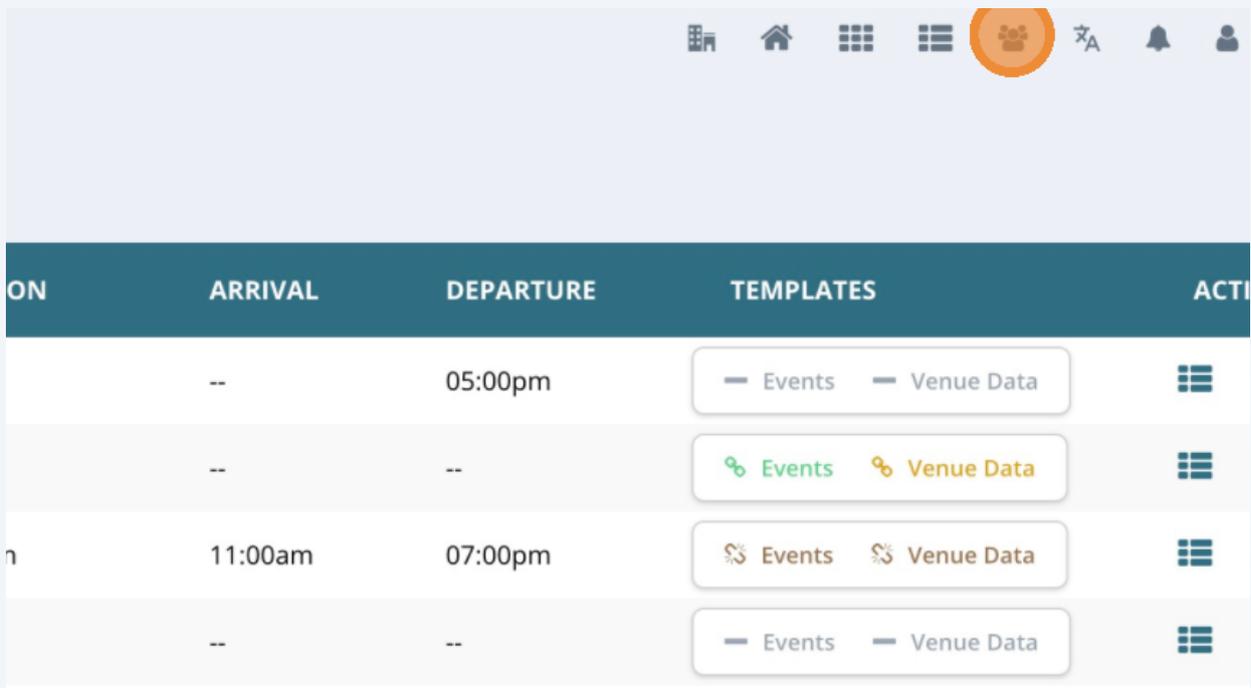


# GO by Spark - How to find existing groups and add/edit a group booking request?

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	☰

2

Use the filters to customize your view by scrolling up/down. Users are able to filter by group ID, venue, voyage name, voyage date range, group's status, and visible fields.

**Tip:** "Filter Presets" are used to focus on a specific department only (F&B, Hsk or Entertainment).

The screenshot shows a user interface for managing bookings. On the left is a sidebar with a dark green background. At the top of the sidebar are two buttons: a green '+ New Booking' button and a grey 'Export Bookings' button. Below these is a 'Filters' section with a yellow 'Filter Presets' button. Underneath are four filter categories: 'GROUP' with a text input 'Filter group ID shown...', a checked checkbox 'Group rows by group', 'VENUES' with a text input 'Filter venues shown...', 'VOYAGE NAME' with a text input 'Filter voyages shown...', and 'VOYAGE BETWEEN'. A vertical scrollbar is visible on the right side of the filter sidebar, with an orange circle highlighting the scroll handle. The main area on the right is a table with a dark green header and a white body. The table has four columns: 'GROUP', 'SUB', 'NAME', and 'VOYAGE'. The first row is highlighted in gold and shows 'John Pierre 123223' in the GROUP column, a checkbox and 'N/A' in the SUB column, 'Pierre Art Seminar' in the NAME column, and 'COZUMEL 26' in the VOYAGE column. The second row is highlighted in teal and shows 'Brian's Yoga Group' in the GROUP column, a checkbox and 'N/A' in the SUB column, 'Private Sunrise Yoga' in the NAME column, and '5 Night East Caribbean 02' in the VOYAGE column. The third row shows 'yogi yoga' in the NAME column and '7 Night West Caribbean 49' in the VOYAGE column. The fourth row shows 'Pool Party' in the NAME column and '5 Night East Caribbean 50' in the VOYAGE column. The fifth row shows 'testing' in the NAME column and '7 Night West Caribbean 53' in the VOYAGE column.

GROUP	SUB	NAME	VOYAGE
John Pierre 123223	<input type="checkbox"/> N/A	Pierre Art Seminar	COZUMEL 26
Brian's Yoga Group	<input type="checkbox"/> N/A	Private Sunrise Yoga	5 Night East Caribbean 02
	<input type="checkbox"/> N/A	yogi yoga	7 Night West Caribbean 49
	<input type="checkbox"/> N/A	Pool Party	5 Night East Caribbean 50
	<input type="checkbox"/> N/A	testing	7 Night West Caribbean 53



Alert! Make sure the filters are accurate when searching for a group. If any filter is incorrect, you may not find the group.

3

To add a booking, edit group details, and export memo from an existing group, click below the group name (on the 3 lines icon).

