**Creating a New Group Booking in moonstride**

*Handle group travel with ease: create multiple quotations, gather passenger info efficiently, let travellers or organisers pay individually—and manage everything from invitation to itinerary confirmation in one streamlined module.*

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**1. Create a New Booking (Group)**

moonstride’s group booking feature is designed for flexibility and efficiency across all group travel businesses. With this module, you can:

* Build multiple quotations for a single enquiry
* Add several package options into each quotation
* Distribute itineraries to organisers and invitees
* Let invitees or organisers select or request changes for packages
* Enable organisers to add invitees and convert them to passengers
* Send registration links, so each traveller can enter or manage their own details
* Allow individual or organiser payments for the group
* Support accept/reject, change requests, deposit payments, and package modifications for each invitee

[Insert screenshot here: Group Booking/Quotation setup showing package options and invitee management.]

**2. Primary Details**

The initial creation steps for a group booking are very similar to FIT bookings:

* Go to **CRM → Bookings → Add New Booking**
* Enter all mandatory booking details, including:
  + Title and main travel information
  + Number of travellers (be sure to enter the correct count for group trips)
  + Any required internal references or booking specifics

[Insert screenshot here: Add New Booking form with group-specific traveller fields completed.]

After saving, you'll continue to a new page to fill additional details:

* Add agent (if relevant) and lead customer information
* Manage tags to help group reporting or filtering (e.g., by destination or event)
* Attach notes or assign tasks as needed

*Note:* For more about entering agent, tag, or notes details, see the article [Creating a New FIT Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41).

[Insert screenshot here: Booking details with agent, tags, and notes/todo assignments for a group booking.]

**3. Send Portal Invitation**

To make group management seamless, you can share the customer portal link with an organiser or lead customer. This lets them:

* Create a customer account
* View all bookings, quotations, and related trip info in one place

**How to send the portal invitation:**

* In the Customer section, click the “More” menu (three dots) next to “Add Customer”
* Select **Send Portal Invitation**

[Insert screenshot here: Customer details screen with "Send Portal Invitation" highlighted.]

In the invitation setup, address the email to the lead customer or group organiser.

The invitation email includes:

* A customised link allowing the customer/organiser to set their password and access their portal
* Details about the trip and step-by-step instructions for logging in

[Insert screenshot here: Portal invitation email configuration screen.]

After clicking the link and setting a password, the organiser/customer logs in to moonstride’s Customer Web Portal:

* Here, they can review all trip details, manage invitees, view quotations, select or change packages, and make or track payments.

[Insert screenshot here: Customer Web Portal dashboard on first login.]

*For comprehensive portal instructions and features, please refer to the articles in the “Customer Web Portal” section.*

**4. See Also**

* [Creating a New FIT Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Managing Group Booking Payments & Invoices](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Invitee Management & Registration](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Customer Web Portal Features](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Group bookings in moonstride provide total flexibility for multiple packages, invitee management, individual or organiser-led payments, and smooth communication from first invitation through to final trip details. Use the booking creation form and group portal features to deliver a seamless experience for every organiser and traveller.