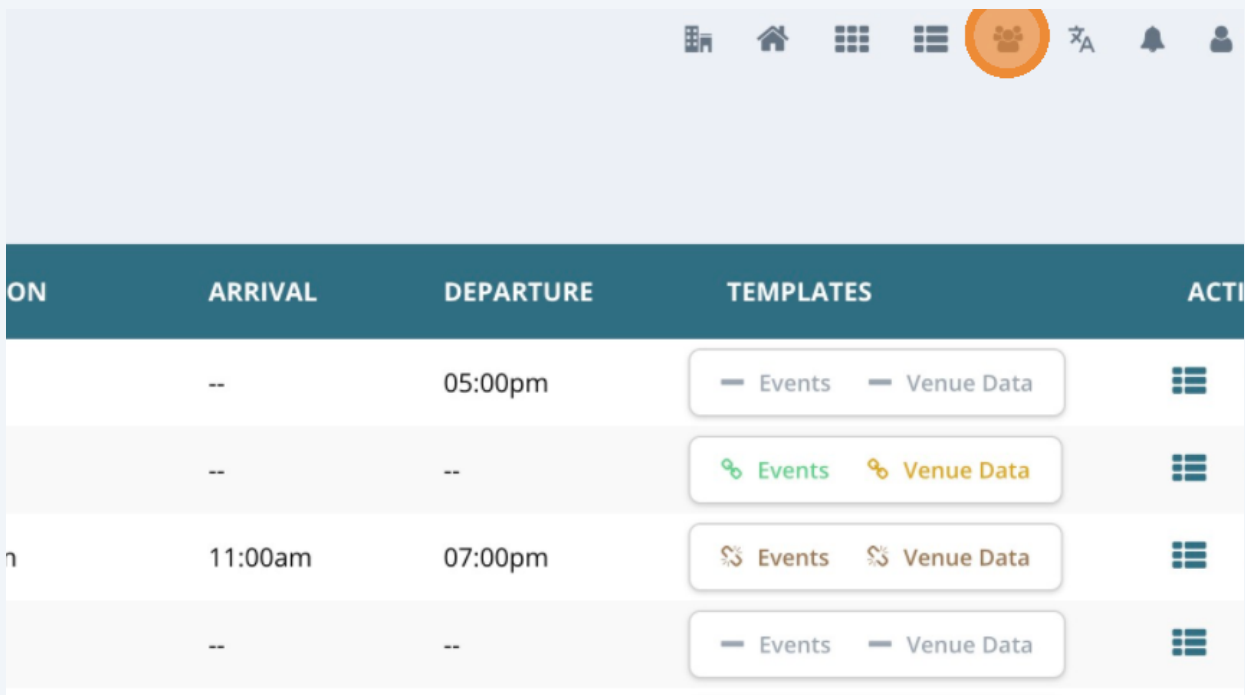# GO by Spark - How to create a group memo?

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.

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



**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.

**4**  Click "Export Memo"



**5**  Click "Download PDF"