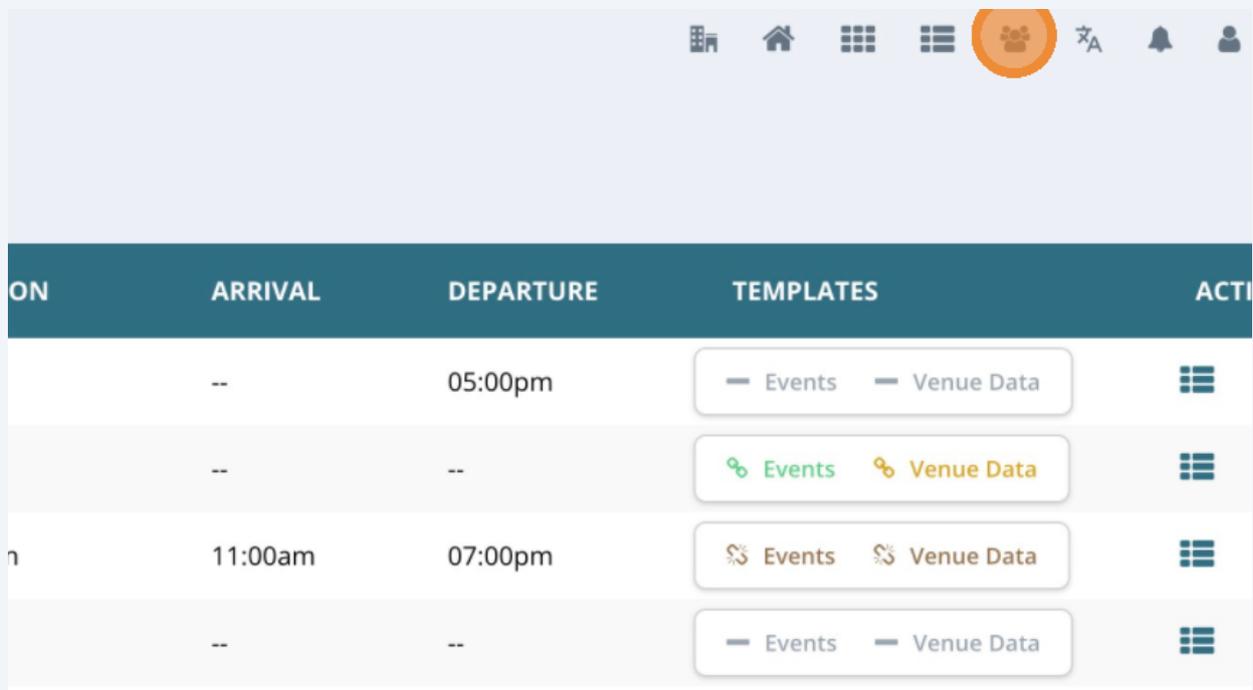


GO by Spark - How to view group booking request details and communicate with venue owners or group coordinators?

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

To view group details & communication between GO users regarding booking/event requests, simply click the "+" icon.

The screenshot shows a web application interface for managing bookings. At the top, there is a navigation bar with icons for home, search, and user profile (Admin User). Below the navigation bar is a 'Bookings' section with a search bar and a table of booking requests. The table has columns for GROUP, SUB, NAME, VOYAGE, DAY, VENUE, DATE, TIME, REQUESTER, STATUS, and ACTIONS. There are two main group categories: 'John Pierre 123223' (yellow background) and 'Brian's Yoga Group' (blue background). The 'Brian's Yoga Group' category contains four booking requests. The second request, 'Private Sunrise Yoga', is highlighted with a red circle around the '+' icon in the 'ACTIONS' column.

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER	STATUS	ACTIONS
John Pierre 123223	N/A	Pierre Art Seminar	COZUMEL 26	1	Art Gallery	2/22/2020	06:45pm - 11:00pm	Admin User	APPROVED	+ [edit] [copy]
Brian's Yoga Group	N/A	Private Sunrise Yoga	5 Night East Caribbean 02	3	Pool	10/22/2020	10:00am - 12:00pm	Admin User	APPROVED	+ [edit] [copy]
Brian's Yoga Group	N/A	yogi yoga	7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023	09:15am - 11:30am	Admin User	PENDING	+ [edit] [copy]
Brian's Yoga Group	N/A	Pool Party	5 Night East Caribbean 50	3	Pool	1/31/2023	03:15pm - 05:00pm	Admin User	APPROVED	+ [edit] [copy]
Brian's Yoga Group	N/A		7 Night							

