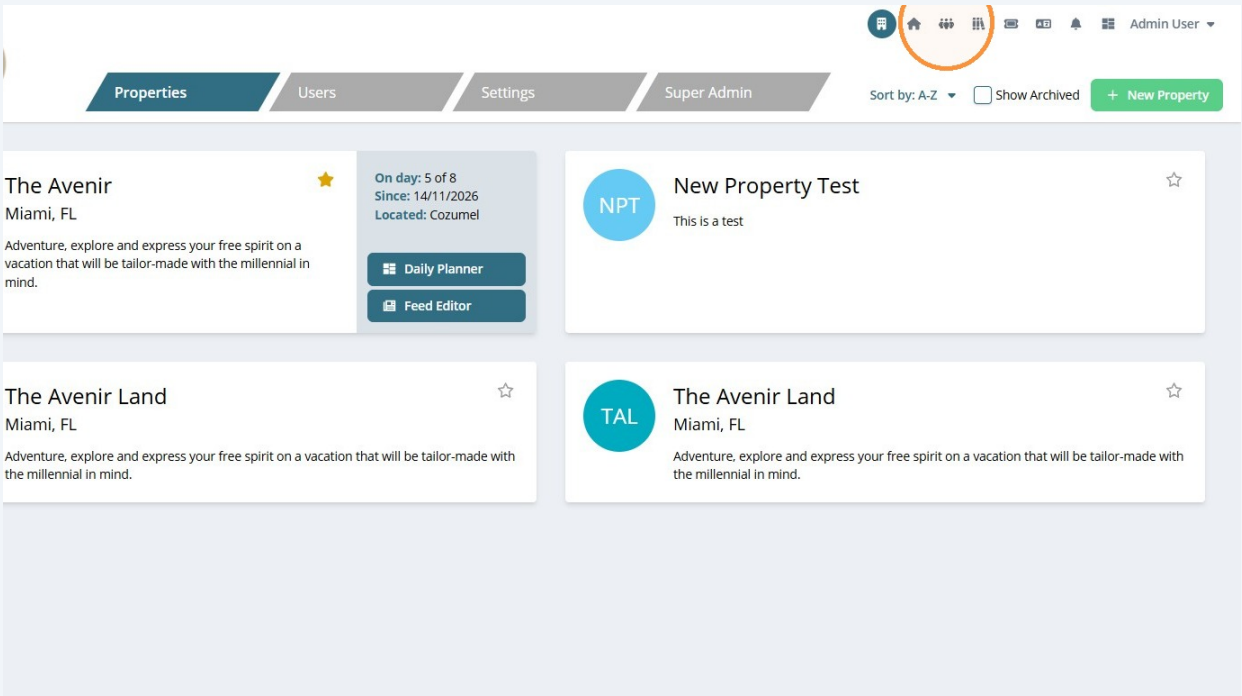
How to Update the Status of Group Bookings

In this guide, we'll show you how to update the status of group bookings and how to review the changes made to them.

