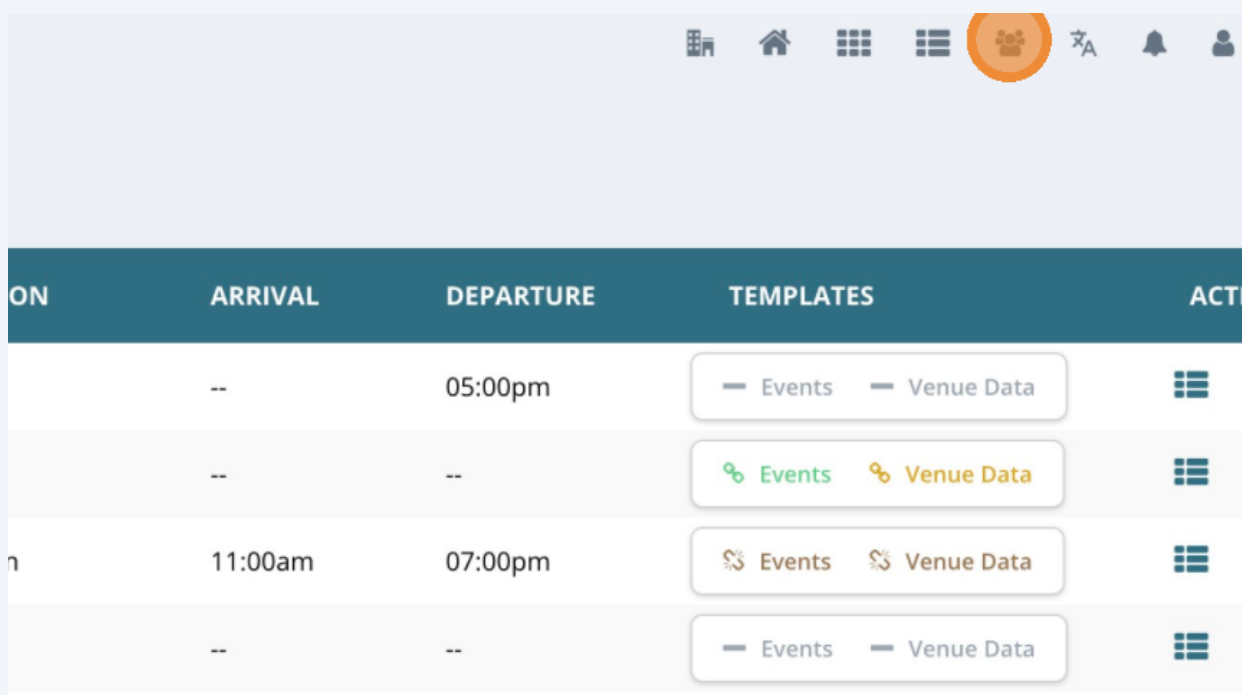


GO by Spark - How to Create a New Group Request?



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.



ID	ARRIVAL	DEPARTURE	TEMPLATES	ACTION
	--	05:00pm	Events Venue Data	Menu
	--	--	Events Venue Data	Menu
n	11:00am	07:00pm	Events Venue Data	Menu
	--	--	Events Venue Data	Menu

2 Click "New Booking"

The screenshot shows a web application interface for managing bookings. On the left sidebar, there is a logo at the top, followed by a dropdown menu labeled 'The Avenir'. Below this are two buttons: '+ New Booking' (highlighted with an orange circle) and 'Export Bookings'. Further down is a 'Filters' section with a 'Filter Presets' button and a 'VOYAGE BETWEEN' date range selector. The main content area is titled 'Bookings' and features a search bar labeled 'Search by booking or party name...'. Below the search bar is a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, and VEN. The table contains three rows of data. A context menu is open over the first row, showing options: 'Add Booking', 'Edit Group', and 'Export Memo'.

