 01	1	Rec Tou
	<input type="checkbox"/>	Pierre Art Seminar	COZUMEL 26	1	Art
	<input type="checkbox"/>	Private Sunrise	5 Night East	3	Por



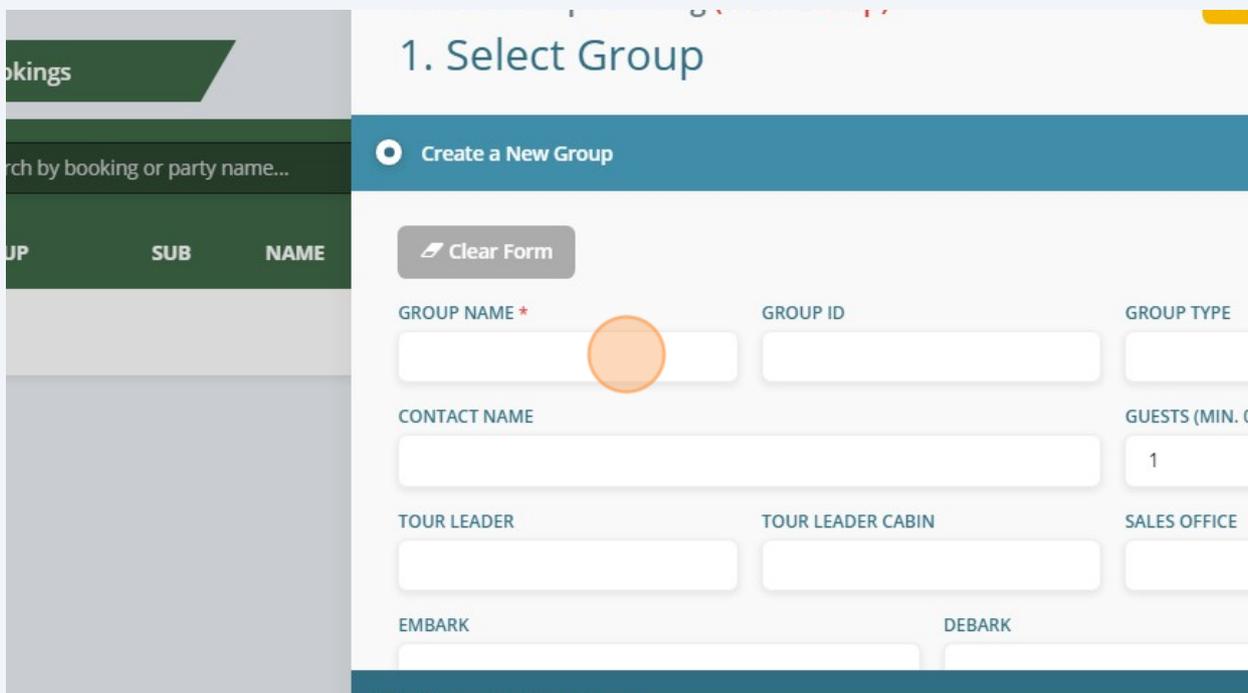
Keep in mind:

- "New Booking" will create a group request from scratch.
- Selecting "Add Booking" below an existing group, will create an activity/event for the selected group.

3 Click "Create a New Group".



4 Fill out the corresponding sections for the group details.



5 Click "Next: Select Voyage & Venue (New Group)".

ME

GROUP NOTES

GROUP FILES

None

Choose File *The changes made to the file names will only take effect when the form is submitted*

Is Hospitality Desk

Use an Existing Group

Next: Select Voyage & Venue (New Group)

6 Click "Show Filters" to assist in finding the voyage for the booking request.

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

Voyage Venue

ME

Search by sailing name...

Show Filters

	NAME	DATE	DEPARTING	DAYS
>	7 Night West Caribbean 80	1/30/2024	Miami	8
>	5 Night East Caribbean 81	2/6/2024	Miami	6
>	7 Night West Caribbean 81	2/11/2024	Miami	8
>	5 Night East Caribbean 82	2/18/2024	Miami	6

7 Filters available include voyage range, sailing name, debark port, and date range.

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

— Voyage — Venue

Search by sailing name...

Hide Filters

DAYS

1-3 days 4-7 days 8-14 days 15+ days

LOCATION

Filter locations shown...

DATE BETWEEN*

mm/dd/yyyy mm/dd/yyyy

**This is an additional filter on top of any date filters active on the background page*

8 Select the date.

Bookings

Search by booking or party name...

GROUP	SUB	NAME

— Voyage — Venue

Search by sailing name...

