

GO by Spark - How to create a group memo?

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	ACTI
	--	05:00pm	— Events — Venue Data	☰
	--	--	🔗 Events 🔗 Venue Data	☰
n	11:00am	07:00pm	🔗 Events 🔗 Venue Data	☰
	--	--	— Events — Venue Data	☰

2

Click below the group name to create a group memo for a specific group by clicking on "Export Memo".

The screenshot shows a booking management interface. On the left, there are buttons for '+ New Booking' and 'Export Bookings', along with filter sections for 'Filters', 'Filter Presets', 'VOYAGE NAME', 'VOYAGE BETWEEN', and 'STATUS'. The main area displays a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, and VENUE. The table contains three rows of booking data. A dropdown menu is open under the 'Brian's Yoga Group' entry, with the 'Export Memo' option highlighted by an orange circle.

GROUP	SUB	NAME	VOYAGE	DAY	VENUE
John Pierre 123223	<input type="checkbox"/> N/A	Pierre Art Seminar	COZUMEL 26	1	Art
Brian's Yoga Group	<input type="checkbox"/> N/A	Private Sunrise Yoga	5 Night East Caribbean 02	3	Poc
	<input type="checkbox"/> N/A	yogi yoga	7 Night West Caribbean 49	4	Azu Res
			5 Night East		

3

Click this date field to select the date range for the group memo and click the "Approved only" checkbox when wanting to download the approved groups only.

The screenshot shows a 'Bookings' interface with a search bar and a table with columns: GROUP, SUB, NAME, VENUE, DATE, and TIME. A dialog box titled 'Select Date Range' is overlaid on the table. The dialog box contains fields for 'START DATE (OPTIONAL)' and 'END DATE (OPTIONAL)', both with date input fields and calendar icons. There is also an 'Approved Only' checkbox and 'Cancel' and 'Export Memo' buttons. An orange circle highlights the 'START DATE' input field.

GROUP	SUB	NAME	VENUE	DATE	TIME
John Pierre 123223	<input type="checkbox"/> N/A	Pierre Art Seminar	Art Gallery	2/22/2020	06:45pm - 11:00pm
Brian's Yoga Group	<input type="checkbox"/> N/A	Private Sunrise Yoga	Pool	10/22/2020	10:00am - 12:00pm
		7 Night			09:15am

4 Click "Export Memo"

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME
John Pierre 123223	N/A	Private Sunrise Yoga	East Caribbean 02	3	Art Gallery	2/22/2020	06:45pm - 11:00pm
Brian's Yoga Group	N/A	Private Sunrise Yoga	East Caribbean 02	3	Pool	10/22/2020	10:00am - 12:00pm
	N/A	yogi yoga	7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023	09:15am - 11:30am
			5 Night East Caribbean 02				03:15pm

5 Click "Download PDF"

Bookings

Search by booking or party name...

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME
John Pierre 123223	N/A	Private Sunrise Yoga	East Caribbean 02	3	Art Gallery	2/22/2020	06:45pm - 11:00pm
Brian's Yoga Group	N/A	Private Sunrise Yoga	East Caribbean 02	3	Pool	10/22/2020	10:00am - 12:00pm
	N/A	yogi yoga	7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023	09:15am - 11:30am