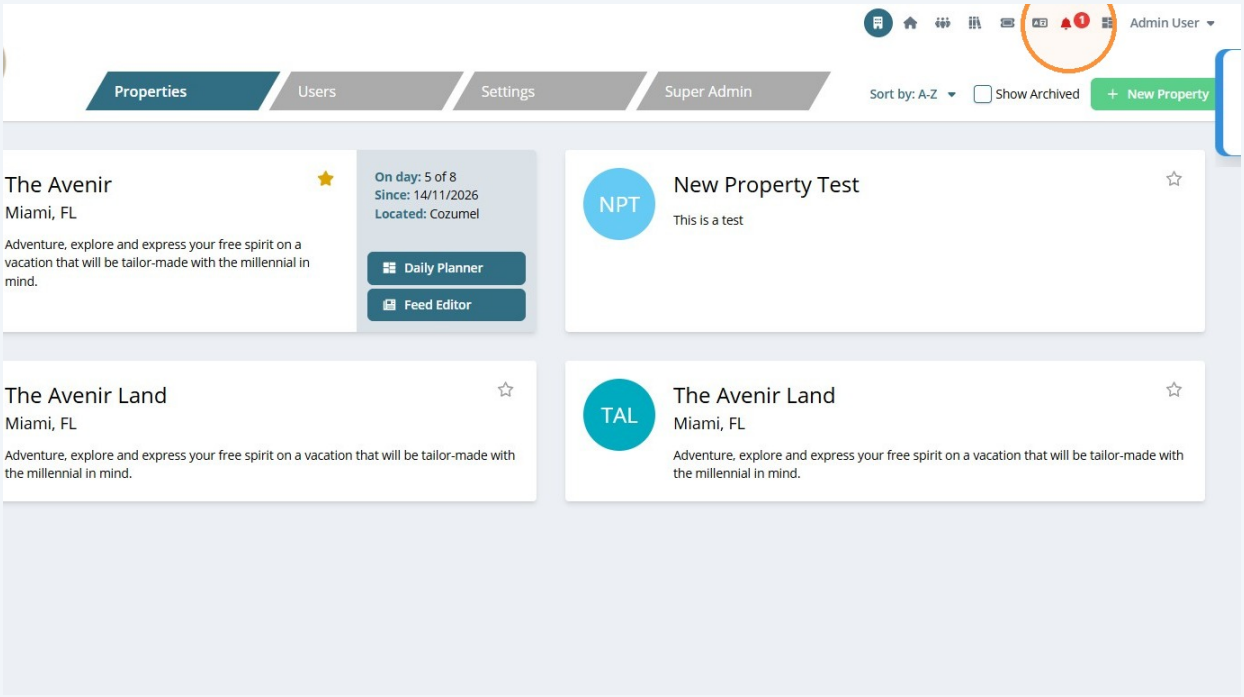
How to View Group Notifications

In this guide, we'll show you how to view group notifications and approve group bookings directly from the Notifications page.

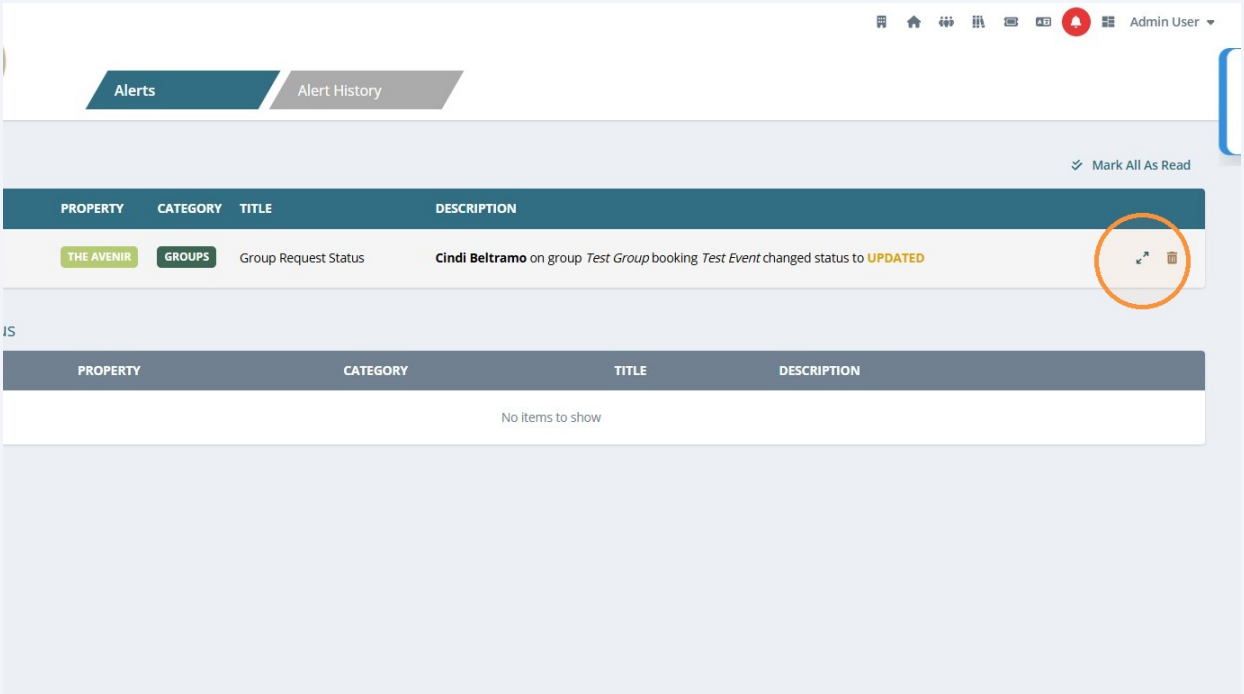
NOTE: If a modification is made to a group booking, the user who originally created the booking will receive a notification informing them of the change.

