


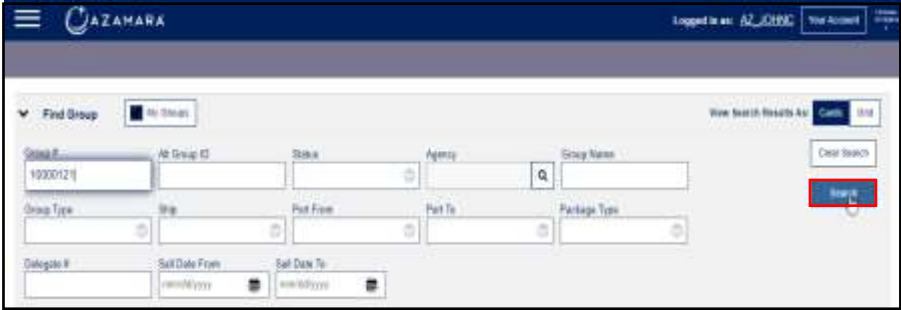



Travel Agent - Groups – How to Reinstate a Canceled Booking

<p>Step 1</p> <p>Once we have logged in, go to the top left-hand side of the screen. Click the Three Bar  symbol.</p>	
<p>Step 2</p> <p>This will open a drop-down screen. Click on Find Group.</p>	
<p>Step 3</p> <p>The Find Group screen will appear. In the Group # field enter your Group Reservation Number. Then click the Search tab.</p>	

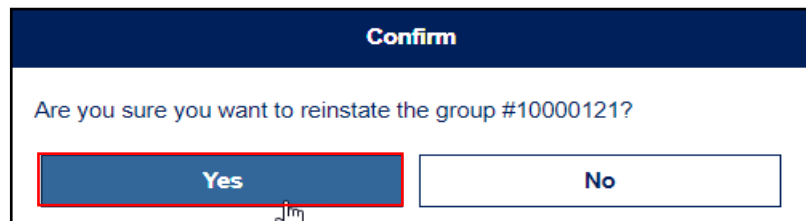
Step 4

We will be brought to the Groups Results screen. On the right-side of the screen click the Tools  symbol. The Tools menu will appear. Click the **Reinstate** button.



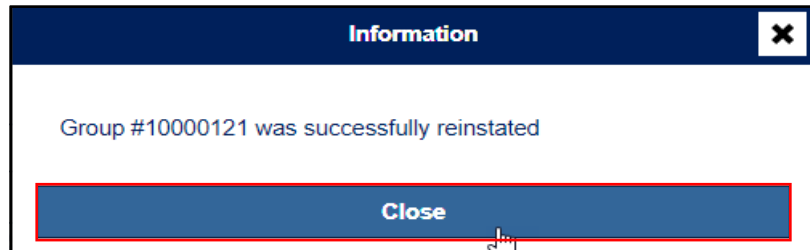
Step 5

This will give us a Confirm message asking are we sure we want to reinstate the Group. Click the **Yes** button.



Step 6

We will receive an Information message telling us that our reservation has been successfully reinstated. Click the **Close** tab.



Step 7

This will bring us back to the Find Group screen. Here we will see our reservation has been reinstated in a **Status Offer**.

