

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', 'Contacts', and a user profile for 'Dylan Healey'. The main content area is divided into several sections:

- Details:** Shows the product '1225-L-8 - 12:25 Lakeside to Belgrave', departing on 15/07/2026 at 12:25. The party name is 'SPG TEST' and the agent is '(SPG) Strategic Partnerships Grant Holding (V)'. The source is 'Special Partnerships' and the booking reference is '166287'.
- Description:** Lists the fare details for 'Children (4-11yrs)'. The booking total is \$181.00, with a promotion of \$-157.50, resulting in a total to be collected of \$23.50.
- Additional Information:** Shows the booking was made on 19 May 2026 at 13:49 by Dylan Healey. The fare is 10.00% and the product is 'Conventional Product'.
- Receipts:** A table showing the booking details for 'Wed 19 Jul 2026' with a pickup of 5 and a net value of \$23.50.

Date	Pickup	Pax	Description	Value	Net	Uwtdg
Wed 19 Jul 2026	5		1225-L-8 - 12:25 Lakeside to Belgrave [166287]	\$23.50		

Date/Time	Subject	From	To	Reason	Type	Method	Attach

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.
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