## **Group Bookings - Create Password**

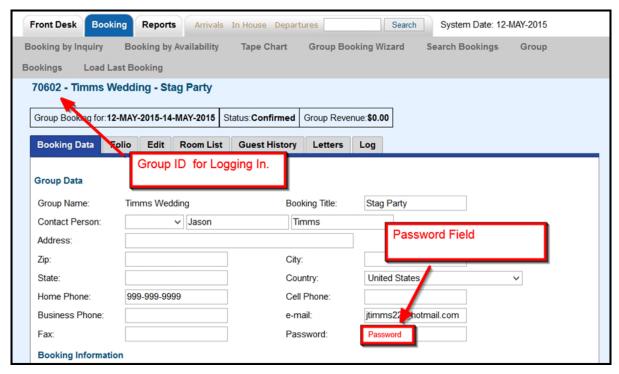
The Group Booking can be accessed through the Group Booking Engine, <a href="https://groups.bookingcenter.com/">https://groups.bookingcenter.com/</a> using the Confirmation # as a USER ID and the password you create for the Group. The User ID and password is the same for all guests logging into the Group Booking.

## To Create a Password for your Group Booking

- · Create a Group Booking in the Group Booking Wizard in MyPMS.
- Open the Group Booking and go to the Booking Data Tab.
- In the Booking Information section, create a password and enter it in the password field. Click Save.

## Group Booking Engine - Getting Started Using Group Booking Engine Customize Group Booking Engine Group Website Code Group Bookings - Create Password Group Booking Engine - Custom Letter Instructions for Guests Group Booking Engine Booking Confirmation

- Give the Group Contact the User ID and password and direct them to https://groups.bookingcenter.com/ to log in and start making bookings.
- To easily email the USER ID and Password to the Group Contact, add the USER ID and Password to the Group Confirmation Letter using merge fields. See Group Booking Engine Custom Letter



Click to enlarge image

## NOTE:

- User ID: is auto set via the system. This field is not editable and will always be the Confirmation # of the Group Booking.
- Password: is set via the property. Guests cannot change this field.