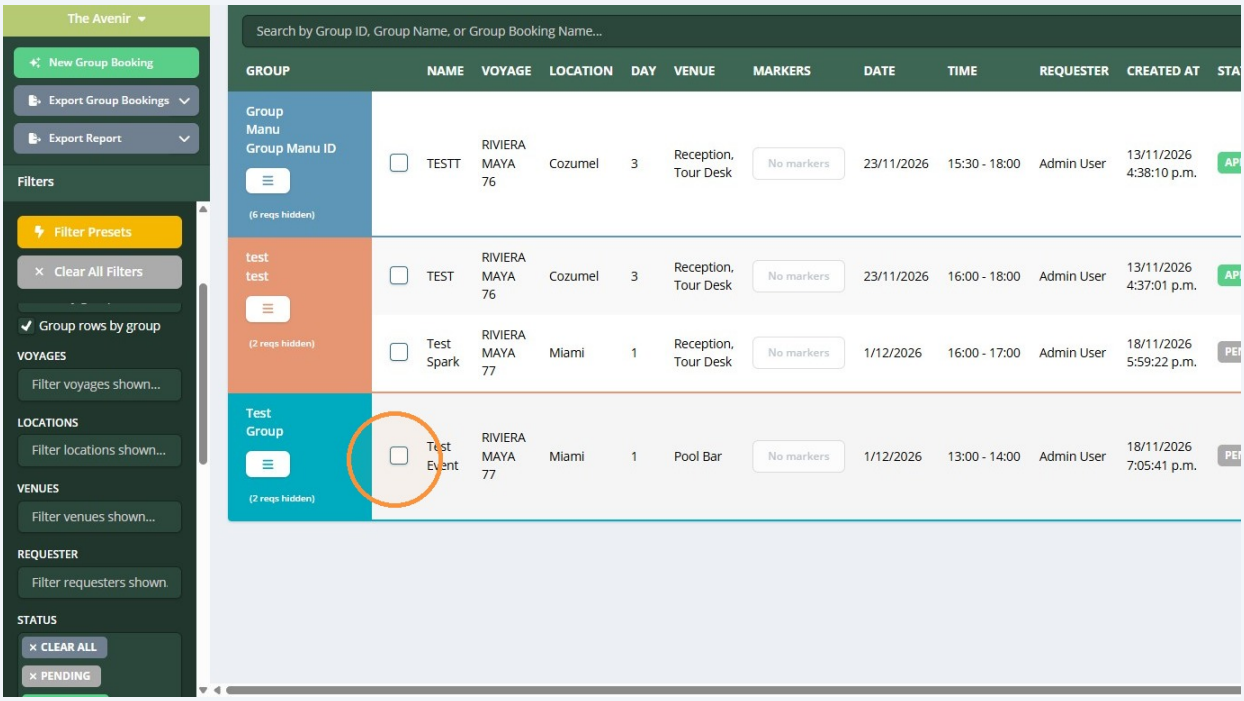
1 From your GO URL, click on the **Groups** icon in the top-right corner of the page.

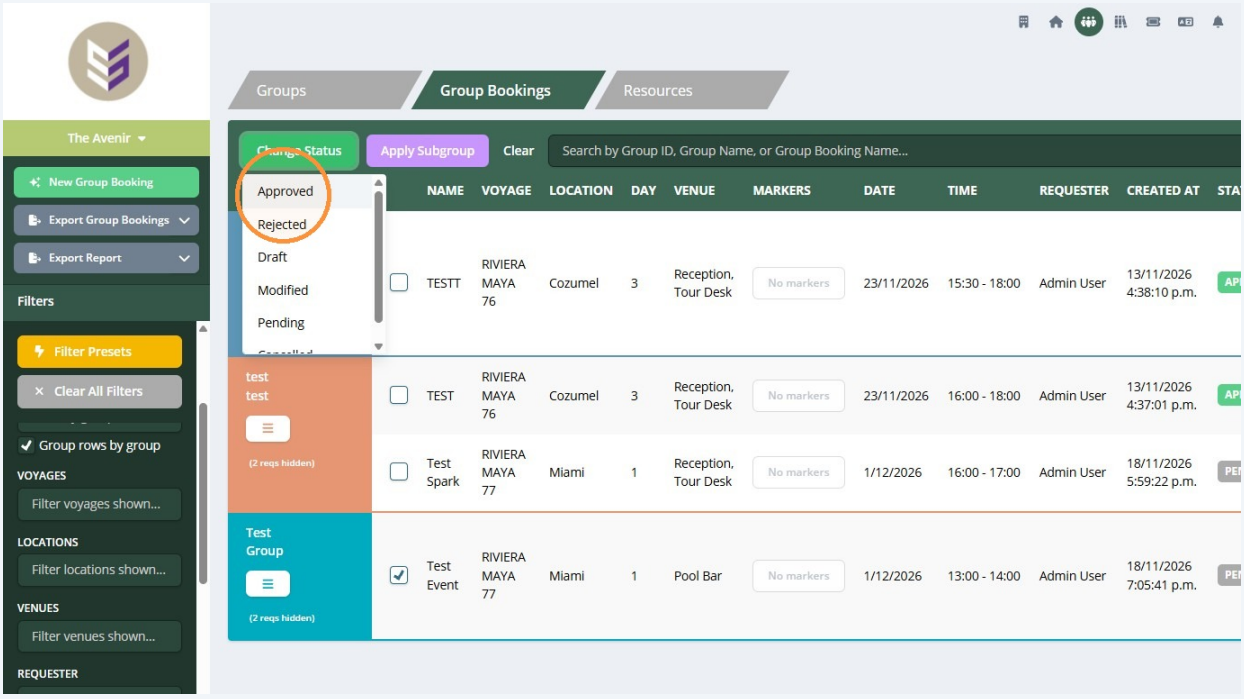


Note: Whenever a new group booking is created, its status will automatically be set to **Pending** until it is approved.

