

GO by Spark - How to find existing groups and add/edit a group booking 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

Use the filters to customize your view by scrolling up/down. Users are able to filter by group ID, venue, voyage name, voyage date range, group's status, and visible fields.

Tip: "Filter Presets" are used to focus on a specific department only (F&B, Hsk or Entertainment).

The screenshot displays a user interface for managing bookings. On the left is a sidebar with a dark green background containing several sections: 'New Booking' (green button), 'Export Bookings' (grey button), 'Filters' (dark green header), 'Filter Presets' (yellow button), 'GROUP' (with a search input 'Filter group ID shown...' and a checked checkbox 'Group rows by group'), 'VENUES' (with a search input 'Filter venues shown...'), 'VOYAGE NAME' (with a search input 'Filter voyages shown...'), and 'VOYAGE BETWEEN'. An orange circle highlights the 'Filter Presets' button. The main area on the right features a table with a dark green header and a light green body. The table has four columns: 'GROUP', 'SUB', 'NAME', and 'VOYAGE'. The first row is for 'John Pierre 123223' and the second for 'Brian's Yoga Group'. Each row contains a checkbox, a status 'N/A', and a list of activities with their respective voyage names.

GROUP	SUB	NAME	VOYAGE	
John Pierre 123223	<input type="checkbox"/>	N/A	Pierre Art Seminar	COZUMEL 26
Brian's Yoga Group	<input type="checkbox"/>	N/A	Private Sunrise Yoga	5 Night East Caribbean 02
	<input type="checkbox"/>	N/A	yogi yoga	7 Night West Caribbean 49
	<input type="checkbox"/>	N/A	Pool Party	5 Night East Caribbean 50
	<input type="checkbox"/>	N/A	testing	7 Night West Caribbean 53



Alert! Make sure the filters are accurate when searching for a group. If any filter is incorrect, you may not find the group.

3

To add a booking, edit group details, and export memo from an existing group, click below the group name (on the 3 lines icon).

The screenshot displays a web application interface for managing bookings. On the left, a sidebar contains a logo, a dropdown menu for 'The Avenir', a '+ New Booking' button (highlighted with an orange circle), an 'Export Bookings' button, and a 'Filters' section with input fields for 'VOYAGE NAME' and 'VOYAGE BETWEEN'. The main area is titled 'Bookings' and features a search bar and a table. The table has columns: GROUP, SUB, NAME, VOYAGE, DAY, and VENUE. A row is visible for 'World Travel Group' with a 3-line menu icon. A dropdown menu is open below this icon, listing 'Add Booking', 'Edit Group', and 'Export Memo'.

GROUP	SUB	NAME	VOYAGE	DAY	VENUE
World Travel Group		Cocktail Party	7 Night West Caribbean 50	3	Azul Restaur



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.

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

Create Group Booking

Venue Day View

2. Select Voyage & Venue

Voyage Venue

Search by sailing name...

Show Filters

	NAME	DATE	DEPARTING	DAYS
>	7 Night West Caribbean 47	12/29/2022	Miami	8
>	5 Night East Caribbean 48	01/05/2023	Miami	6
>	7 Night West Caribbean 48	01/10/2023	Miami	8
>	5 Night East Caribbean 49	01/17/2023	Miami	6
>	7 Night West Caribbean 49	01/22/2023	Miami	8

Group Selected: Brian's Yoga Group

Go Back Next: Enter Booking Details

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

Create Group Booking

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*

6 Select the date.

GROUP

SUB

NAME

World Travel Group

N/A

Cocktail Party

Search by sailing name...

Show Filters

NAME	DATE
> 5 Night East Caribbean 48	01/05/20...
< 5 Night East Caribbean 49	01/17/20...

DATE	DAY	LOCATION
01/17/2023	1	Miami
01/18/2023	2	At Sea

Group Selected: Brian's Yoga Group

7 Select the venue for the booking request.

Create Group Booking

2. Select Voyage & Venue

Venue Day View

✓ Voyage

— Venue

Search by sailing name...

Show Filters

NAME	DATE	DEPARTING	DAYS
> 5 Night East Caribbean 48	01/05/2023	Miami	6
< 5 Night East Caribbean 49	01/17/2023	Miami	6

DATE	DAY	LOCATION	ARRIVAL	DEPARTURE
------	-----	----------	---------	-----------

8 Click this checkbox when ready to select the venue.

Search by booking or party name...

GROUP	SUB	NAME
World Travel Group	<input type="checkbox"/>	N/A Cocktail Party

(2 reqs hidden)

Search by venue name...

▼ Show Filters ▼

	NAME	LEVEL	C
<input type="radio"/>	Reception, Tour Desk	2	2
<input checked="" type="radio"/>	Butler Suites	1	4
<input type="radio"/>	Azul Restaurant	2	7
<input type="radio"/>	Boutique	3	3
<input type="radio"/>	Café	3	5

Group Selected: Brian's Yoga Group
Voyage Selected: 5 Night East Caribbean 49 (Day 1)

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

Create Group Booking

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	

Group Selected: Brian's Yoga Group
Voyage Selected: 5 Night East Caribbean 49 (Day 1)

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

The screenshot displays a booking interface. On the left is a calendar grid with columns for dates from 01/17/2023 to 01/22/2023 and rows for times from 6:00 to 8:00p. An orange circle highlights the cell for 12:00p on 01/19/2023. On the right is a sidebar with a search bar, a 'Voyage' status indicator, and a list of venues under the heading 'NAME'. The venues are: Reception, Tour Des; Butler Suites (selected with a radio button); Azul Restaurant; Boutique; and Café.

	Miami	At Sea	San Juan	At Sea	Nassau	Miami
	01/17/2023	01/18/2023	01/19/2023	01/20/2023	01/21/2023	01/22/2023
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						

Search by venue name...

NAME

- ☐ Reception, Tour Des
- ☒ Butler Suites
- ☐ Azul Restaurant
- ☐ Boutique
- ☐ Café

11 Click "Next: Enter Booking Details"

The screenshot displays a booking interface. At the top is a search bar. Below it is a table with columns: NAME, LEVEL, OCCUPANCY, and CONFIGURATIONS. The table lists five venues: Reception, Tour Desk; Butler Suites (selected with a radio button); Azul Restaurant; Boutique; and Café. Below the table, the selected group is 'Brian's Yoga Group', the voyage is '5 Night East Caribbean 49 (Day 3)', and the venue is 'Butler Suites'. At the bottom right, there are two buttons: 'Go Back' and 'Next: Enter Booking Details' (highlighted with an orange circle).

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	

Group Selected: Brian's Yoga Group
Voyage Selected: 5 Night East Caribbean 49 (Day 3)
Venue Selected: Butler Suites

Go Back Next: Enter Booking Details

12

ne between cells to set the day, start time, and end time of

 Venue Day

BOOKING NAME ★

START TIME ★

01:00 PM

END TIME *

04:00 PM

GUESTS (MIN. 0)

1

FOOD & BEVERAGES

Enter food or beverage name...

ENTERTAINMENT

Enter entertainment name...

DINING REQUESTS

VENUE CONFIGURATION

default (occ. 40)

Group Selected: Brian's Yoga Group

Voyage Selected: 5 Night East Caribbean 49 (Day 3)

Venue Selected: Butler Suites

[Go Back](#)

Finish: Create Gro

13

DINING 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

Group Selected: Brian's Yoga Group

Voyage Selected: 5 Night East Caribbean 49 (Day 3)

Venue Selected: Butler Suites

[Go Back](#)

Finish: Create Group Booking