

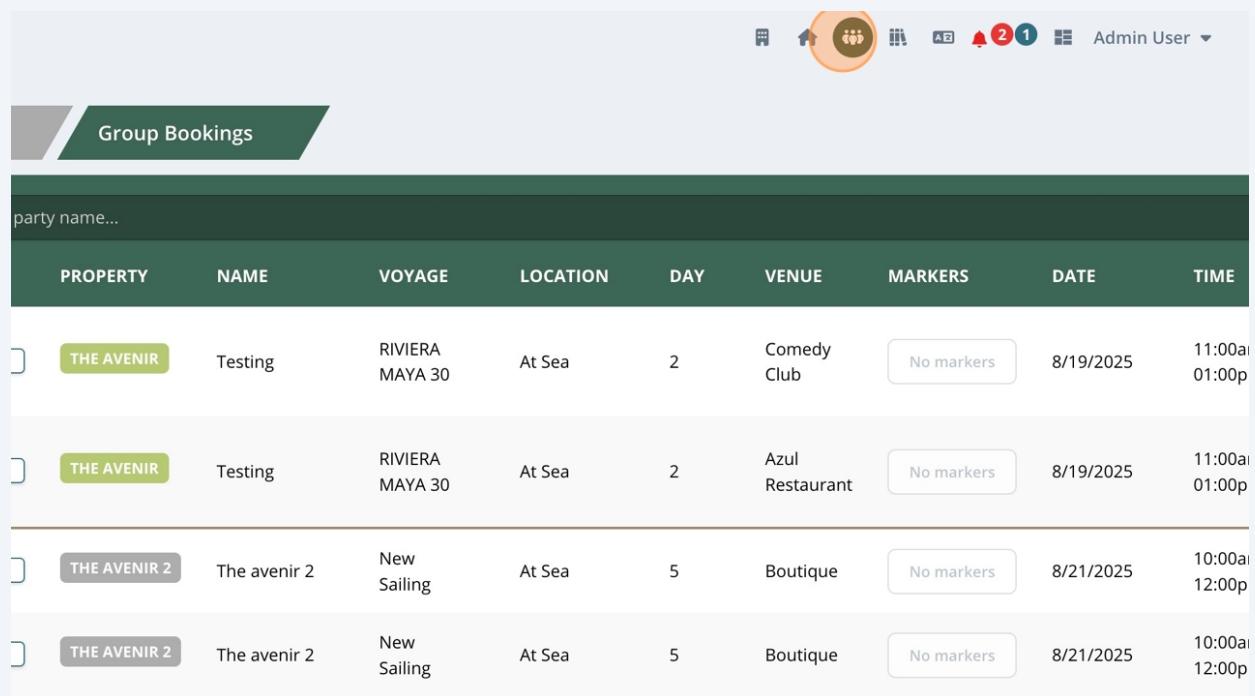
How to duplicate a Group?

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

scribehow.com/embed-preview/GO_by_Spark_How_to...

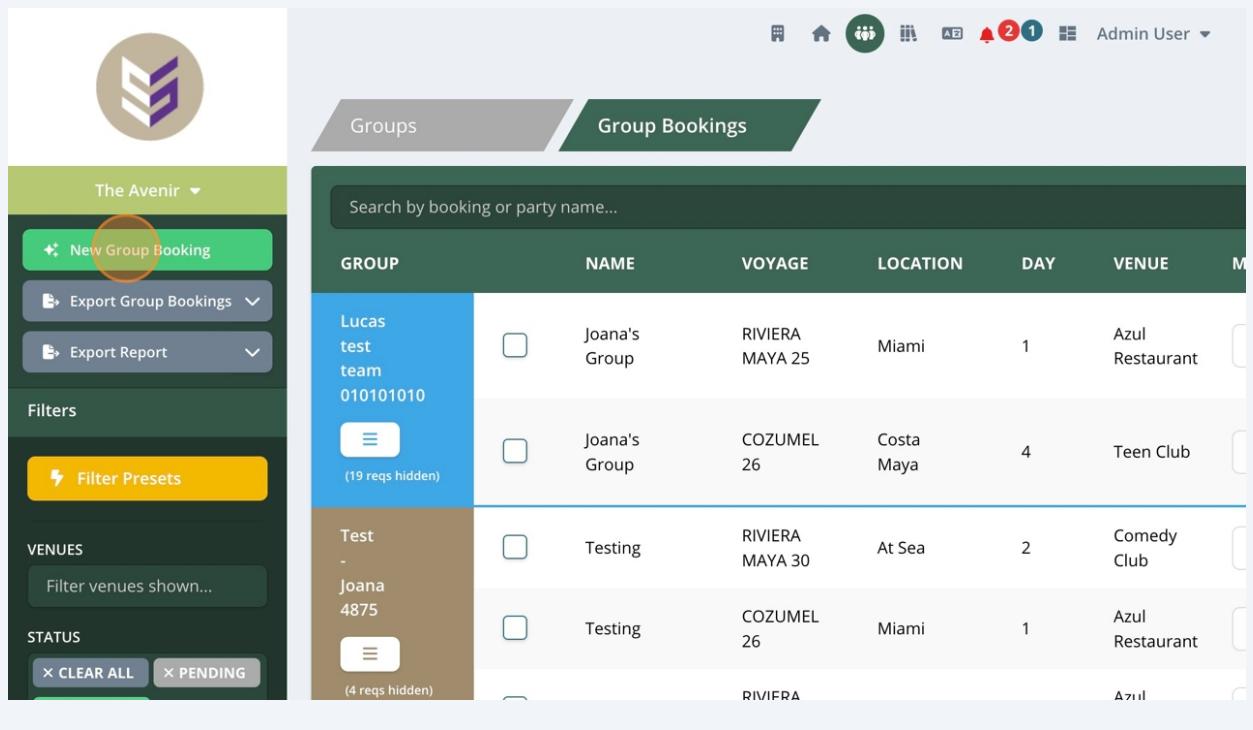
The group functionality works to assist in managing group operations including transparent communication between all departments and ability to book group space in your property.

