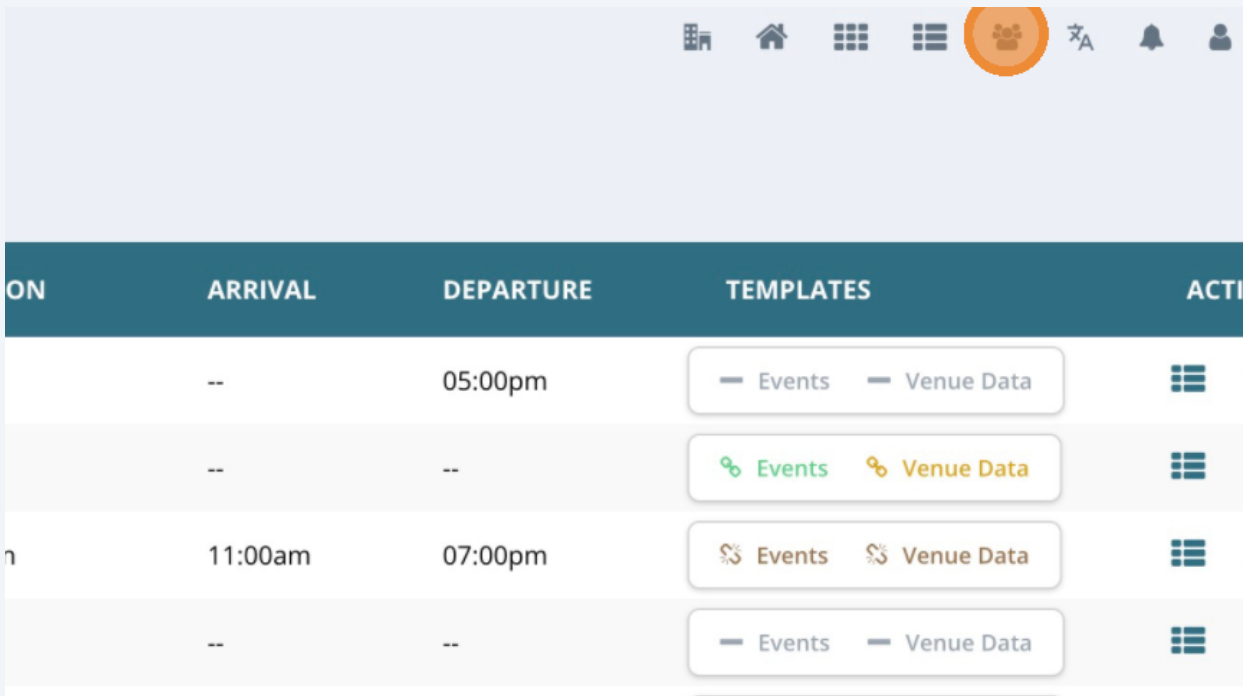


GO by Spark - How to duplicate a group request?

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

To duplicate a booking request, simply click the "Duplicate" icon in the Action column for the corresponding request. This will replicate the exact Group and Booking Request details.

Bookings

LOCATION	DAY	VENUE	MARKERS	DATE	TIME	STATUS	ACTIONS
At Sea	2	Butler Suites (archived)	No markers	6/18/2019	09:00am - 01:00pm	APPROVED	
Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm	APPROVED	
Miami	1	Art Gallery	No markers	2/22/2020	06:45pm - 11:00pm	APPROVED	
Miami	1	Reception, Tour Desk	No markers	6/17/2019	12:30pm - 12:45pm	MODIFIED	

3

Make any necessary changes, then click "**Next**" at the bottom to proceed.

<input type="radio"/>	Boutique	3	30
<input type="radio"/>	Café	3	50
<input type="radio"/>	Avenir Restaurant	4	100
<input type="radio"/>	Grill	5	35
<input type="radio"/>	Pool	5	85
<input type="radio"/>	Pool Bar	5	50
<input type="radio"/>	Fitness Center	5	150
<input type="radio"/>	Teen Club	5	45

Group Selected: John Pierre II
 Voyage Selected: COZUMEL 01 (Day 2)
 Date Selected: 6/18/2019
 Venue Selected: Butler Suites (archived)

[Go Back](#)
[Next: Enter Booking Details](#)

4

A 10x10 grid with a purple bar in the top-left cell and a green bar in the top-right cell.

Group Selected: John Pierre II
Voyage Selected: COZUMEL 01 (Day 2)
Date Selected: 6/18/2019
Venue Selected: Butler Suites (archived)

Next: Enter Booking Details

5

By default, GO displays the Group used for the activity you are duplicating. You can choose from the following options:

1) Use an Existing Group: Simply type the desired Group name into the search field and select the checkbox next to the Group you wish to copy.

Create Group Booking THE AVENIR

1. Select Group

☐ Create a New Group

☒ Use an Existing Group 1 similar

John Pierre II

	NAME	ID	TYPE
<input checked="" type="radio"/>	John Pierre II	123223	John Pierre II

6

2) Create a New Group: Select an existing group, then click "Create." This action will automatically duplicate all the group's information, allowing you to make the necessary changes without starting from scratch.

Create Group Booking THE AVENIR

1. Select Group

☒ Create a New Group

☐ Use an Existing Group 1 similar

John Pierre II

	NAME	ID	TYPE
<input checked="" type="radio"/>	John Pierre II	123223	John Pierre II

7

In the example below, we have clicked "Create" to show that all the details for "John Pierre II" have been successfully copied.

Create Group Booking (New Group) THE AVENIR

1. Select Group

Create a New Group Clear Form

GROUP NAME *	GROUP ID	GROUP TYPE
John Pierre II	123223	Meeting
CONTACT NAME	GUESTS (MIN. 0)	
John Pierre	20	
TOUR LEADER	TL CABIN / BOOKING NO.	SALES OFFICE
Alexis Pierre	1289	123121
EMBARK	DEBARK	
mm/dd/yyyy	mm/dd/yyyy	



Note! If you don't wish to copy this Group's information, click "**Clear Form**" in the upper right corner to start creating a new Group.

8

Make any necessary changes, then click "**Next**" at the bottom to proceed.

	EMBARK	DEBARK
liar	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
liar	CABIN DROP REQUESTS	
	<input type="text"/>	
t Se	DINING PREFERENCE	
	<input type="text"/>	
liar	GUEST EXPERIENCE	
	<input type="text"/>	
liar	PRE-PAID PACKAGES	
	<input type="text"/>	
t Se	<div><input checked="" type="radio"/> Use an Existing Group1 similar group names found</div>	
	<div>Group Selected: John Pierre II (New Group)<div>Next: Select Voyage & Venue (New Group)</div></div>	