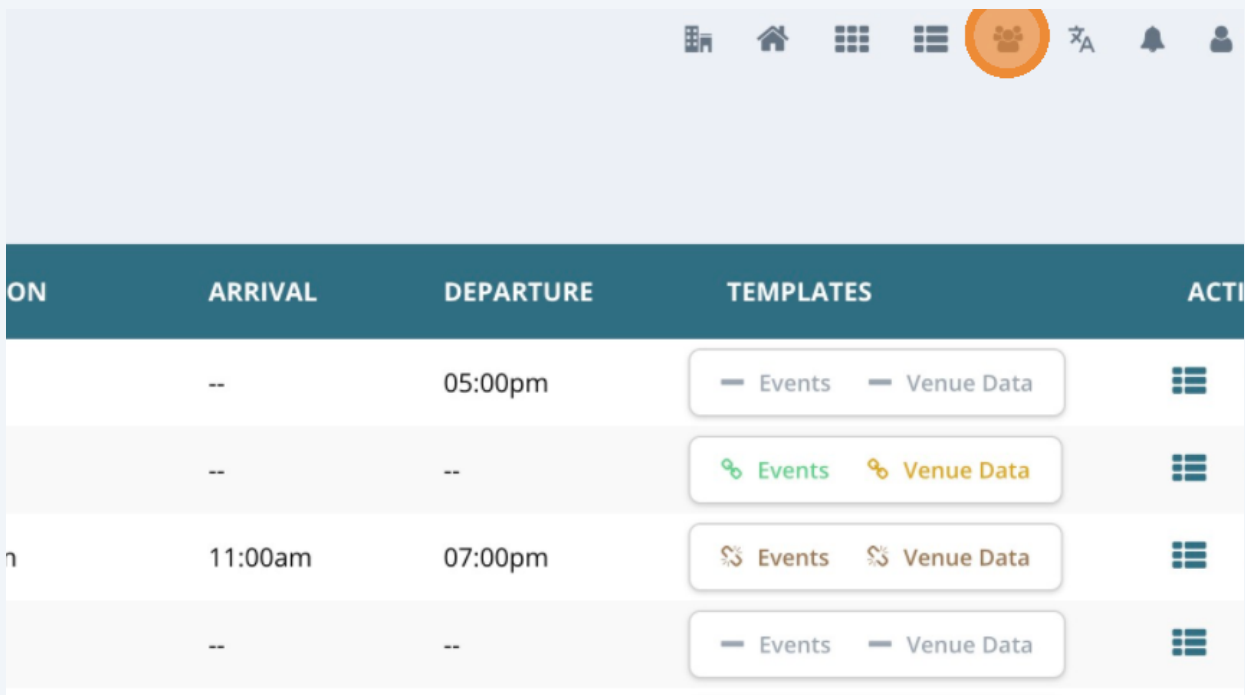


# GO by Spark - How to create a group memo?

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.



LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	ACTION
	--	05:00pm	<a href="#">Events</a> <a href="#">Venue Data</a>	
	--	--	<a href="#">Events</a> <a href="#">Venue Data</a>	
n	11:00am	07:00pm	<a href="#">Events</a> <a href="#">Venue Data</a>	
	--	--	<a href="#">Events</a> <a href="#">Venue Data</a>	

2

Click below the group name to create a group memo for a specific group by clicking on "Export Memo".

The screenshot shows a sidebar on the left with buttons for '+ New Booking' and 'Export Bookings', and a 'Filters' section. The main area displays a table with columns: GROUP, SUB, NAME, VOYAGE, DAY, and VENUE. Two groups are listed: 'John Pierre 123223' and 'Brian's Yoga Group'. A menu is open for 'Brian's Yoga Group' with options: 'Add Booking', 'Edit Group', and 'Export Memo'. An orange circle highlights the 'Export Memo' option.

GROUP	SUB	NAME	VOYAGE	DAY	VENUE
John Pierre 123223	<input type="checkbox"/> N/A	Pierre Art Seminar	COZUMEL 26	1	Art
Brian's Yoga Group	<input type="checkbox"/> N/A	Private Sunrise Yoga	5 Night East Caribbean 02	3	Poc
	<input type="checkbox"/> N/A	yogi yoga	7 Night West Caribbean 49	4	Azu Res
			5 Night East		

3

Click this date field to select the date range for the group memo and click the "Approved only" checkbox when wanting to download the approved groups only.

The screenshot shows a 'Bookings' section with a search bar and a table with columns: GROUP, SUB, NAME, VENUE, DATE, and TIME. A dialog box titled '? Select Date Range' is open, showing 'START DATE (OPTIONAL)' and 'END DATE (OPTIONAL)' fields with date pickers. An orange circle highlights the 'START DATE' field. Below the date fields is an 'Approved Only' checkbox and 'Cancel' and 'Export Memo' buttons.

GROUP	SUB	NAME	VENUE	DATE	TIME
John Pierre 123223	<input type="checkbox"/> N/A	Pierre Art Seminar	Art Gallery	2/22/2020	06:45pm - 11:00pm
Brian's Yoga Group	<input type="checkbox"/> N/A	Private Sunrise Yoga	Pool	10/22/2020	10:00am - 12:00pm
		yogi yoga			09:15am

#### 4 Click "Export Memo"

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME
John's Yoga Group	<input type="checkbox"/>	N/A	Private Sunrise Yoga	East Caribbean 02	3	Pool	10/22/2020 10:00am - 12:00pm
John's Yoga Group	<input type="checkbox"/>	N/A	yogi yoga	7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023 09:15am - 11:30am
			5 Night East				03:15pm

#### 5 Click "Download PDF"

Bookings

Search by booking or party name...

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME
John Pierre 123223	<input type="checkbox"/>	N/A	Private Sunrise Yoga	East Caribbean 02	3	Pool	10/22/2020 10:00am - 12:00pm
Brian's Yoga Group	<input type="checkbox"/>	N/A	yogi yoga	7 Night West Caribbean	4	Azul Restaurant	1/25/2023 09:15am - 11:30am