- 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	11:00am 01:00pm
THE AVENIR	Testing	RIVIERA MAYA 30	At Sea	2	Azul Restaurant	No markers	8/19/2025	11:00am 01:00pm
THE AVENIR 2	The avenir 2	New Sailing	At Sea	5	Boutique	No markers	8/21/2025	10:00am 12:00pm
THE AVENIR 2	The avenir 2	New Sailing	At Sea	5	Boutique	No markers	8/21/2025	10:00am 12:00pm

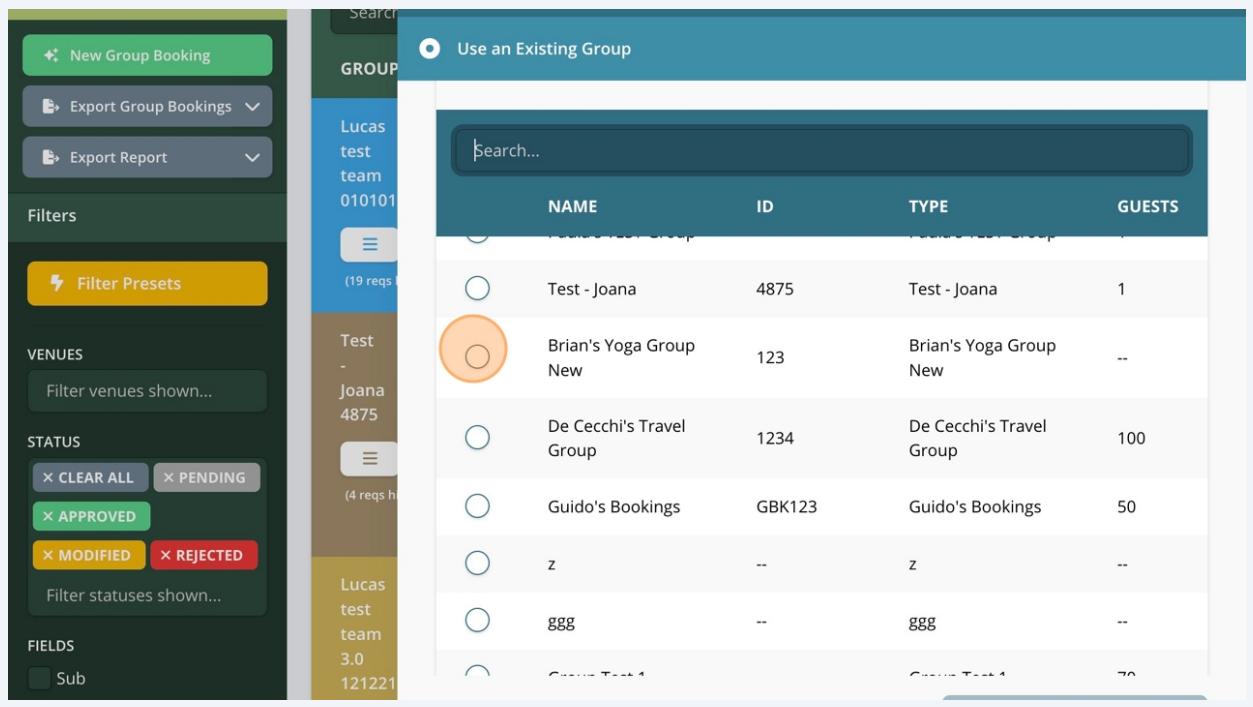
2 Click "New Group Booking".