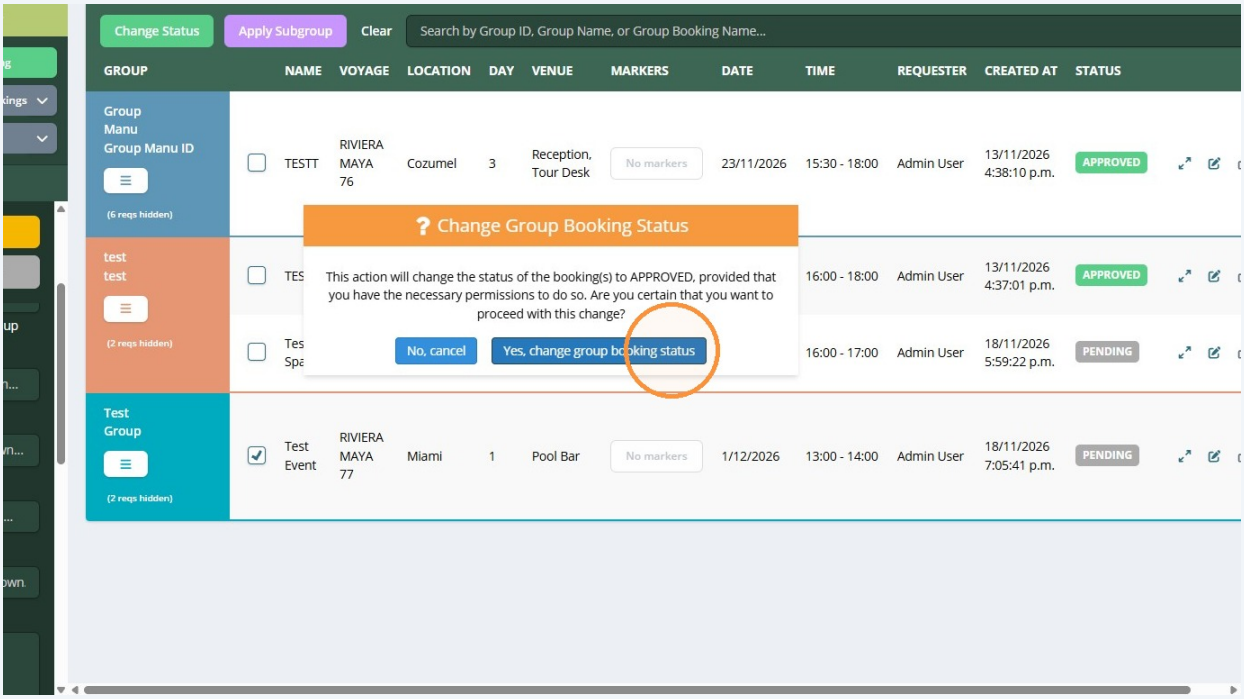
2 There are two ways to approve a group booking:

