

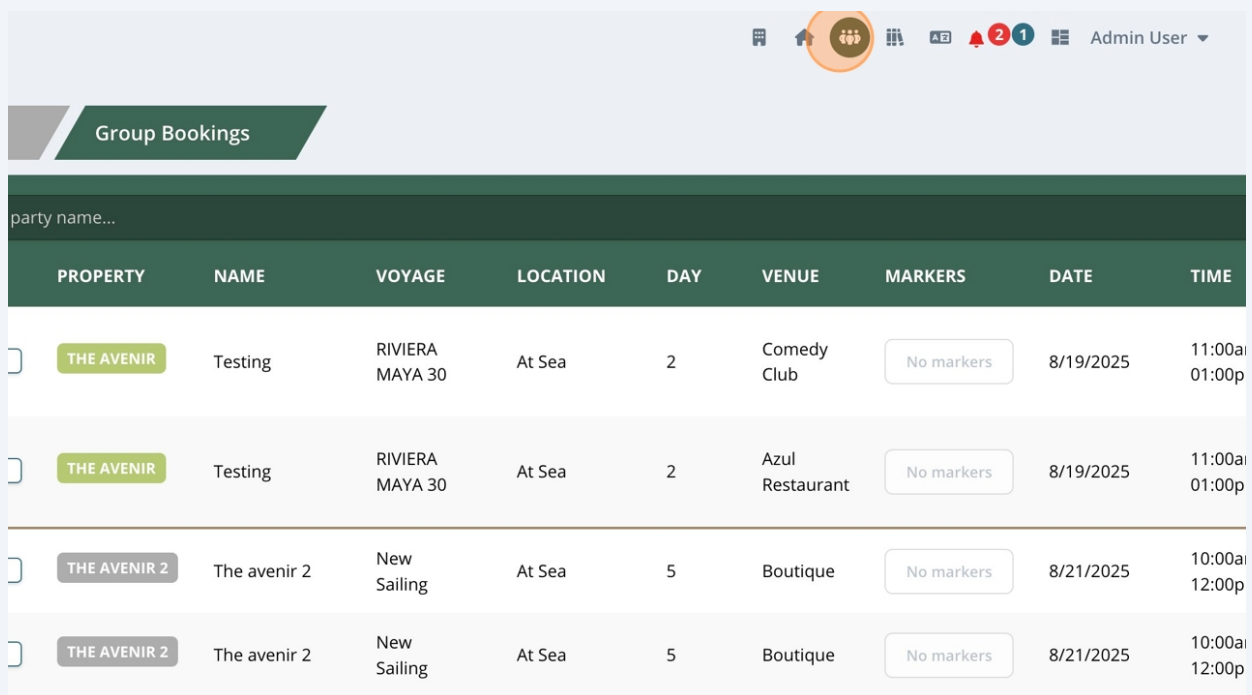
How to duplicate a Group?

This guide is also available as a video. Click the link below to watch:

[scribehow.com/embed-preview/GO by Spark How to...](https://scribehow.com/embed-preview/GO%20by%20Spark%20How%20to...)

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.



PROPERTY	NAME	VOYAGE	LOCATION	DAY	VENUE	MARKERS	DATE	TIME
THE AVENIR	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club	No markers	8/19/2025	11:00a 01:00p
THE AVENIR	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	No markers	8/19/2025	11:00a 01:00p
THE AVENIR 2	The avenir 2	New Sailing	At Sea	5	Boutique	No markers	8/21/2025	10:00a 12:00p
THE AVENIR 2	The avenir 2	New Sailing	At Sea	5	Boutique	No markers	8/21/2025	10:00a 12:00p

2 Click "New Group Booking".

The screenshot shows the 'Group Bookings' interface. The sidebar on the left includes a logo, a dropdown menu for 'The Avenir', and buttons for 'New Group Booking' (highlighted with an orange circle), 'Export Group Bookings', and 'Export Report'. Below these are filter sections for 'VENUES' and 'STATUS'. The main area displays a table of group bookings with columns: GROUP, NAME, VOYAGE, LOCATION, DAY, and VENUE. The table lists several groups, including 'Lucas test team' and 'Joana's Group'.

GROUP	NAME	VOYAGE	LOCATION	DAY	VENUE
Lucas test team 010101010	Joana's Group	RIVIERA MAYA 25	Miami	1	Azul Restaurant
(19 reqs hidden)	Joana's Group	COZUMEL 26	Costa Maya	4	Teen Club
Test - Joana 4875	Testing	RIVIERA MAYA 30	At Sea	2	Comedy Club
(4 reqs hidden)	Testing	COZUMEL 26	Miami	1	Azul Restaurant
		RIVIERA			Azul

3 Click on the Group you'd like to duplicate or search for the Group name using the search bar.

The screenshot shows the 'Use an Existing Group' modal. The modal has a search bar and a table of existing groups. The table has columns: NAME, ID, TYPE, and GUESTS. The entry 'Brian's Yoga Group New' is highlighted with an orange circle.

NAME	ID	TYPE	GUESTS
Test - Joana	4875	Test - Joana	1
Brian's Yoga Group New	123	Brian's Yoga Group New	--
De Cecchi's Travel Group	1234	De Cecchi's Travel Group	100
Guido's Bookings	GBK123	Guido's Bookings	50
z	--	z	--
ggg	--	ggg	--
Group Test 1		Group Test 1	70

- 4 Click "Create a New Group" to duplicate all the Group's information.

Create Group Booking THE AVENIR

1. Select Group

☒ Create a New Group

☐ Use an Existing Group 2 similar group names found

NAME	ID	TYPE	GUESTS
<input checked="" type="radio"/> Brian's Yoga Group New	123	Brian's Yoga Group New	--
<input type="radio"/> Brian's Yoga Group	--	Brian's Yoga Group	--

- 5 In the example below, you'll see that all the details for "Brian's Yoga Group New" have been successfully copied.

Create Group Booking (New Group) THE AVENIR

1. Select Group

☒ Create a New Group Clear Form

GROUP NAME * Brian's Yoga Group New

GROUP ID 123

GROUP TYPE None

CONTACT NAME

GUESTS (MIN. 0) 0

TOUR LEADER

TL CABIN / BOOKING NO.

SALES OFFICE

EMBARK yyyy-mm-dd

DEBARK yyyy-mm-dd

CABIN DROP REQUESTS

DINING PREFERENCE

6

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

Pierre Art
Seminar

Welcome
party

Test

cafe

cafe

yay

EMBARK

mm/dd/yyyy



DEBARK

mm/dd/yyyy



CABIN DROP REQUESTS

DINING PREFERENCE

GUEST EXPERIENCE

PRE-PAID PACKAGES

☒ Use an Existing Group

2 similar group names found

Group Selected: Brian's Yoga Group New (New Group)

Next: Select Voyage & Venue (New Group)