

# Booking Management

Guides for creating bookings in CustomLinc.

- [Strategic Partnerships Grant](#)

# Strategic Partnerships Grant

## Overview

This guide explains how to create a booking in CustomLinc for the **Strategic Partnerships Grant (SPG)** program. Selecting the correct agent ensures the Source and Promotion Code are automatically assigned.

## Steps

1. In CustomLinc, click **Add** and select **Create Standard Booking**.
2. Select the relevant **product**.
3. Enter the required **booking details**.
4. In the agent field, select **(SPG) Strategic Partnerships Grant**.
5. Enter the number of **fares** required.
6. Click **Update**.
7. Confirm that the **Source** and **Promotion Code** have been automatically assigned.

The screenshot displays the CustomLinc booking interface. The top navigation bar includes 'Home', 'Calendar', 'Search', 'Configuration', 'Pricing', 'Contracts', and '166283 SPG TEST'. The main content area shows booking details for '1225-L-0 - 12:25 Lakeside to Belgrave' (Adults). The 'Party Name' is 'SPG TEST' and the 'Agent' is '(SPG) Strategic Partnerships Grant Holding'. The 'Source' is 'Special Partnership' and the 'Promotion Code' is '166287'. The 'Status' is 'Confirmed'. The 'Additional Information' section shows 'Made on 19 May 2026 at 13:49' and 'Made by Dylan Healey'. The 'Receipt' section shows a 'Party Total' of \$23.50. The 'Owing' amount is highlighted in red.

Qty	Broch (pp)	Brochure	Price (pp)	Total
2	\$11.50	\$10.00	\$45.00	\$90
3	\$26.00	\$78.00	\$22.50	\$86
<b>Booking Total</b>			<b>\$181.00</b>	<b>\$157</b>
<b>Promotion - Strategic Partnership Grant x1 (SPGRANT)</b>			<b>\$-157.50</b>	<b>\$-157</b>
<b>Total to be Collected</b>			<b>\$23.50</b>	<b>\$0</b>

Date	Pickup	Pax	Description	Value	Net	Owing
Wed 15 Jul 2026	S	5	1225-L-0 - 12:25 Lakeside to Belgrave [166287]	\$23.50		\$23.50

Date/Time	Subject	From	To	Reason	Type	Method	Attach
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## Important Notes

- The Source and Promotion Code are assigned automatically when the **(SPG) Strategic Partnerships Grant** agent is selected — do not enter these manually.
- If the Source or Promotion Code are not populated after clicking Update, verify the correct agent has been selected before proceeding.