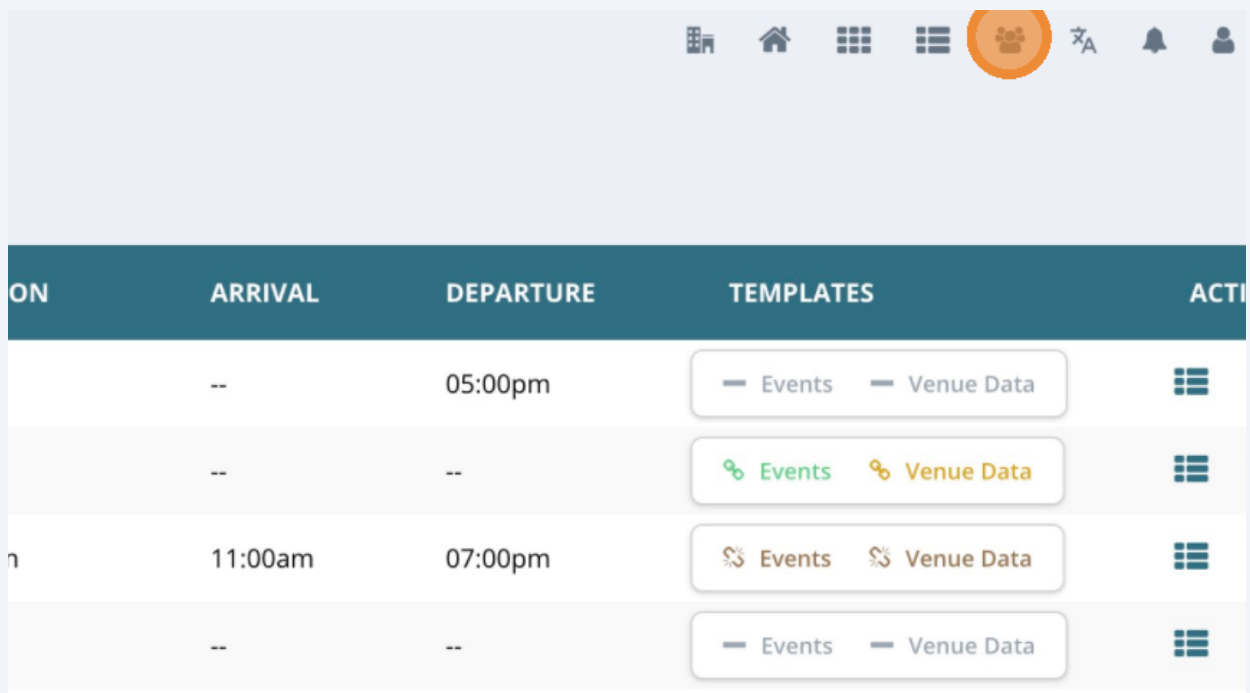


GO by Spark - How to view group booking request details and communicate with venue owners or group coordinators?

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.

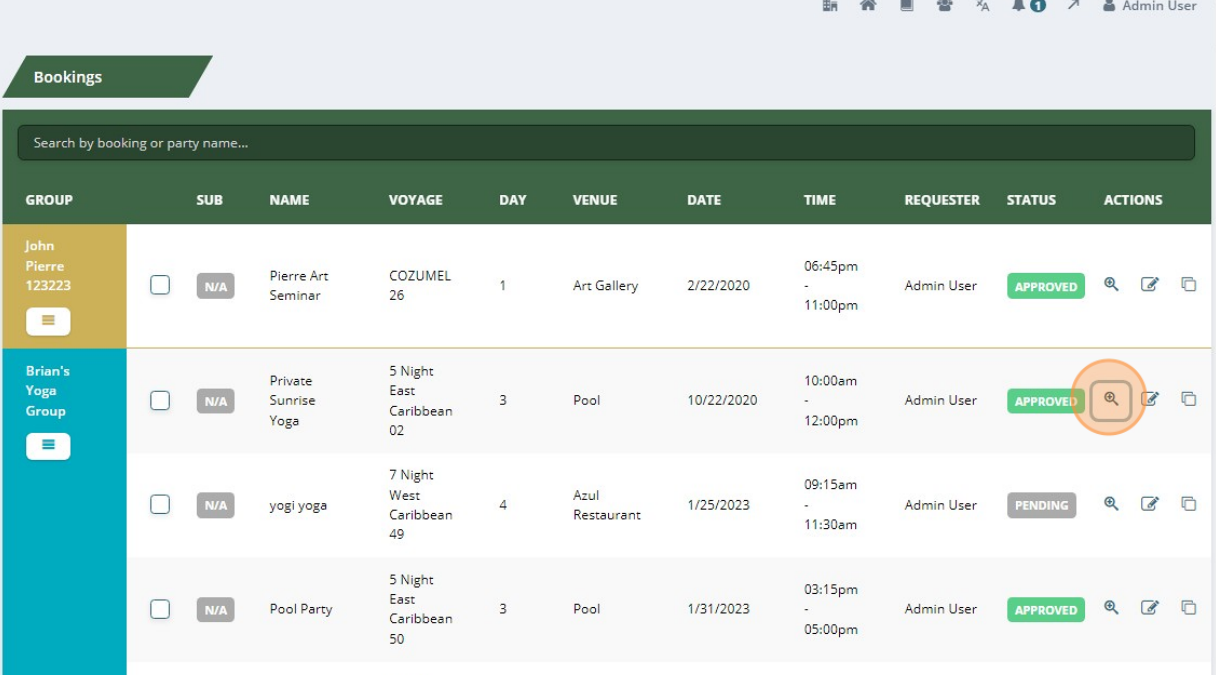
- 1 Navigate to your GO Software URL and open the Group Functionality.



