**Manage Passengers – Group Booking in moonstride**

*Easily add, edit, and collect passenger details for any group booking. Empower passengers or organisers to enter their own details securely using registration links.*

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**1. Manage Passengers Overview**

In group bookings, you can view and update details for all travellers in your group. Every passenger added during booking creation is shown in a comprehensive list, with options to edit their information or manage allocation and payment plans as required.

**Navigation:** CRM → Bookings → Actions → Manage Passengers → Passenger Details tab

[Insert screenshot here: Passengers tab selected, including the full Passenger Details listing, Share Registration Link, and options menu.]

**2. Share Registration Link**

Let passengers handle their own information entry by sharing a secure registration link.

* Click **Share Registration Link** on the Passenger Details tab.
* Opens an email configuration form for sending the registration invite to organiser or each passenger.

[Insert screenshot here: Share Registration Link button and email invitation configuration form.]

* Enter recipient email(s) (and CC if needed), custom message or subject, choose branding/portal as needed.
* Click **Send** to email the registration link.

Once received, clicking the link takes the passenger/organiser to a secure registration form.

**3. Passenger Self-Registration Workflow**

* The registration form is structured for simple, accurate data entry.
  + **Your Details:** Title, full name, gender, type, date of birth, relationship with lead, etc.
  + **Contact Details:** Email, phone, addresses, city, postcode, country.
  + **Passport Details:** Name as on passport, nationality, passport number, issue/expiry dates, upload passport copy if needed.
  + **Preference Details:** Roommate requests, medical/dietary notes, allergies, special requests.
  + **Emergency Contact Details:** Enter or add multiple contacts with relationships.
  + **Set Password:** Passengers set and confirm their password for portal access.
  + **Additional Notes:** Passengers may add custom notes for organisers or the agency.
  + **Consent:** Agree to terms and conditions.

[Insert screenshot here: Registration form – Your Details & Contact Details] [Insert screenshot here: Registration form – Passport & Preference Details] [Insert screenshot here: Registration form – Emergency Contact, Notes & Submit button]

After clicking **Submit**, the details are added to the group’s passenger list. An automatic notification/email will also be sent to the organiser when registration is completed by a passenger.

**4. Updating and Reviewing Passenger Details**

* All submitted or manually added passenger records show in the Passenger Details list.
* Edit any passenger as needed, or review full details as provided via self-registration.
* You can continue to add more passengers directly, use import tools, or update allocations as journey details change.

[Insert screenshot here: Updated Passenger Details list with all registered and imported passengers.]

*All other standard passenger management actions for bookings—such as import/export, allocation, configuration of payment plans—are covered in the* [*Manage Passengers*](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41) *article for FIT bookings, as these processes are identical.*

**5. See Also**

* [Creating a New Group Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Itinerary – Group Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Payment Plan Management](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Invitee and Portal Registration Features](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

With group booking in moonstride, you can streamline passenger information management for organisers and large groups—using secure registration links for direct data capture and review. Guide travellers through easy, accurate self-entry and always have the latest info on hand.