1. Select the checkbox next to the booking. Then, click **Change Status** and select **Approved**.

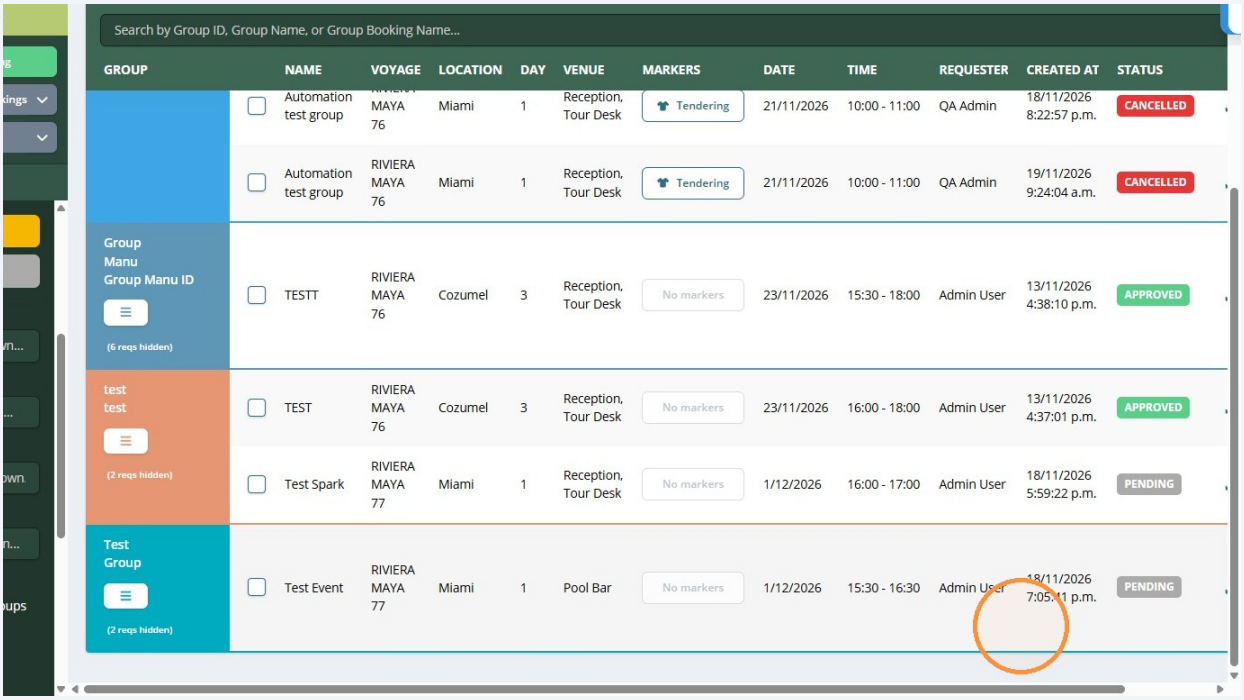

The Avenir
New Group Booking
Export Group Bookings
Export Report
Filters
Filter Presets
Clear All Filters
Group rows by group
VOYAGES
Filter voyages shown...
LOCATIONS
Filter locations shown...
VENUES
Filter venues shown...
REQUESTER
Filter requesters shown
STATUS
CLEAR ALL
PENDING
Search by Group ID, Group Name, or Group Booking Name...
GROUP
NAME
VOYAGE
LOCATION
DAY
VENUE
MARKERS
DATE
TIME
REQUESTER
CREATED AT
Group Manu Group Manu ID
(6 reqs hidden)
TESTT
RIVIERA MAYA 76
Cozumel
3
Reception, Tour Desk
No markers
23/11/2026
15:30 - 18:00
Admin User
13/11/2026 4:38:10 p.m.
test test
(2 reqs hidden)
TEST
RIVIERA MAYA 76
Cozumel
3
Reception, Tour Desk
No markers
23/11/2026
16:00 - 18:00
Admin User
13/11/2026 4:37:01 p.m.
Test Spark
RIVIERA MAYA 77
Miami
1
Reception, Tour Desk
No markers
1/12/2026
16:00 - 17:00
Admin User
18/11/2026 5:59:22 p.m.
Test Group
(2 reqs hidden)
Test Event
RIVIERA MAYA 77
Miami
1
Pool Bar
No markers
1/12/2026
13:00 - 14:00
Admin User
18/11/2026 7:05:41 p.m.