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













2

To view group details & communication between GO users regarding booking/event requests, simply click the "+" icon.



Bookings

Search by booking or party name...

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER	STATUS	ACTIONS
John Pierre 123223	<input type="checkbox"/>	N/A	Pierre Art Seminar	COZUMEL 26	1	Art Gallery	2/22/2020	06:45pm - 11:00pm	Admin User	APPROVED   
Brian's Yoga Group	<input type="checkbox"/>	N/A	Private Sunrise Yoga	5 Night East Caribbean 02	3	Pool	10/22/2020	10:00am - 12:00pm	Admin User	APPROVED   
	<input type="checkbox"/>	N/A	yogi yoga	7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023	09:15am - 11:30am	Admin User	PENDING   
	<input type="checkbox"/>	N/A	Pool Party	5 Night East Caribbean 50	3	Pool	1/31/2023	03:15pm - 05:00pm	Admin User	APPROVED   
			7 Night							

3

The "Comments" section contains all communication. All communication will include user name, date, and time. Additionally, any status changes for the event will be displayed in the "Comments" section. Color identifiers in the messaging system are as follows:

Grey: All messages without a status change

Red: Rejected event by venue owner

Green: Accepted event by venue owner

VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER	STATUS	ACTIONS
<div><div>GROUP DETAILS</div><div>BOOKING DETAILS</div><div>COMMENTS</div></div>							
<div>IP TYPE</div> <div>CREATED AT</div> <div>10/21/2020</div>		<div>CHANGE STATUS</div> <div>APPROVE</div> <div>REJECT</div>			<div>BOOKING NAME</div> <div>Private Sunrise Yoga</div>		
<div>TS</div> <div>HOSPITALITY</div> <div>DESK</div> <div>NO</div>		<div>DATE</div> <div>10/22/2020</div>	<div>START TIME</div> <div>10:00am</div>	<div>END TIME</div> <div>12:00pm</div>			
<div>ABIN</div> <div>SALES OFFICE</div> <div>None</div>		<div>STATUS</div> <div>APPROVED</div>	<div>GUESTS</div> <div>40</div>				
<div>DEBARK</div> <div>None</div>		<div>VOYAGE</div> <div>5 Night East Caribbean 02 (Day 3)</div>					
<div>VIEW more details</div>		<div>VENUE</div> <div>Pool</div>			<div>Click to show more details</div>		
<div>Hey We plan on doing maintenacne move it later Sent: 10/21/2020, 7:32:21 PM by Admin User</div> <div>Rejected Sent: 2/1/2024, 5:47:14 PM by Admin User</div> <div>Approved Sent: 2/1/2024, 5:47:19 PM by Admin User</div> <div>Type your message here... Send</div>							

4

Users can also view the Group Details and the Booking Details as shown on the example below, simply click "Click to show more details".

Search by booking or party name...

GROUP	SUB	NAME	VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER
<div> <div> GROUP DETAILS <p>GROUP NAME Brian's Yoga Group</p> <p>GROUP ID None</p> <p>GROUP TYPE None</p> <p>CREATED AT 10/21/2020</p> <p>CONTACT None</p> <p>GUESTS 0</p> <p>HOSPITALITY DESK NO</p> <p>TOUR LEADER None</p> <p>T.L. CABIN None</p> <p>SALES OFFICE None</p> <p>EMBARK None</p> <p>DEBARK None</p> <p>Click to show more details</p> </div> <div> BOOKING DETAILS <p>CHANGE STATUS APPROVE REJECT</p> <p>BOOKING NAME Private Sunrise Yoga</p> <p>DATE 10/22/2020</p> <p>START TIME 10:00am</p> <p>END TIME 12:00pm</p> <p>STATUS APPROVED</p> <p>GUESTS 40</p> <p>VOYAGE 5 Night East Caribbean 02 (Day 3)</p> <p>VENUE Pool</p> <p>Click to show more details</p> </div> </div>								

5

To finalize, users also have the ability to check the Venue Day View for that specific voyage. Click "Show Venue Day View"

VOYAGE	DAY	VENUE	DATE	TIME	REQUESTER
7 Night West Caribbean 49	4	Azul Restaurant	1/25/2023	09:15am - 11:30am	Admin User
5 Night East Caribbean 50	3	Pool	1/31/2023	03:15pm - 05:00pm	Admin User
7 Night West Caribbean 53	2	Pool Bar	3/12/2023	10:00am - 11:00am	Admin User

6

Below is an example of the venue view for the "5 Night East Caribbean 02" voyage. It provides a convenient method for assessing the availability of venues for the voyage. The color codes used in the canvas system are as follows:

Purple: Group events in general and/or This particular event

Blue: Regular Events from Canvas (non-groups)

Green: Accepted event by venue owner

Red: Rejected event by venue owner

