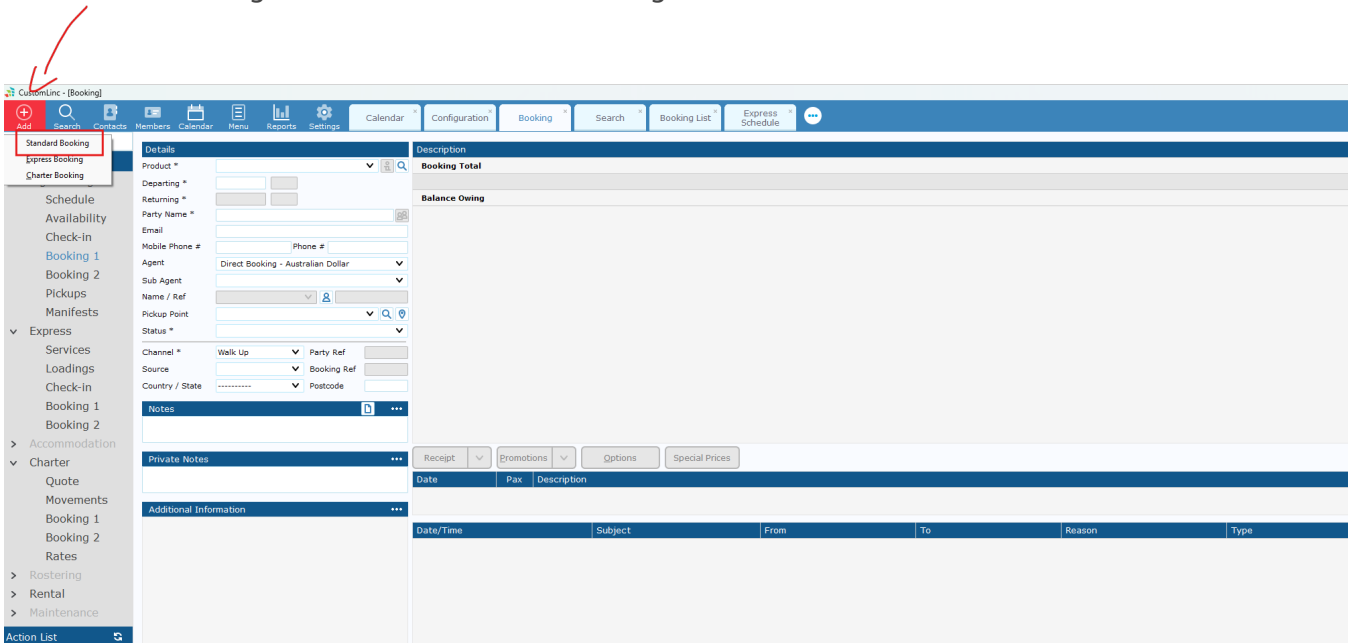
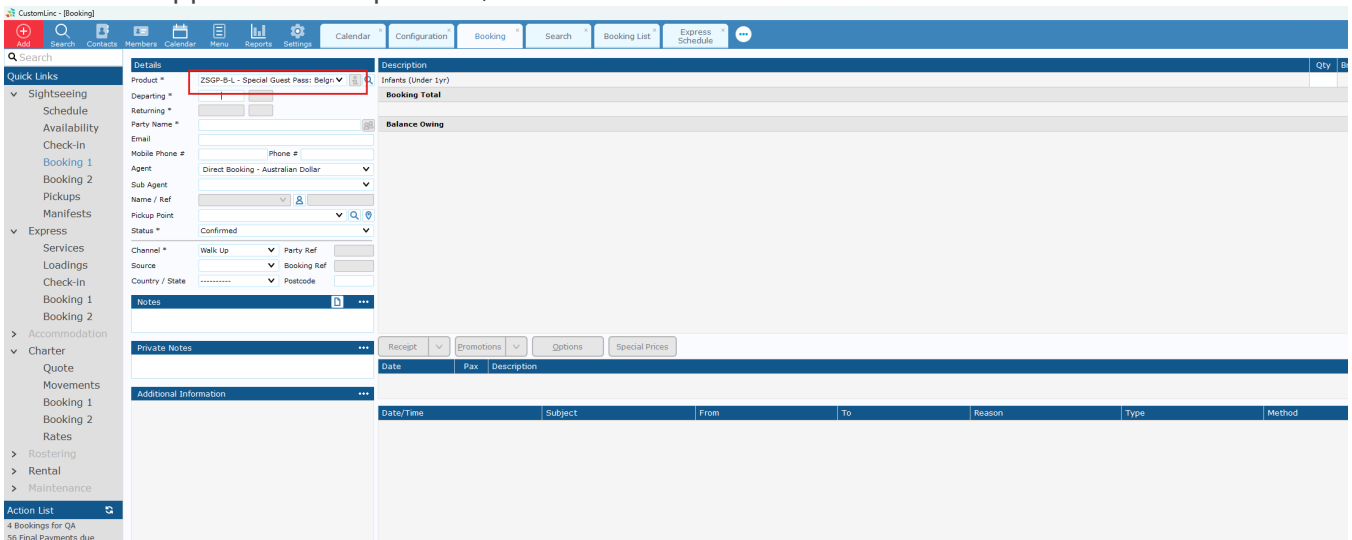


