

Creating a New Booking with a Meal Request or Dietary Requirement

In this example I will be creating a new booking for our Murder Mystery for 2 people.

If you are looking to edit an existing booking to add or change meal requests please go [here](#).

1. Firstly, make a booking for the product as you normally would by going to **Standard Booking**. Put in the booking details and select **Update**

The screenshot shows a booking system interface. On the left, there are various input fields for booking details. The main area displays a booking summary table and a 'Balance Owning' section.

Product *	Description	Qty	Broch(Go)	Brochure	Price (\$)
MM - 6:30am Belgrave departure / 9:13	FOC - Adults Return (IV)				\$0.00
22/02/2025 18:30	FOC - Concessions (IV)				\$0.00
22/02/2025 23:00	Adults Murder on Puffing Billy Express	2			\$150.00
Booking Total					\$0.00

Additional information fields include: Party Name (DYLAN HEALEY), Email (dylan.healey@pbcc.org.au), Agent (Direct Booking - Australian Dollar), Status (Confirmed), and Country/State (Australia).

2. You will then be met with the Booking Names window. You need to put in the **First Name**, **Surname** of **all passengers** as well as the **Meal Request** field if they have one.

If you do not see this screen, you can continue with the booking and edit the details later.

Please click here if you are unsure how to edit the booking Meal Request details.

Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	Bkg Notes	Medic
					DMADSA	+							<input type="checkbox"/>									
					DMADSA	+							<input type="checkbox"/>									

Apply Names to all Bookings
 Copy names to Booking

Card Details	Uses	Name

3. To select a meal request click on the cell and the available pre-filled options will be selectable. When selected the background of the text will be blue. Multiple requests can be selected

Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	
		John	Smith		DMADSA	+			Gluten Free Vegan Vegetarian				<input checked="" type="checkbox"/>								
		Jane	Smith		DMADSA	+							<input type="checkbox"/>								

Apply Names to all Bookings
 Copy names to Booking

Card Details	Uses	Name
Puffing Billy Railway #14345899	1 Bookings	John Smith John 0416006939 \johnandmargsmith@yahoo.com.au
Puffing Billy Railway #14370993	0 Bookings	John Smith +61 400753467 John Smith
Puffing Billy Railway #14371844	1 Bookings	John Smith 0427265085 \j.smith1989@hotmail.com
Puffing Billy Railway #14436125	1 Bookings	John Smith
Puffing Billy Railway #14442389	1 Bookings	John Smith

In the below example John Smith is Gluten Free and Vegan -

Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	
		John	Smith		DMADSA	+			Gluten Free Vegan Vegetarian				<input checked="" type="checkbox"/>								
		Jane	Smith		DMADSA	+			Vegetarian				<input type="checkbox"/>								

Apply Names to all Bookings
 Copy names to Booking

Card Details	Uses	Name
Puffing Billy Railway #14345899	1 Bookings	John Smith John 0416006939 \johnandmargsmith@yahoo.com.au
Puffing Billy Railway #14370993	0 Bookings	John Smith +61 400753467 John Smith
Puffing Billy Railway #14371844	1 Bookings	John Smith 0427265085 \j.smith1989@hotmail.com
Puffing Billy Railway #14436125	1 Bookings	John Smith
Puffing Billy Railway #14442389	1 Bookings	John Smith

You also have Meal Request Other, this is a text field anything can be put into. Any additional requirements should be confirmed with Commercial management.

Booking Names																							
Member #	Title	First Name	Surname	Gender	Fare Type	Mobile #	DoB	Age (at travel)	Meal Request	Meal Request Other	Room Request	Room Request Other	Fit for Travel	Email Address	Postcode	Country	Emergency Name	Emergency Number	Height(cm)	Weight(Kg)	Slg Notes	Medi	
		John	Smith		DMADGA	+			Gluten Free ...	No Peas			<input checked="" type="checkbox"/>										
		Jane	Smith		DMADGA	+			Vegetarian				<input type="checkbox"/>										

Apply Names to all Bookings
 Copy names to Booking

Card Details	Uses	Name
Puffing Billy Railway #14345899	1 Bookings	John Smith John 0415006939 j.johnandmargsmith@yahoo.com.au John Smith
Puffing Billy Railway #14370993	0 Bookings	+61 400753467 John Smith
Puffing Billy Railway #14371844	1 Bookings	John Smith 0427265085 j.smith1989@hotmail.com John Smith
Puffing Billy Railway #1442389	1 Bookings	John Smith

4. You can then select **Apply** then **OK** and you will be taken to the prepayment section for the booking.

Revision #4

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