Checking-In a Group

Booking as a Group
1. Click on the Group Bookings button on the Home window. The Group Bookings window will open. Find the Group Booking.
2. Double click the individual booking you wish to remove. You are now viewing the Booking Detail
of the specific Booking.
3. Click the Remove button.
4. BookingCenter will ak if you want to remove the booking, making it just another Booking Detail
no longer associated with the Group Booking.

1. Click on the Group Bookings button on the Home window. The Group Bookings window will open.
2. Find the Confirmed group booking that you want to Check-In.
3. Click on the Check-In button. You will be asked if you want to check in this group. Click 'Yes'. The
Group Booking Status will be set to Active as well as the status of each individual room booking.