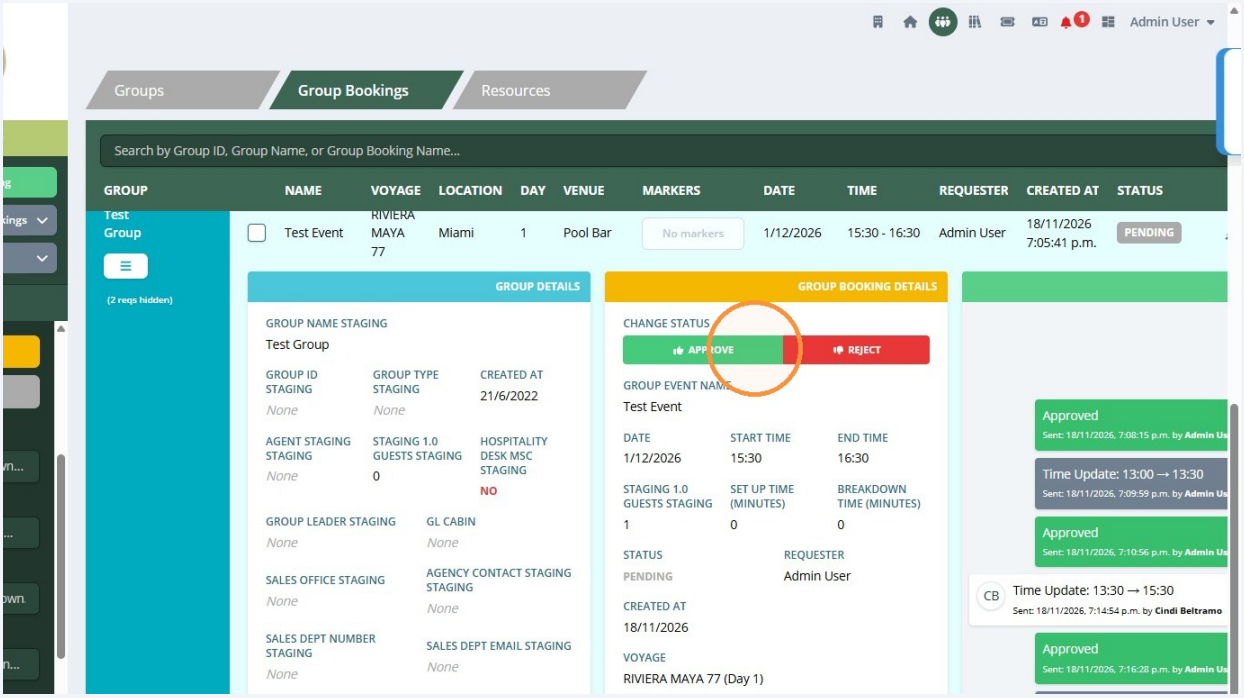

Groups
Group Bookings
Resources
The Avenir
New Group Booking
Export Group Bookings
Export Report
Filters
Filter Presets
Clear All Filters
Group rows by group
VOYAGES
Filter voyages shown...
LOCATIONS
Filter locations shown...
VENUES
Filter venues shown...
REQUESTER
Apply Subgroup
Clear
Search by Group ID, Group Name, or Group Booking Name...
Approved
Rejected
Draft
Modified
Pending
NAME
VOYAGE
LOCATION
DAY
VENUE
MARKERS
DATE
TIME
REQUESTER
CREATED AT
test test
(2 reqs hidden)
TESTT
RIVIERA MAYA 76
Cozumel
3
Reception, Tour Desk
No markers
23/11/2026
15:30 - 18:00
Admin User
13/11/2026 4:38:10 p.m.
TEST
RIVIERA MAYA 76
Cozumel
3
Reception, Tour Desk
No markers
23/11/2026
16:00 - 18:00
Admin User
13/11/2026 4:37:01 p.m.
Test Spark
RIVIERA MAYA 77
Miami
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Reception, Tour Desk
No markers
1/12/2026
16:00 - 17:00
Admin User
18/11/2026 5:59:22 p.m.
Test Group
(2 reqs hidden)
Test Event
RIVIERA MAYA 77
Miami
1
Pool Bar
No markers
1/12/2026
13:00 - 14:00
Admin User
18/11/2026 7:05:41 p.m.

