
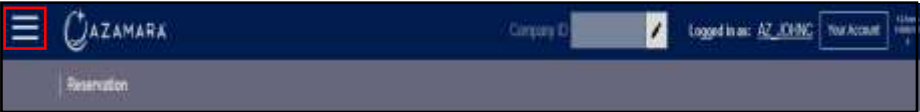
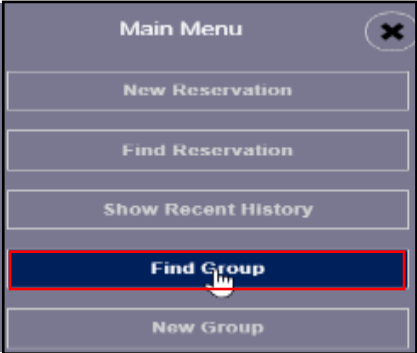
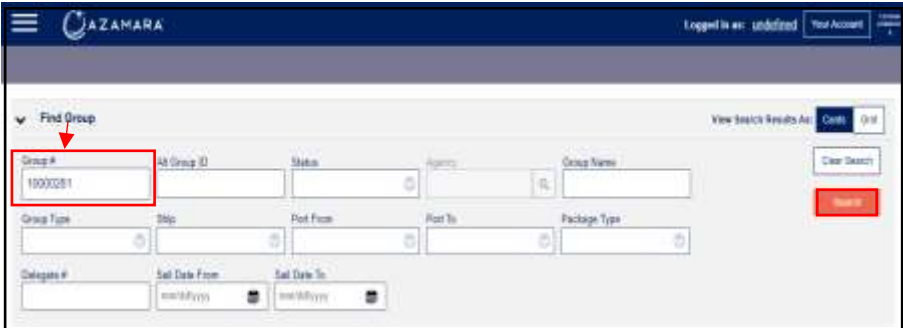