Creating a Special Guest Pass Booking

1. Go to Add Booking > Make a Standard Booking



2. Select the applicable SGP product, if unsure consult with team.



3. Set a departing date of 1 Year in the future. **This will work as the expiry date for the booking.**

Details

Product * ZSGP-B-L - Special Guest Pass: Belgrn

Departing * [Date]

Returning * [Date]

Party Name * [Name]

Mobile Phone # [Phone #]

Agent Direct Booking - Australian Dollar

Sub Agent [Agent]

Name / Ref [Name]

Pickup Point [Location]

Status * Confirmed

Channel * Walk Up Party Ref

Source [Source] Booking Ref

Country / State [Country] Postcode [Postcode]

Description

Infants (Under 1yr)

Booking Total

Balance Owing

Calendar

Jun 2026

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Go to today's date

OK Cancel

Receipt **Promotions** **Options** **Special Prices**

Table

| Date | Pax | Description | Reason | Type |
|-----------|-----|-------------|--------|------|
| Date/Time | | Subject | | |

4. Input booking details & fare amounts.

CustomLink - Booking

Product * ZSGP-B-L - Special Guest Pass: Belgrn

Departing Tue * 15/06/2027 23:59

Returning Tue * 15/06/2027 23:59

Party Name * TEST

Mobile Phone # [Phone #]

Agent Direct Booking - Australian Dollar

Sub Agent [Agent]

Name / Ref [Name]

Pickup Point [Location]

Status * Confirmed

Channel * Walk Up Party Ref

Source [Source] Booking Ref

Country / State [Country] Postcode [Postcode]

Description

Adults

Infants (Under 1yr)

Soddlers (1-3yrs)

Infants (Under 1yr)

Families (2Ad 3Ch)

Booking Total

Balance Owing

| Qty | Broch (pp) | Broch | Price (pp) |
|-----|------------|----------|------------|
| | | \$66.00 | \$66.00 |
| | | \$52.50 | \$52.50 |
| | | \$35.00 | \$35.00 |
| | | \$25.00 | \$25.00 |
| | | \$0.00 | \$0.00 |
| | | \$165.00 | \$165.00 |
| | | | \$9.00 |

Table

| Date/Time | Subject | From | To | Reason | Type | Method | Att |
|-----------|---------|------|----|--------|------|--------|-----|
| | | | | | | | |

5. Send **Confirmation to Client** to email in booking, or required address

Booking Confirmation - Customer Copy
— □ ×

Please select where you are sending this Confirmation to.

| Recipients | | | |
|--|-------------------------|--------------|--------|
| To | Email / Fax Number | Name | Status |
| Send to Client... | | | |
| <input checked="" type="checkbox"/> | dylan.healey@pbr.org.au | DYLAN HEALEY | |
| Send to alternate Email Address | | | |
| <input type="checkbox"/> | | DYLAN HEALEY | |
| <input type="checkbox"/> | | DYLAN HEALEY | |
| <input type="checkbox"/> | | DYLAN HEALEY | |

Store copy against Booking
 Store copy against Agent

Preview

Print

<< Back

Finish

Cancel

Revision #2

Created 2026-06-15 05:34:47 UTC by Dylan Healey

Updated 2026-06-15 07:35:28 UTC by Dylan Healey