

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

- [Group Booking Engine - Getting Started](#)
- [Using Group Booking Engine](#)
- [Customize Group Booking Engine](#)
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- [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](#)

Front Desk **Booking** Reports Arrivals In House Departures Search System Date: 12-MAY-2015

Booking by Inquiry Booking by Availability Tape Chart Group Booking Wizard Search Bookings Group

Bookings Load Last Booking

70602 - Timms Wedding - Stag Party

Group Booking for: 12-MAY-2015-14-MAY-2015 Status: Confirmed Group Revenue: \$0.00

Booking Data Folio Edit Room List Guest History Letters Log

Group Data

Group Name: Timms Wedding Booking Title: Stag Party

Contact Person: Jason Timms

Address:

Zip: City:

State: Country: United States

Home Phone: 999-999-9999 Cell Phone:

Business Phone: e-mail: jtimms22@hotmail.com

Fax: Password:

Group ID for Logging In.

Password Field

Password

Booking 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.