Show Filters

	NAME	DATE	DEPARTING		
	DATE	DAY	LOCATION	ARRIVAL	
<input type="radio"/>		1/30/2024	1	Miami	
<input type="radio"/>		1/31/2024	2	At Sea	
<input checked="" type="radio"/>		2/1/2024	3	Ocho Rios	09:00am
<input type="radio"/>		2/2/2024	4	George Town	08:00am
<input type="radio"/>		2/3/2024	5	Cozumel	10:00am
<input type="radio"/>		2/4/2024	6	At Sea	

Go Back Next: Enter Booking D

9 Click "Venue".

	NAME	DATE	DEPARTING	DAYS
<input type="radio"/>		1/30/2024		
<input type="radio"/>		1/31/2024		
<input checked="" type="radio"/>		2/1/2024		
<input type="radio"/>		2/2/2024		
<input type="radio"/>		2/3/2024		

10 Use the filters to assist finding the venue. Click the venue checkbox when ready to select the venue.

2. Select Voyage & Venue

	NAME	LEVEL	OCCUPANCY	CONF
<input type="radio"/>	Reception, Tour Desk	2	200	
<input checked="" type="radio"/>	Butler Suites	1	40	
<input type="radio"/>	Azul Restaurant	2	75	

Group Selected: Brian's Yoga Group
Voyage Selected: 7 Night West Caribbean 80 (Day 1)

Go Back Next: Ent...

11

Click "Venue Day View" if you want to view the existing activities assigned for the week for the specific venue.

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

✓ Voyage ✓ Venue

Search by venue name...

Show Filters

	NAME	LEVEL	OCCUPANCY	CONFIGURATIONS
<input type="radio"/>	Reception, Tour Desk	2	200	
<input checked="" type="radio"/>	Butler Suites	1	40	
<input type="radio"/>	Azul Restaurant	2	75	

12

Click the desired date and time for the booking request to take place.

Tip: You can click and drag a line between cells to set the day, start time, and end time of this booking!

	Miami	At Sea	Ocho Rios	George To...	Cozumel
6:00	1/30/2024	1/31/2024	2/1/2024	2/2/2024	2/3/2024
7:00					
8:00					
9:00					
10:00					
11:00					
12:00p					
1:00p					
2:00p					
3:00p					
4:00p					
5:00p					
6:00p					
7:00p					
8:00p					
9:00p					

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

✓ Voyage ✓ Venue

Search by venue name...

Show Filters

	NAME	LEVEL	OCCUPANCY
<input type="radio"/>	Reception, Tour Desk	2	200
<input checked="" type="radio"/>	Butler Suites	1	40
<input type="radio"/>	Azul Restaurant	2	75
<input type="radio"/>	Boutique	3	30
<input type="radio"/>	Café	3	50

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Next: Enter Book

13 Click "Next: Enter Booking Details (New Group)"

Drag a line between cells to set the day, start time, and end time.

Sea	Ocho Rios	George To...	Cozumel
1/2024	2/1/2024	2/2/2024	2/3/2024

Create Group Booking (New Group)

Venue Day View

2. Select Voyage & Venue

Voyage ✓ Venue ✓

Search by venue name...

Show Filters

	NAME	LEVEL	OCCUPANCY	CONFIGURATIONS
<input type="radio"/>	Reception, Tour Desk	2	200	
<input checked="" type="radio"/>	Butler Suites	1	40	
<input type="radio"/>	Azul Restaurant	2	75	
<input type="radio"/>	Boutique	3	30	
<input type="radio"/>	Café	3	50	

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Next: Enter Booking Details (New Group)

14 Complete the relevant fields with the information about the activity/booking.

Drag a line between cells to set the day, start time, and end time.

At Sea	Ocho Rios	George To...	Cozumel
1/31/2024	2/1/2024	2/2/2024	2/3/2024

Create Group Booking (New Group)

Venue Day View

3. Enter Booking Details

Clear Form

BOOKING NAME *

START TIME * END TIME * GUESTS (MIN. 0)

10:00 AM 02:00 PM 1

FOOD & BEVERAGES

ENTERTAINMENT

HOUSEKEEPING REQUESTS

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Save as Draft Finish: Create Group Booking (New Group)

15

Click "Finish: Create Group Booking (New Group)" to process the request and for the venue owner to receive the booking request. As a Group Admin, you can choose to "Save as Draft" if you are still working on the request.

The screenshot shows a web form with the following sections:

- HOUSEKEEPING REQUESTS**: An empty text input field.
- VENUE CONFIGURATION**: A dropdown menu showing "default (occ. 40)".
- BOOKING NOTES**: A large text area with a double-slash icon at the bottom right.
- BOOKING FILES**: A section containing a "None" label, a "Choose File" button, and a note: "The changes made to the file names will only take effect when the form is submitted".

At the bottom of the form, the following information is displayed:

- Voyage Selected: 7 Night West Caribbean 80 (Day 3)
- Venue Selected: Butler Suites
- Buttons: "Go Back", "Save as Draft", and "Finish: Create Group Booking (New Group)". The "Finish" button is circled in red.