The screenshot shows the 'Group Bookings' section of a travel booking application. The 'Group Bookings' tab is active. On the left, there's a sidebar with a logo and sections for 'The Avenir', 'New Group Booking' (which is highlighted with an orange circle), 'Export Group Bookings', 'Export Report', 'Filters', 'VENUES', 'STATUS' (with 'CLEAR ALL' and 'PENDING' buttons), and 'FIELDS' (with a 'Sub' button). The main area displays a table of group bookings. One row is highlighted in brown and shows 'Test - Joana 4875' with '(4 reqs hidden)'. The table columns are: GROUP, NAME, VOYAGE, LOCATION, DAY, VENUE, and M. The data in the table includes:

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

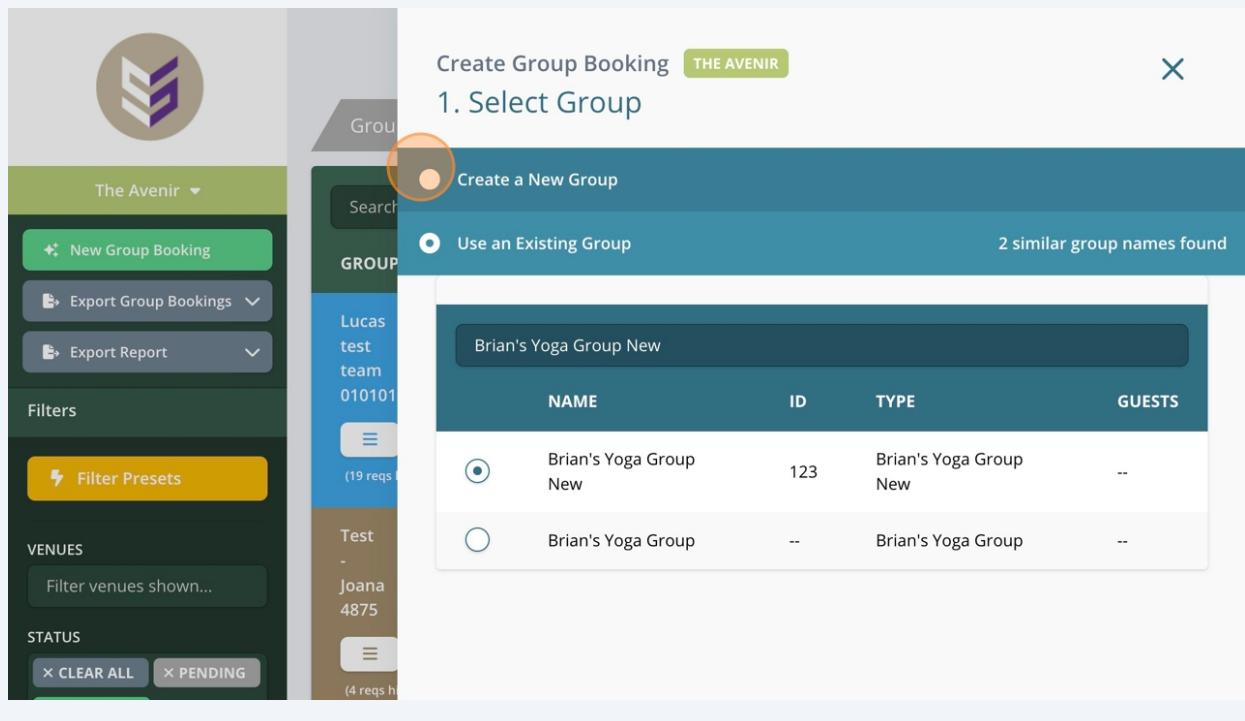


The screenshot shows the 'Use an Existing Group' search dialog box. It has a header 'Use an Existing Group' with a radio button. Below it is a search bar with the placeholder 'Search...'. The main area is a table with columns: NAME, ID, TYPE, and GUESTS. The data in the table includes:

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	Group Test 1	70

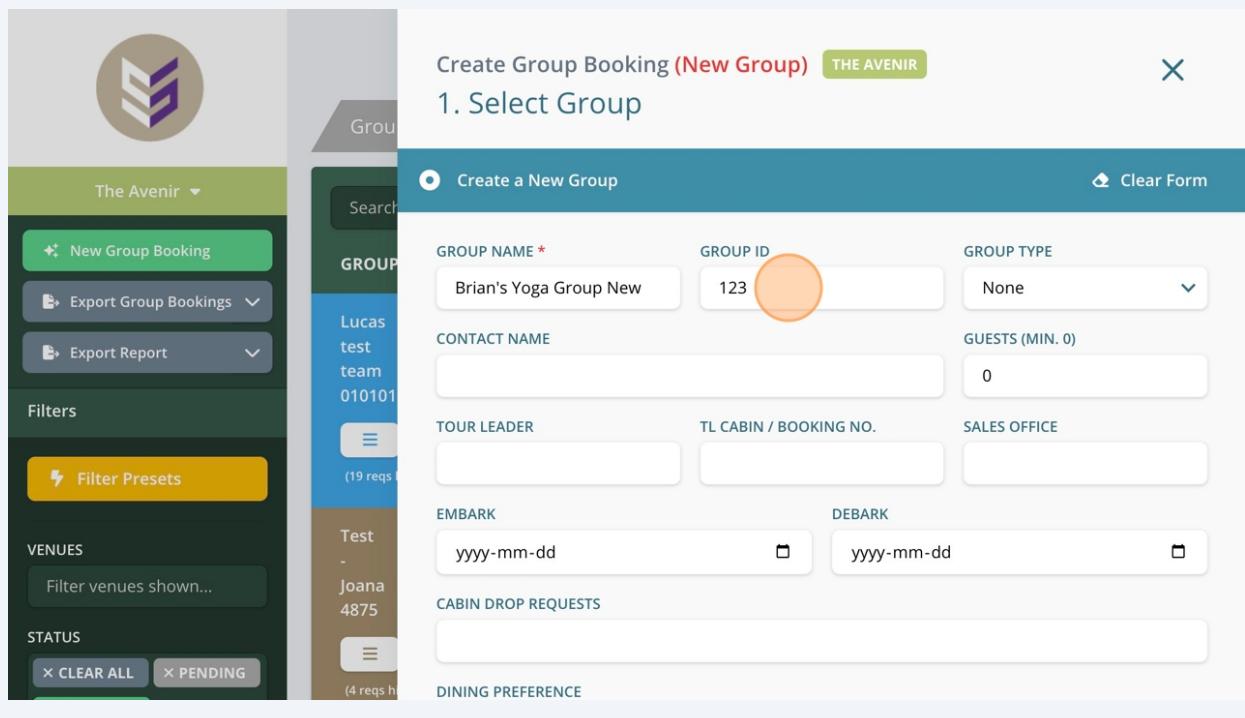
On the left, the main application interface is visible, showing the 'New Group Booking' button and the 'Test - Joana 4875' group in the list of groups.

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



The screenshot shows the 'Create Group Booking' interface for 'THE AVENIR'. The main title is 'Create Group Booking THE AVENIR'. Below it, a section titled '1. Select Group' has a radio button labeled 'Create a New Group' which is selected, indicated by a blue outline. Another radio button labeled 'Use an Existing Group' is also present. A message '2 similar group names found' is displayed. A table lists two groups: 'Brian's Yoga Group New' and 'Brian's Yoga Group'. The table columns are NAME, ID, TYPE, and GUESTS. The first group has an ID of 123 and is listed under 'Brian's Yoga Group New'. The second group has an ID of -- and is listed under 'Brian's Yoga Group'. The left sidebar shows the venue 'The Avenir' and various booking and reporting buttons.

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



The screenshot shows the 'Create Group Booking (New Group)' interface for 'THE AVENIR'. The main title is 'Create Group Booking (New Group) THE AVENIR'. Below it, a section titled '1. Select Group' has a radio button labeled 'Create a New Group' which is selected. A 'Clear Form' button is also present. The form fields include: GROUP NAME * (filled with 'Brian's Yoga Group New'), GROUP ID (filled with '123'), GROUP TYPE (set to 'None'), CONTACT NAME (empty), GUESTS (MIN. 0) (set to '0'), TOUR LEADER (empty), TL CABIN / BOOKING NO. (empty), SALES OFFICE (empty), EMBARK (empty), DEBARK (empty), CABIN DROP REQUESTS (empty), DINING PREFERENCE (empty). The left sidebar shows the venue 'The Avenir' and various booking and reporting buttons.

6

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

Pierre Art Seminar	EMBARK	DEBARK
Welcome party	mm/dd/yyyy	mm/dd/yyyy
Test	CABIN DROP REQUESTS	
cafe	DINING PREFERENCE	
cafe	GUEST EXPERIENCE	
yay	PRE-PAID PACKAGES	
<input checked="" type="radio"/> Use an Existing Group 2 similar group names found		
Group Selected: Brian's Yoga Group New (New Group)		
Next: Select Voyage & Venue (New Group)		