## **Group Bookings - Create Password**

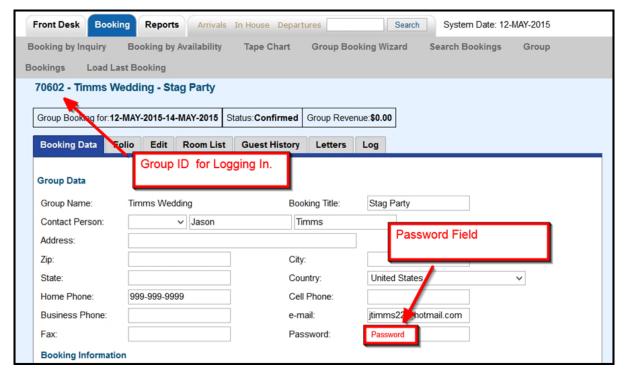
The Group Booking can be accessed through the Group Booking Engine, <a href="https://groups.bookingcenter.com/">https://groups.bookingcenter.com/</a> using the Confirmation # as a USER ID and the password you create for the Group. The User ID and password is the same for all guests logging into the Group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