The screenshot displays a user interface for managing travel bookings. On the left, a sidebar contains a logo, the text 'The Avenir', a '+ New Booking' button (highlighted with an orange circle), an 'Export Bookings' button, and filter sections for 'VOYAGE NAME' and 'VOYAGE BETWEEN'. The main area is titled 'Bookings' and features a search bar and a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, and VENUE. A row for 'World Travel Group' is selected, showing a 3-line menu icon, a checkbox, 'N/A' in the SUB column, 'Cocktail Party' in the NAME column, '7 Night West Caribbean 50' in the VOYAGE column, '3' in the DAY column, and 'Azul Restaur' in the VENUE column. A dropdown menu is open below the 3-line icon, listing 'Add Booking', 'Edit Group', and 'Export Memo'.



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.

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

Create Group Booking Venue Day View

2. Select Voyage & Venue

Voyage Venue

Search by sailing name...

Show Filters

	NAME	DATE	DEPARTING	DAYS
>	7 Night West Caribbean 47	12/29/2022	Miami	8
>	5 Night East Caribbean 48	01/05/2023	Miami	6
>	7 Night West Caribbean 48	01/10/2023	Miami	8
>	5 Night East Caribbean 49	01/17/2023	Miami	6
>	7 Night West Caribbean 49	01/22/2023	Miami	8

Group Selected: Brian's Yoga Group

Go Back Next: Enter Booking Details

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

Create Group Booking 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*

## 6 Select the date.

The screenshot shows a booking interface. On the left is a sidebar with a 'World Travel Group' header, a search icon, and '(2 reqs hidden)'. Below this is a table with columns 'GROUP', 'SUB', and 'NAME'. The 'SUB' column contains an 'N/A' button. The 'NAME' column contains 'Cocktail Party'. On the right is a main area with a search bar 'Search by sailing name...', a 'Show Filters' dropdown, and a table with columns 'NAME' and 'DATE'. The table lists two options: '5 Night East Caribbean 48' with date '01/05/20...' and '5 Night East Caribbean 49' with date '01/17/20...'. Below this is another table with columns 'DATE', 'DAY', and 'LOCATION'. The first row is '01/17/2023', '1', 'Miami' and the second is '01/18/2023', '2', 'At Sea'. A date selection overlay is visible over the first row of this table. At the bottom, it says 'Group Selected: Brian's Yoga Group'.

GROUP	SUB	NAME
World Travel Group	N/A	Cocktail Party

NAME	DATE
5 Night East Caribbean 48	01/05/20...
5 Night East Caribbean 49	01/17/20...

DATE	DAY	LOCATION
01/17/2023	1	Miami
01/18/2023	2	At Sea

Group Selected: Brian's Yoga Group

## 7 Select the venue for the booking request.

The screenshot shows a booking interface. At the top, it says 'Create Group Booking' and '2. Select Voyage & Venue'. There is a 'Venue Day View' button and a close icon. Below this is a progress bar with 'Voyage' selected and 'Venue' unselected. The main area has a search bar 'Search by sailing name...', a 'Show Filters' dropdown, and a table with columns 'NAME', 'DATE', 'DEPARTING', and 'DAYS'. The table lists two options: '5 Night East Caribbean 48' with date '01/05/2023', departing 'Miami', and '6' days; and '5 Night East Caribbean 49' with date '01/17/2023', departing 'Miami', and '6' days. Below this is another table with columns 'DATE', 'DAY', 'LOCATION', 'ARRIVAL', and 'DEPARTURE'.

Create Group Booking

2. Select Voyage & Venue

Voyage Venue

NAME	DATE	DEPARTING	DAYS
5 Night East Caribbean 48	01/05/2023	Miami	6
5 Night East Caribbean 49	01/17/2023	Miami	6

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
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8 Click this checkbox when ready to select the venue.

Search by booking or party name...

GROUP	SUB	NAME
World Travel Group (2 reqs hidden)	<input type="checkbox"/>	N/A Cocktail Party

Search by venue name...

Show Filters

	NAME	LEVEL	C
<input type="radio"/>	Reception, Tour Desk	2	2
<input checked="" type="radio"/>	Butler Suites	1	4
<input type="radio"/>	Azul Restaurant	2	7
<input type="radio"/>	Boutique	3	3
<input type="radio"/>	Café	3	5

Group Selected: Brian's Yoga Group  
Voyage Selected: 5 Night East Caribbean 49 (Day 1)

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

Create Group Booking

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	

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

The screenshot shows a booking interface. On the left is a calendar grid with columns for dates: 01/17/2023 (Miami), 01/18/2023 (At Sea), 01/19/2023 (San Juan), 01/20/2023 (At Sea), 01/21/2023 (Nassau), and 01/22/2023 (Miami). The rows represent times from 6:00 to 8:00p. An orange circle highlights the cell for 1:00p on 01/19/2023. On the right is a sidebar with a search bar "Search by venue name...", a "Voyage" status indicator with a green checkmark, and a list of venues under the heading "NAME":

- Reception, Tour Des
- Butler Suites
- Azul Restaurant
- Boutique
- Café

11 Click "Next: Enter Booking Details"

The screenshot shows a booking interface. At the top is a search bar "Search by venue name...". Below it is a "Show Filters" dropdown. A table lists venues with columns for NAME, LEVEL, OCCUPANCY, and CONFIGURATIONS:

	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	

Below the table is a summary section:

Group Selected: Brian's Yoga Group  
Voyage Selected: 5 Night East Caribbean 49 (Day 3)  
Venue Selected: Butler Suites

At the bottom right are two buttons: "Go Back" and "Next: Enter Booking Details". The "Next: Enter Booking Details" button is highlighted with an orange circle.