3 Click "Yes, change group booking status" to accept the change

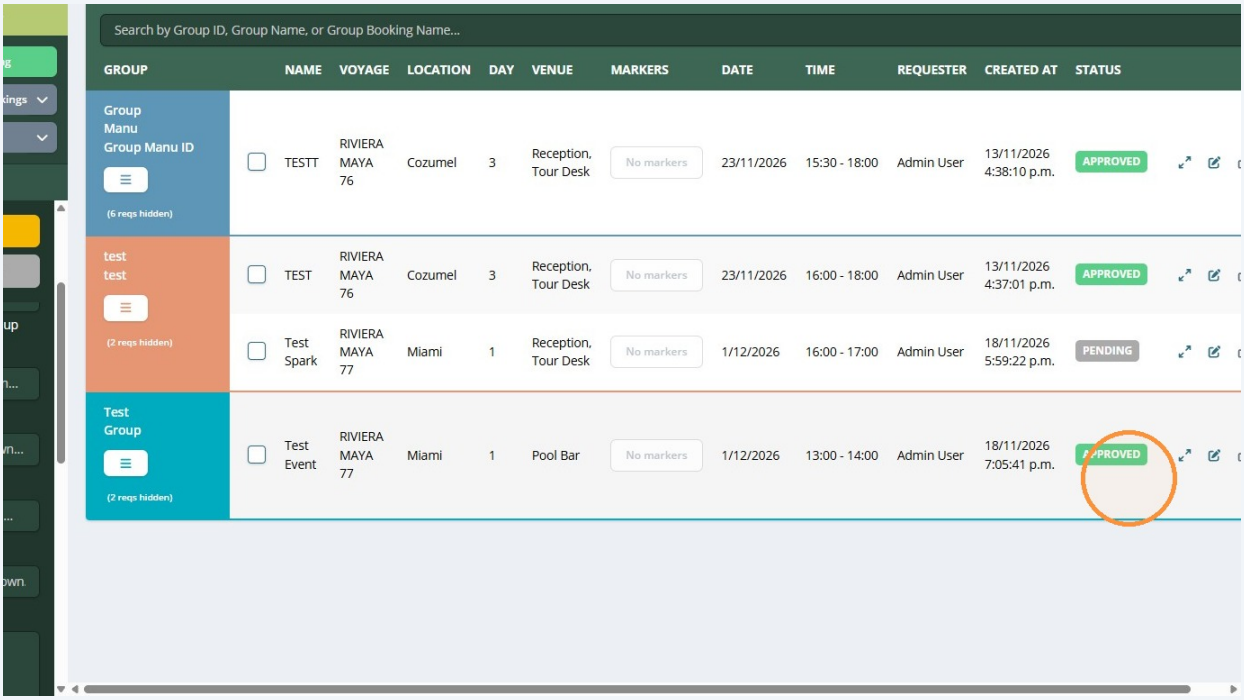


4 2. Click on the group booking at the top to view its details, then click **Approve**.