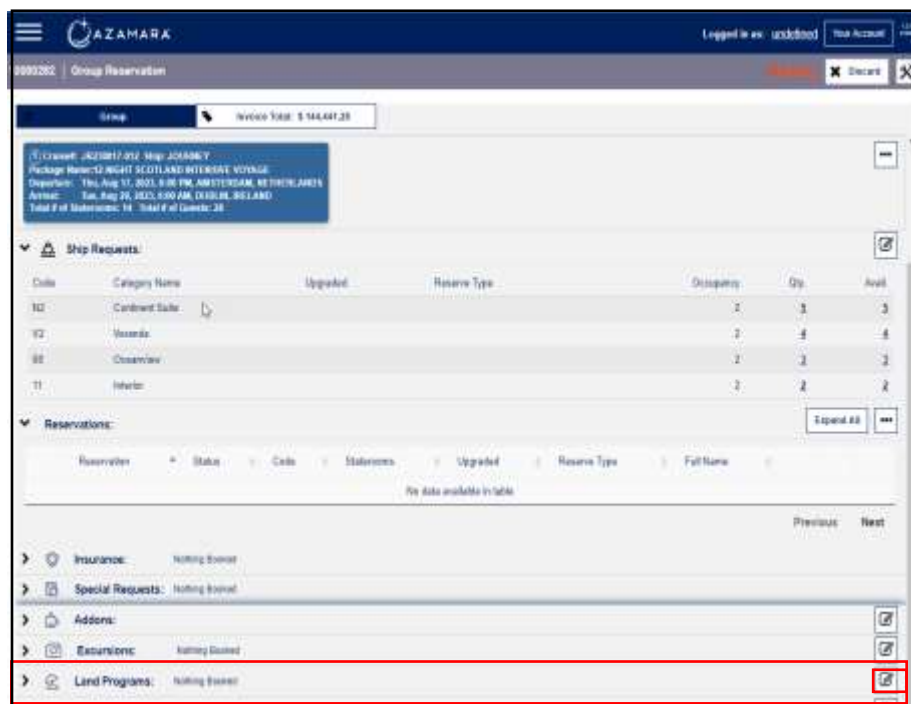


Travel Agent - How to Cancel a Land Program for Groups



<p>Step 1</p> <p>Let us start on the Reservations screen. Click the 3 Bars  symbol on the left side of the screen.</p>	
<p>Step 2</p> <p>This will open the Main Menu screen. Click on the Find Group line.</p>	
<p>Step 3</p> <p>We will arrive on the Groups screen. Under the Find Groups section enter the Group RES Booking Number in the Group # field. Then click the Search button.</p>	
<p>Step 4</p> <p>The Group Results menu will open. Click on the Group Reservation you wish to work with, and it will become Highlighted. Then click the EDIT tab inside the Group booking.</p>	

Step 5

This will take us to the Review Group screen. Scroll down to the **Available Land Program** line. On the right side of the **Available Land Program** line click the **Pen**  symbol.



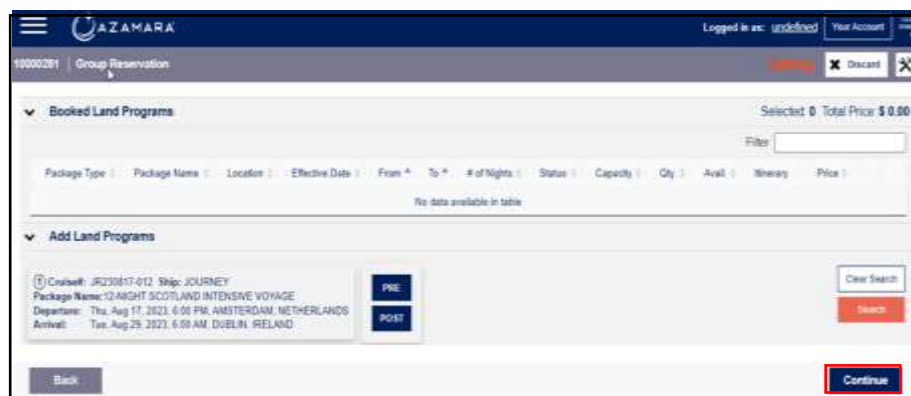
Step 6

We will be taken to the **Booked Land Programs** section. Under the Booked Land Programs section, we will see our Land Program that is on the Group reservation. On the left-side of the Land Program line there is a **Trash Can**  symbol. Click on the **Trash Can**  symbol to Cancel the Land Program.



Step 7

The Land Package will be canceled from the Booked Land Programs section. Click the **Continue** button at the bottom of the screen.



Step 8

This will bring us back to the Review Group screen. Under the **Land Programs** section, we will see that **Nothing Booked**. The Canceled Land Program has been stored and the process is now complete.

The screenshot shows the 'Review Group' screen for a group reservation. The 'Land Programs' section is highlighted with a red box, indicating that no land programs are currently booked. The screen also displays other sections like Insurance, Special Requests, Add-ons, and Hotel Requests, all of which are currently 'Nothing Booked'.

Add-on Code	Add-on Name	Delivery From	Delivery To	Qty	Avail			
PACKAGES								
ENJOY	ENJOYMENT PACKAGE	Aug 17, 2023	Aug 25, 2023	8	4			
ALCOHOL								
ADULT	Adult Bottle	Aug 17, 2023	Aug 25, 2023	8	4			
CREDIT								
150000	\$150 CDB	Aug 17, 2023	Aug 25, 2023	15	15			
ALCOHOL								
STORBY	Standard Beverage Package	Aug 17, 2023	Aug 25, 2023	15	15			
Excursions: Nothing Booked								
Land Programs: Nothing Booked								
Location	Package Type	Package Name	Start Date	End Date	# of Nights	Capacity	Qty	Avail
Nothing Booked								
Hotel Requests: Nothing Booked								

Pay Now