

# Group Booking Engine

## What is the Group Booking Engine?

The Group Booking Engine is a web service offering a 'Group Manager' and/or individuals to book a room(s) as part of a Group Reservation. By logging in to a secured area, bookings can be viewed and added to a group without having to contact the 'Group Manager' (or property) directly.

The booking engine provides a way to add bookings, view rooming lists, take individual payments and get group booking details, giving guests the information they need to choose a room and complete payment. Availability and rates are based on the room type allocations in the Group Booking in MyPMS. If a guest wishes to book **before** or **after** the Group allocation, the system can offer the 'group rate' for these 'early arrival/late departures', **or** choose another Rate Plan to offer for these situations.

All bookings made on the group booking engine are automatically inserted into the Group Booking Room List and managed in MyPMS giving the Group Booking Manager complete control without the time commitment of taking individual bookings.

The group booking engine can also be customized to your property by adding a logo, banner, displaying your marketing policies and room type images.

### Features and Benefits

- Group booking management in MyPMS
- Secure guest access with user id and password
- Availability and rates based on group booking allocation
- Customized logo, banner, and room type images
- Display deposit, confirmation, and cancellation policy
- Customized group letter with user id and password

**Note:** The Group Booking Engine is available to MyPMS customers who currently use the website BookingEngine.

The screenshot shows the 'Add Booking' form for 'ON THE DIVIDE LODGE'. The header includes the lodge logo and a banner: 'Stay with us in the beautiful Rocky Mountains. We have a variety of packages and specials!'. Below this is the group name '20th Reunion Party (Johnson/Smith)' and navigation tabs: 'Add Booking', 'Rooming List', 'Group Information', and 'On The Divide Information'. The 'Add Booking' tab is active, showing a form with the following fields: Arrival (13-APR-2016), # Nights (4), Departure (17-APR-2016), Guests (A/C/I): (1/0/0), Room Type (Large Room with 1 King Bed), Salutation, Last Name, First Name, Email Address, Guarantee by (Select from List), Credit Card, and Expiration (July 2015). A room image is shown on the left. Below the form is a 'TERMS & CONDITIONS' section with a disclaimer about credit card requirements and cancellation fees. A 'Complete Booking' button is at the bottom.

### Group Booking Engine

- [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](#)