

GO by Spark - How to duplicate a 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	ACTI
	--	05:00pm	— Events — Venue Data	☰
	--	--	🔗 Events 🔗 Venue Data	☰
n	11:00am	07:00pm	🔗 Events 🔗 Venue Data	☰
	--	--	— Events — Venue Data	☰

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To duplicate a booking request, simply click the "Duplicate" icon in the Action column for the corresponding request. This will replicate the exact Group and Booking Request details.

Bookings

LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STATUS	ACTIONS
At Sea	2	Butler Suites (archived)	No markers	6/18/2019	09:00am - 01:00pm	APPROVED	
Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm	APPROVED	
Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm	APPROVED	
Miami	1	Reception, Tour Desk	No markers	6/17/2019	12:30pm - 12:45pm	MODIFIED	

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Make any necessary changes, then click "Next" at the bottom to proceed.

<input type="radio"/>	Boutique	3	30
<input type="radio"/>	Café	3	50
<input type="radio"/>	Avenir Restaurant	4	100
<input type="radio"/>	Grill	5	35
<input type="radio"/>	Pool	5	85
<input type="radio"/>	Pool Bar	5	50
<input type="radio"/>	Fitness Center	5	150
<input type="radio"/>	Teen Club	5	45

Group Selected: John Pierre II
Voyage Selected: COZUMEL 01 (Day 2)
Date Selected: 6/18/2019
Venue Selected: Butler Suites (archived)

[Go Back](#) [Next: Enter Booking Details](#)

How to change the Group while keeping the Group Request (Activity)?

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If you'd like to change the Group for this activity, click **"Go Back"** to assign it to a different Group.

The screenshot displays a booking interface. On the left is a calendar grid with a purple and green bar at the top. On the right is a table with the following data:

NAME	DATE	DEPARTING	DAYS
COZUMEL 01	6/17/2019	Miami	8

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	
<input type="radio"/>	6/17/2019	1	Miami	--	04:00pm
<input checked="" type="radio"/>	6/18/2019	2	At Sea	--	--
<input type="radio"/>	6/19/2019	3	Isla de Roatan	12:00pm	06:00pm
<input type="radio"/>	6/20/2019	4	Costa Maya	08:00am	06:00pm
<input type="radio"/>	6/21/2019	5	Cozumel	07:00am	06:00pm
<input type="radio"/>	6/22/2019	6	At Sea	--	--
<input type="radio"/>	6/23/2019	7	At Sea	--	--
<input type="radio"/>	6/24/2019	8	Miami	07:00am	--

Group Selected: John Pierre II
Voyage Selected: COZUMEL 01 (Day 2)
Date Selected: 6/18/2019
Venue Selected: Butler Suites (archived)

Buttons: **Go Back** (highlighted with an orange circle), **Next: Enter Booking Details**

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By default, GO displays the Group used for the activity you are duplicating. You can choose from the following options:

1) Use an Existing Group: Simply type the desired Group name into the search field and select the checkbox next to the Group you wish to copy.

time, and end time of this

Costa Maya	Cozumel	At
6/20/2019	6/21/2019	6/22

Create Group Booking **THE AVENIR**

1. Select Group

- Create a New Group
- Use an Existing Group 1 similar

John Pierre II

	NAME	ID	TYPE
<input checked="" type="radio"/>	John Pierre II	123223	John Pierre II

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2) Create a New Group: Select an existing group, then click "Create." This action will automatically duplicate all the group's information, allowing you to make the necessary changes without starting from scratch.

ers

y, start time, and end time of this

Roa...	Costa Maya	Cozumel	At
2019	6/20/2019	6/21/2019	6/22

Create Group Booking **THE AVENIR**

1. Select Group

- Create a New Group
- Use an Existing Group 1 s

John Pierre II

	NAME	ID	TYPE
<input checked="" type="radio"/>	John Pierre II	123223	John Pierre II

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In the example below, we have clicked "Create" to show that all the details for "John Pierre II" have been successfully copied.

The screenshot shows a web interface for creating a group booking. At the top, it says 'Create Group Booking (New Group) THE AVENIR' with a close button (X) in the top right. Below this is the heading '1. Select Group'. A dark blue bar contains a radio button for 'Create a New Group' and a 'Clear Form' button. The form fields are as follows:

GROUP NAME *	GROUP ID	GROUP TYPE
John Pierre II	123223	Meeting
CONTACT NAME	GUESTS (MIN. 0)	
John Pierre	20	
TOUR LEADER	TL CABIN / BOOKING NO.	SALES OFFICE
Alexis Pierre	1289	123121
EMBARK	DEBARK	
mm/dd/yyyy	mm/dd/yyyy	



Note! If you don't wish to copy this Group's information, click "**Clear Form**" in the upper right corner to start creating a new Group.

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Make any necessary changes, then click "**Next**" at the bottom to proceed.

liar	EMBARK	DEBARK
	mm/dd/yyyy	mm/dd/yyyy
liar	CABIN DROP REQUESTS	
t Se	DINING PREFERENCE	
liar	GUEST EXPERIENCE	
liar	PRE-PAID PACKAGES	
t Se	<input type="radio"/> Use an Existing Group 1 similar group names found	
	Group Selected: John Pierre II (New Group)	Next: Select Voyage & Venue (New Group)