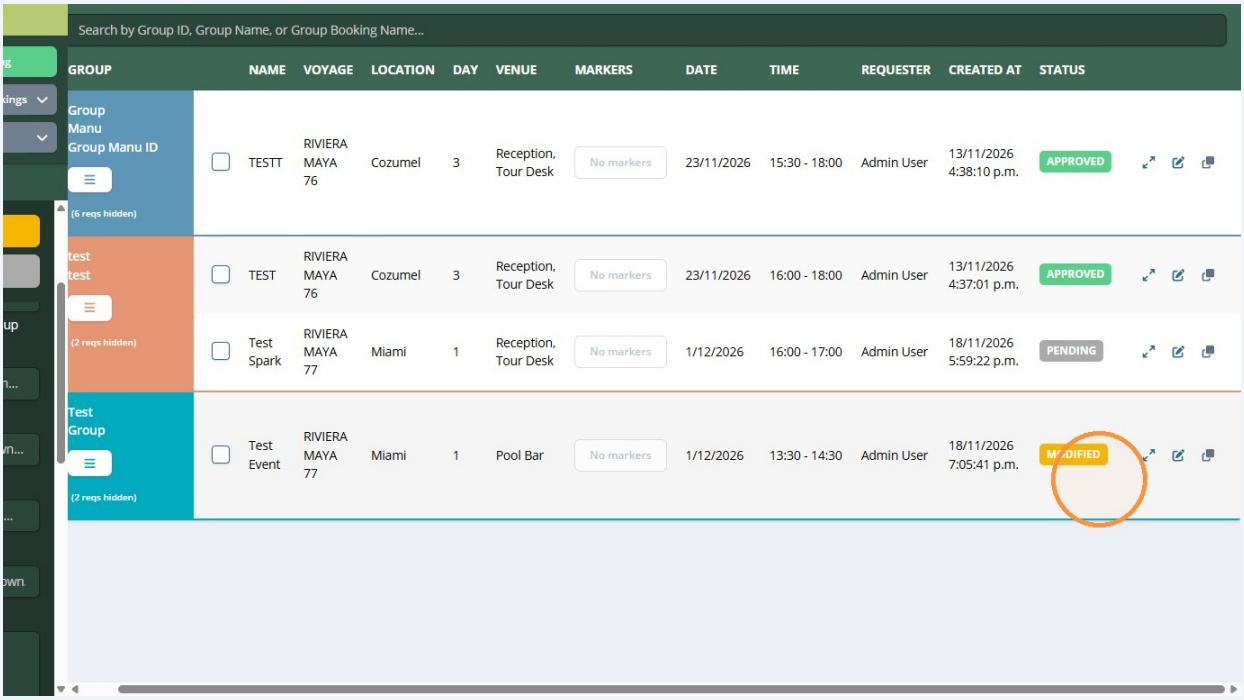


5 The group booking status should now be updated to **Approved**.



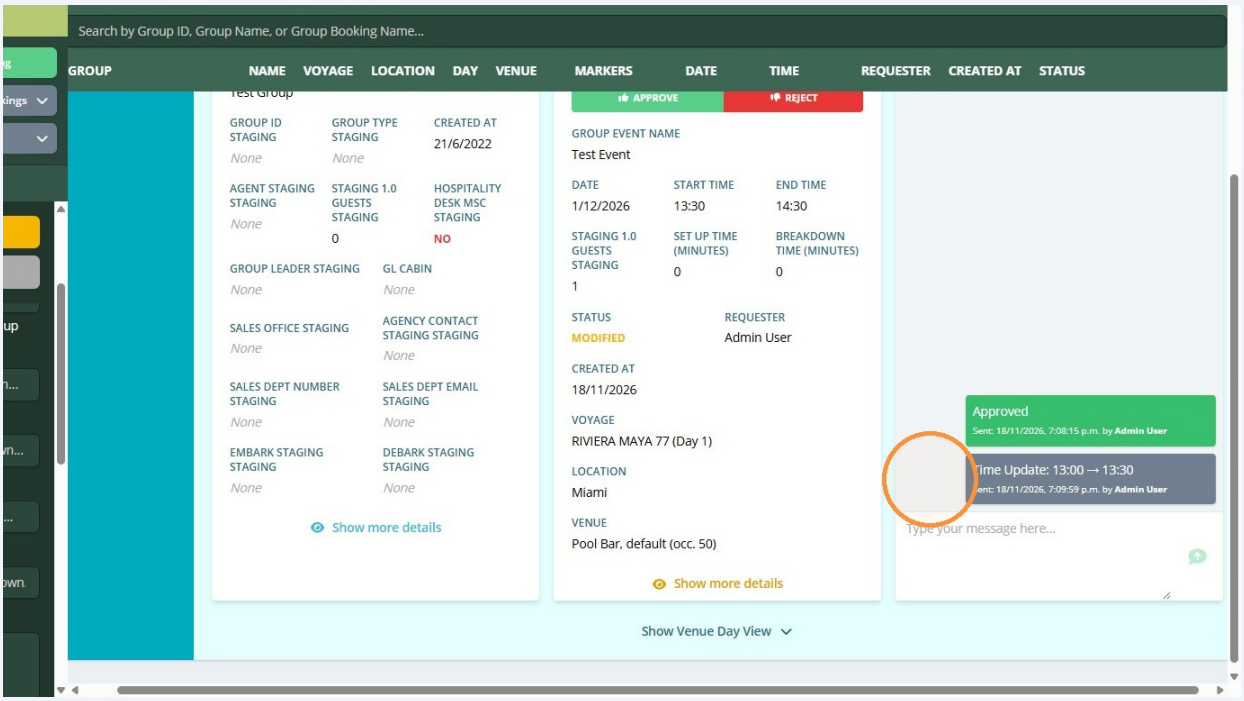
6

If any modifications are made to the group booking, its status will be updated, and a **Modified** tag will appear next to it.



7

Click on the group booking to view the modifications that have been made.



Note: You can either approve or reject the modifications by following Steps 2 and 3 of this guide.