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The "Comments" section contains all communication. All communication will include user name, date, and time. Additionally, any status changes for the event will be displayed in the "Comments" section. Color identifiers in the messaging system are as follows:

Grey: All messages without a status change

Red: Rejected event by venue owner

Green: Accepted event by venue owner

VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER	STATUS	ACTIONS
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GROUP DETAILS	BOOKING DETAILS	COMMENTS						
<p>IP TYPE CREATED AT 10/21/2020</p> <p>TS HOSPITALITY DESK NO</p> <p>ABIN SALES OFFICE None</p> <p>DEBARK None</p> <p>View more details</p>	<p>CHANGE STATUS</p> <p>APPROVE REJECT</p> <p>BOOKING NAME Private Sunrise Yoga</p> <table border="1"><thead><tr><th>DATE</th><th>START TIME</th><th>END TIME</th></tr></thead><tbody><tr><td>10/22/2020</td><td>10:00am</td><td>12:00pm</td></tr></tbody></table> <p>STATUS APPROVED</p> <p>GUESTS 40</p> <p>VOYAGE 5 Night East Caribbean 02 (Day 3)</p> <p>VENUE Pool</p> <p>Click to show more details</p>	DATE	START TIME	END TIME	10/22/2020	10:00am	12:00pm	<p>Hey We plan on doing maintenacne move it later Sent: 10/21/2020, 7:32:21 PM by Admin User</p> <p>Rejected Sent: 2/1/2024, 5:47:14 PM by Admin User</p> <p>Approved Sent: 2/1/2024, 5:47:19 PM by Admin User</p> <p>Type your message here... Send</p>
DATE	START TIME	END TIME						
10/22/2020	10:00am	12:00pm						

4

Users can also view the Group Details and the Booking Details as shown on the example below, simply click "Click to show more details".

The screenshot displays a user interface with a search bar at the top and a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, VENUE, DATE, TIME, and REQUESTER. Below the table, there are two main sections: 'GROUP DETAILS' and 'BOOKING DETAILS'. The 'GROUP DETAILS' section includes fields for GROUP NAME (Brian's Yoga Group), GROUP ID (None), GROUP TYPE (None), CREATED AT (10/21/2020), CONTACT (None), GUESTS (0), HOSPITALITY DESK (NO), TOUR LEADER (None), T.L. CABIN (None), SALES OFFICE (None), EMBARK (None), and DEBARK (None). The 'BOOKING DETAILS' section includes a 'CHANGE STATUS' section with 'APPROVE' and 'REJECT' buttons, a 'BOOKING NAME' (Private Sunrise Yoga), a table with columns DATE, START TIME, and END TIME (10/22/2020, 10:00am, 12:00pm), a 'STATUS' (APPROVED), 'GUESTS' (40), 'VOYAGE' (5 Night East Caribbean 02 (Day 3)), and 'VENUE' (Pool). A 'Click to show more details' button is highlighted with an orange circle in the 'GROUP DETAILS' section.

5

To finalize, users also have the ability to check the Venue Day View for that specific voyage. Click "Show Venue Day View"

The screenshot shows a table with columns: VOYAGE, DAY, VENUE, DATE, TIME, and REQUESTER. The table contains three rows of data. Below the table, there is a dropdown menu labeled 'Show Venue Day View' with a downward arrow. The dropdown menu is open, showing a list of venue day views. The first row is '7 Night West Caribbean 49' on '4' days at 'Azul Restaurant' on '1/25/2023' from '09:15am - 11:30am' by 'Admin User'. The second row is '5 Night East Caribbean 50' on '3' days at 'Pool' on '1/31/2023' from '03:15pm - 05:00pm' by 'Admin User'. The third row is '7 Night West Caribbean 53' on '2' days at 'Pool Bar' on '3/12/2023' from '10:00am - 11:00am' by 'Admin User'. A 'Click to show more details' button is highlighted with an orange circle in the table area.

6

Below is an example of the venue view for the "5 Night East Caribbean 02" voyage. It provides a convenient method for assessing the availability of venues for the voyage. The color codes used in the canvas system are as follows:

Purple: Group events in general and/or This particular event

Blue: Regular Events from Canvas (non-groups)

Green: Accepted event by venue owner

Red: Rejected event by venue owner

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DA			
				Miami	At Sea	San Juan	At Sea	Nassau	Miami
				10/20/2020	10/21/2020	10/22/2020	10/23/2020	10/24/2020	10/25/2020
				6:00					
				7:00					
				8:00					
				9:00					
				10:00					
				11:00					
				12:00p					
				1:00p					
				2:00p					
				3:00p					
				4:00p					
				5:00p					
				6:00p					