

# 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 displays a travel booking system interface. On the left, there is a form with various fields for booking details. The main area on the right shows a summary of the booking, including a table for the booking total and a section for balance owing.

**Product \*** MM - 6:30am Belgrave departure / 9:13  
**Description**

Qty	Brook/Go	Brochure	Price (\$)
			\$2.00
			\$2.00
			\$2.00
			\$150.00
			\$150.00
			\$0.00

**Booking Total**

**Balance Owing**

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

Date	Pax	Description	Val
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**Date/Time** **Subject** **From** **To** **Reason** **Type** **Method** **Atch**

Buttons: **Send...** **Changes** **Ticket to Printer** **Update** **Cancel** **OK**

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.](#)

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)	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

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)	
		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 John Smith
Puffing Billy Railway #14370993	0 Bookings	+61 400753467 John Smith
Puffing Billy Railway #14371844	1 Bookings	John Smith
Puffing Billy Railway #14436125	1 Bookings	John Smith 0427265085 \j.smith1989@hotmail.com
Puffing Billy Railway #14442389	1 Bookings	John Smith

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

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)	
		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 John Smith
Puffing Billy Railway #14370993	0 Bookings	+61 400753467 John Smith
Puffing Billy Railway #14371844	1 Bookings	John Smith
Puffing Billy Railway #14436125	1 Bookings	John Smith 0427265085 \j.smith1989@hotmail.com
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												
		Jane	Smith		DMADGA	+			Vegetarian													

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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