

Group Bookings - Create Password

The Group Booking can be accessed through the Group Booking Engine, <https://groups.bookingcenter.com/> 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

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- 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](#)

The screenshot shows the 'Booking Data' tab for a group booking titled '70602 - Timms Wedding - Stag Party'. The 'Group ID for Logging In.' is highlighted as 70602. The 'Password Field' is highlighted as Password. The interface includes various input fields for group details and contact information.

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.