GROUP	SUB	NAME	VOYAGE	DAY	VEN	
John Pierre 123223	<input type="checkbox"/>	N/A	Welcome party	COZUMEL 01	1	Rec Tou
	<input type="checkbox"/>	N/A	Pierre Art Seminar	COZUMEL 26	1	Art
	<input type="checkbox"/>	N/A	Private Sunrise	5 Night East	3	Por



Keep in mind:

- "New Booking" will create a group request from scratch.
- Selecting "Add Booking" below an existing group, will create an activity/event for the selected group.

3 Click "Create a New Group".

Create Group Booking

1. Select Group

☒ Create a New Group

☐ Use an Existing Group

Search by group name...

GROUP NAME	GROUP ID
<input type="radio"/> Brian's Yoga Group	
<input type="radio"/> Brian's Yoga Group New	
<input type="radio"/> ...	

4 Fill out the corresponding sections for the group details.

1. Select Group

☒ Create a New Group

[Clear Form](#)

GROUP NAME *	GROUP ID	GROUP TYPE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT NAME		GUESTS (MIN. C
<input type="text"/>		<input type="text" value="1"/>
TOUR LEADER	TOUR LEADER CABIN	SALES OFFICE
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMBARK	DEBARK	
<input type="text"/>	<input type="text"/>	

5 Click "Next: Select Voyage & Venue (New Group)".

ME

GROUP NOTES

GROUP FILES

None

Choose File The changes made to the file names will only take effect when the form is submitted

☐ Is Hospitality Desk

☐ Use an Existing Group

Next: Select Voyage & Venue (New Group)

6 Click "Show Filters" to assist in finding the voyage for the booking request.

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

Voyage **Venue**

ME

Search by sailing name...

▼ Show Filters ▼

	NAME	DATE	DEPARTING	DAYS
>	7 Night West Caribbean 80	1/30/2024	Miami	8
>	5 Night East Caribbean 81	2/6/2024	Miami	6
>	7 Night West Caribbean 81	2/11/2024	Miami	8
>	5 Night East Caribbean 82	2/18/2024	Miami	6

- 7 Filters available include voyage range, sailing name, debark port, and date range.

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

— Voyage — Venue

Search by sailing name...

Hide Filters

DAYS

☐ 1-3 days ☐ 4-7 days ☐ 8-14 days ☐ 15+ days

LOCATION

Filter locations shown...

DATE BETWEEN*

mm/dd/yyyy mm/dd/yyyy

*This is an additional filter on top of any date filters active on the background page

- 8 Select the date.

Bookings

Search by booking or party name...

GROUP SUB NAME

— Voyage — Venue

Search by sailing name...

Show Filters

	NAME	DATE	DAY	LOCATION	DEPARTING
<input type="radio"/>		1/30/2024	1	Miami	
<input type="radio"/>		1/31/2024	2	At Sea	
<input checked="" type="radio"/>		2/1/2024	3	Ocho Ríos	09:00am
<input type="radio"/>		2/2/2024	4	George Town	08:00am
<input type="radio"/>		2/3/2024	5	Cozumel	10:00am
<input type="radio"/>		2/4/2024	6	At Sea	

Go Back Next: Enter Booking Details

9 Click "Venue".

Search by sailing name...

▼ Show Filters ▼

NAME	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
	1/30/2024	1	Miami		07:00pm
	1/31/2024	2	At Sea		
	2/1/2024	3	Ocho Ríos	09:00am	05:00pm
	2/2/2024	4	George Town	08:00am	04:00pm
	2/3/2024	5	Cozumel	10:00am	06:00pm

10 Use the filters to assist finding the venue. Click the venue checkbox when ready to select the venue.

2. Select Voyage & Venue

Search by venue name...

▲ Hide Filters ▲

OCCUPANCY

☐ 1-10 ☐ 11-25 ☐ 26-50 ☐ 51-100 ☐ 101-200

CONFIGURATIONS

Enter configuration name...

NAME	LEVEL	OCCUPANCY	CONF
Reception, Tour Desk	2	200	
Butler Suites	1	40	
Azul Restaurant	2	75	

Group Selected: Brian's Yoga Group
Voyage Selected: 7 Night West Caribbean 80 (Day 1)

Go Back Next: Ent

11

Click "Venue Day View" if you want to view the existing activities assigned for the week for the specific venue.