1 From your GO URL, click on the **Bell** icon to access your notifications.



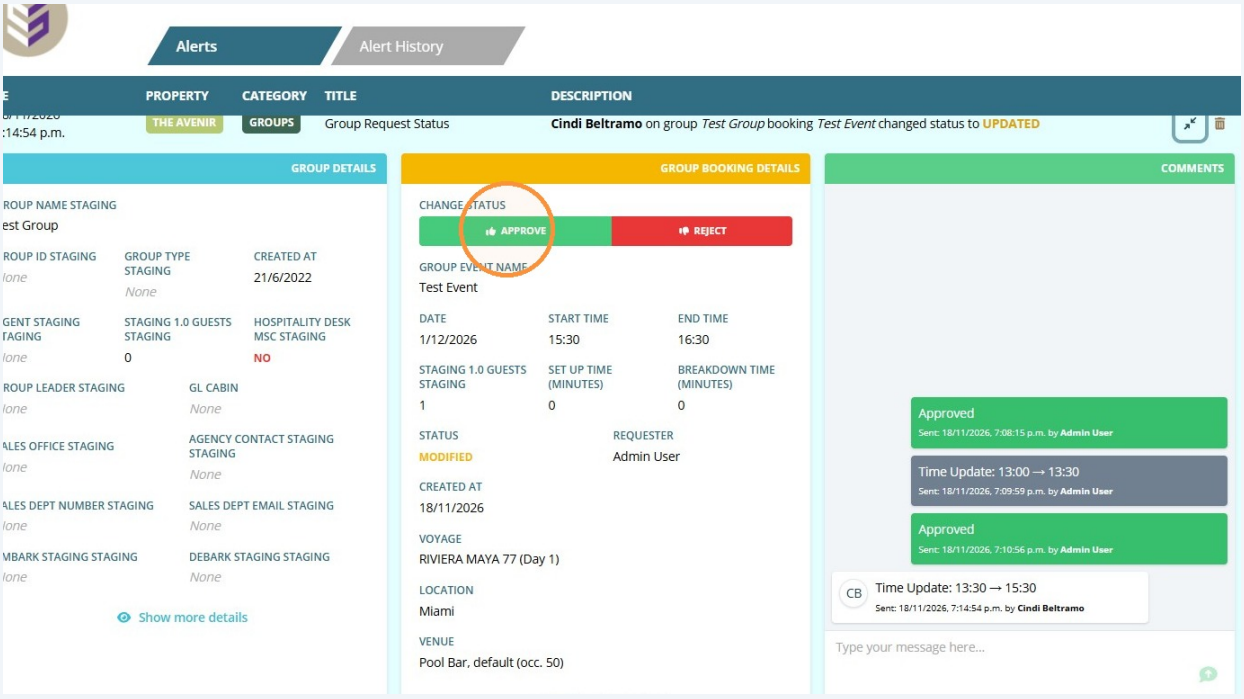
2 On the **Notifications** page, you'll find all notifications related to group bookings you have created.

