

# How to Manage Hotel Reservations for your Group

Hectic schedules and revolving resources can make it hard to get your group's hotel details set for any event. onPeak's group tools make this process easy! Now that your group has been booked at an official event hotel, you have access to manage your group's room block online using onPeak's Compass Reservation System® Group Tools.

## Which tool is right for my Group?

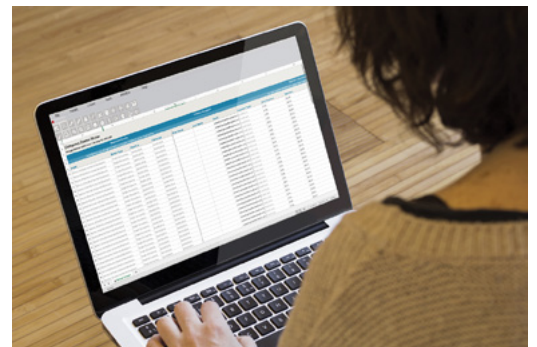
onPeak's group tools are specifically designed to function interchangeably to efficiently manage groups of all sizes. Any changes made to your reservations will reflect across all our Group Tools, allowing you to utilize the tool that best fits your needs.

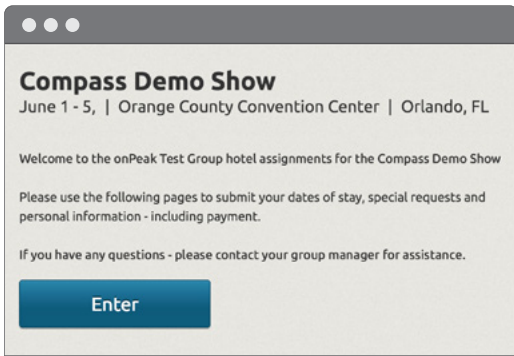


## Group Roster

Do you live and breathe Excel spreadsheets? Maybe you already have a working list of your group member's reservation information? Simply log in to your reservation and download the Group Roster file. You can paste your group member's information into the provided spreadsheet, then save and upload the file. Your group's reservation information will update immediately. This tool is optimal for large groups or group managers updating names, credit cards and reservation preferences.

- ▶ **Tip:** You can download the Group Roster as soon as you receive your group confirmation and can use it as a template.





## Group RSVP

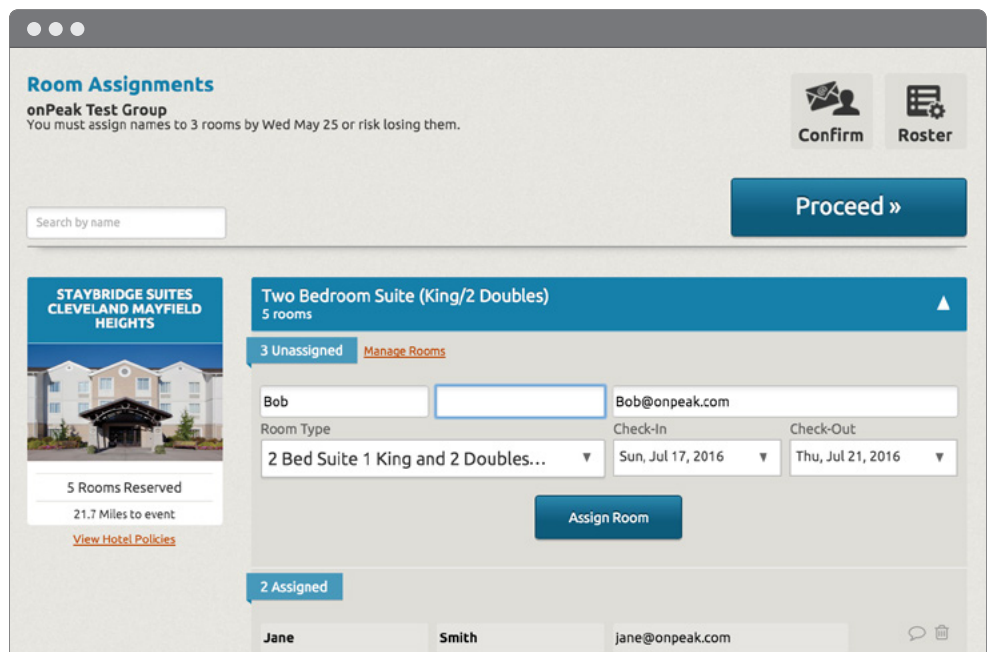
If your group members are able to enter their own hotel reservations, the Group RSVP allows you to share a custom link with them – you simply send the RSVP link and your members complete their own information. You will still have full control over the group and can modify your members’ reservations, as needed.

► **Tip:** Talk to onPeak about how this tool may be right for your group.

## Group Manage

Anytime you want to see an overview of your group’s reservation details or make quick changes, you can log in to your room block and access the Group Manage page. This page shows you all assigned and unassigned hotel rooms allotted to your group. You can add details to unassigned rooms and make changes to assigned rooms. Because each hotel room is updated separately, Group Manage is perfect for managing smaller groups or making quick edits to select individuals in larger groups.

► **Tip:** Searching by name comes in handy here.



## More Information

Watch our brief **Group Tools** video:  
[onpeak.com/groupManagementTools](http://onpeak.com/groupManagementTools)