Create Group Booking (New Group)

2. Select Voyage & Venue

Search by venue name...

▼ Show Filters ▼

	NAME	LEVEL	OCCUPANCY	CONFIGURATIONS
<input type="radio"/>	Reception, Tour Desk	2	200	
<input checked="" type="radio"/>	Butler Suites	1	40	
<input type="radio"/>	Azul Restaurant	2	75	

12

Click the desired date and time for the booking request to take place.

Create Group Booking (New Group)

2. Select Voyage & Venue

Tip: You can click and drag a line between cells to set the day, start time, and end time of this booking!

	Miami 1/30/2024	At Sea 1/31/2024	Ocho Rios 2/1/2024	George To... 2/2/2024	Cozumel 2/3/2024
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					
7:00p					
8:00p					
9:00p					

Search by venue name...

▼ Show Filters ▼

	NAME	LEVEL	OCCUPANCY
<input type="radio"/>	Reception, Tour Desk	2	200
<input checked="" type="radio"/>	Butler Suites	1	40
<input type="radio"/>	Azul Restaurant	2	75
<input type="radio"/>	Boutique	3	30
<input type="radio"/>	Café	3	50

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Next: Enter Book

13 Click "Next: Enter Booking Details (New Group)"

Drag a line between cells to set the day, start time, and end time.

At Sea	Ocho Rios	George Town	Cozumel
1/31/2024	2/1/2024	2/2/2024	2/3/2024

Create Group Booking (New Group) Venue Day View

2. Select Voyage & Venue

✓ Voyage ✓ Venue

Search by venue name...

Show Filters

	NAME	LEVEL	OCCUPANCY	CONFIGURATIONS
<input type="radio"/>	Reception, Tour Desk	2	200	
<input checked="" type="radio"/>	Butler Suites	1	40	
<input type="radio"/>	Azul Restaurant	2	75	
<input type="radio"/>	Boutique	3	30	
<input type="radio"/>	Café	3	50	

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back **Next: Enter Booking Details (New Group)**

14 Complete the relevant fields with the information about the activity/booking.

Drag a line between cells to set the day, start time, and end time.

At Sea	Ocho Rios	George Town	Cozumel
1/31/2024	2/1/2024	2/2/2024	2/3/2024

Create Group Booking (New Group) Venue Day View

3. Enter Booking Details

Clear Form

BOOKING NAME *

START TIME * END TIME * GUESTS (MIN. 0)

10:00 AM 02:00 PM 1

FOOD & BEVERAGES

Enter food or beverage name...

ENTERTAINMENT

Enter entertainment name...

HOUSEKEEPING REQUESTS

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Save as Draft Finish: Create Group Booking (New Group)

15

Click "Finish: Create Group Booking (New Group)" to process the request and for the venue owner to receive the booking request. As a Group Admin, you can choose to "Save as Draft" if you are still working on the request.

The screenshot shows a web interface for creating a group booking. It features a sidebar on the left with a calendar view. The main content area has four sections: 'HOUSEKEEPING REQUESTS' with an empty text box; 'VENUE CONFIGURATION' with a dropdown menu showing 'default (occ. 40)'; 'BOOKING NOTES' with a large empty text area; and 'BOOKING FILES' with a 'None' status and a 'Choose File' button. Below these sections, the selected voyage is '7 Night West Caribbean 80 (Day 3)' and the venue is 'Butler Suites'. At the bottom, there are three buttons: 'Go Back', 'Save as Draft', and 'Finish: Create Group Booking (New Group)'. The 'Finish' button is highlighted with a red circle and a blue dot, indicating it is the next step.

HOUSEKEEPING REQUESTS

VENUE CONFIGURATION

default (occ. 40)

BOOKING NOTES

BOOKING FILES

None

Choose File *The changes made to the file names will only take effect when the form is submitted*

Voyage Selected: 7 Night West Caribbean 80 (Day 3)
Venue Selected: Butler Suites

Go Back Save as Draft Finish: Create Group Booking (New Group)