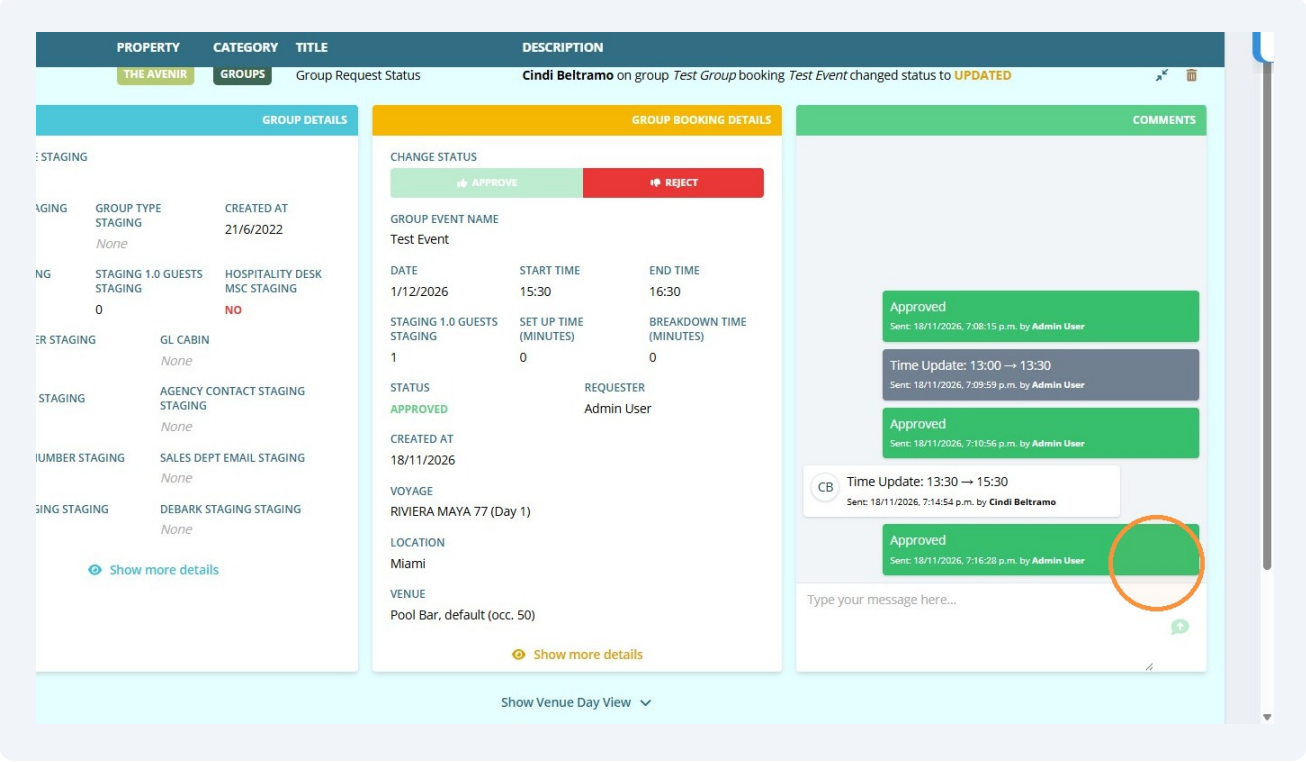
Click the **two-arrow icon** next to a notification to expand it and view more details.



3 From there, you can approve or reject the modification directly from the notification.

In the **Comments** section, you can review the status updates and all modifications made to the group booking.




PROPERTY
CATEGORY
TITLE
DESCRIPTION
THE AVENIR
GROUPS
Group Request Status
Cindi Beltramo on group Test Group booking Test Event changed status to UPDATED
GROUP DETAILS
GROUP TYPE STAGING
None
CREATED AT
21/6/2022
STAGING 1.0 GUESTS STAGING
0
HOSPITALITY DESK MSC STAGING
NO
GL CABIN
None
AGENCY CONTACT STAGING STAGING
None
SALES DEPT EMAIL STAGING
None
DEBARK STAGING STAGING
None
Show more details
GROUP BOOKING DETAILS
CHANGE STATUS
APPROVE
REJECT
GROUP EVENT NAME
Test Event
DATE
1/12/2026
START TIME
15:30
END TIME
16:30
STAGING 1.0 GUESTS STAGING
1
SET UP TIME (MINUTES)
0
BREAKDOWN TIME (MINUTES)
0
STATUS
APPROVED
REQUESTER
Admin User
CREATED AT
18/11/2026
VOYAGE
RIVIERA MAYA 77 (Day 1)
LOCATION
Miami
VENUE
Pool Bar, default (occ. 50)
Show more details
COMMENTS
Approved
Sent: 18/11/2026, 7:08:15 p.m. by Admin User
Time Update: 13:00 → 13:30
Sent: 18/11/2026, 7:09:59 p.m. by Admin User
Approved
Sent: 18/11/2026, 7:10:56 p.m. by Admin User
CB
Time Update: 13:30 → 15:30
Sent: 18/11/2026, 7:14:54 p.m. by Cindi Beltramo
Approved
Sent: 18/11/2026, 7:16:28 p.m. by Admin User
Type your message here...
Show Venue Day View