Putting the Power of Groups in Your Hands

Easily Access Your Contracted Group

1. Click on “Groups” in the top banner of VAX VacationAccess or in the middle banner on FunjetAgent.com.

2. To view your Group Dashboard, enter your Group ID and click “Retrieve Group.”
   a. Your Group ID will be provided at the time we receive a group deposit and signed contract.
   b. Group IDs are ARC-specific and exclusive to each individual group.
To return to your group dashboard from within an itinerary, simply click on the group name located in the pricing panel.
What Does My Group Dashboard Look Like?

JONES/SMITH WEDDING

Group Name

Group ID: GJONES

Group ID

Valid Departure Dates: 6/15/2015 - 6/18/2015

HOTEL DETAILS

Excellence Playa Mujeres - All Inclusive Wested amidst sparkling pools and manicured landscaping, the inspired Excellence Playa Mujeres resort is an adults-only oasis of relaxation ideal for honeymooners, couples and luxury travelers. About 30 minutes from the shopping, dining, entertainment and nightlife of Cancun's buzzing Hotel Zone, the Excellence Playa Mujeres provides the perfect blend of high-end luxury and romance under the sun. A variety of opulent a la carte restaurants including The Lobster House, serve up sensational international cuisine, while state-of-the-art fitness facilities, lavish guestrooms and suites, a world-class spa, upscale bars, fine dining and nearby shopping, an inland marina and a world-class Greg Norman-designed signature golf course ensure unforgettable stays for each and every guest to the Excellence Playa Mujeres.

GROUP DETAILS

DEPOSIT DATE: 12/1/2014

DEPOSIT AMOUNT: $2,000 ($50 PER PASSENGER)

NAMES & FINAL PAYMENT DUE: 5/1/2015

All In One Coverage Information
What Do I Use the Group Dashboard For?

**Make Bookings**

- Use the booking tool to make reservations within your contracted group.
- Once a group goes to contract, all inventory and rates included within the group contract will be locked in and set aside for you to make bookings. Please note that only the specific details of the group contract (hotel, number of nights, room categories) will be available for you to shop and book. These bookings will be tied together with your Group ID. If you need other items added (additional nights, optional room categories, specific charter flights), please work with your group service agent.
- Easily add passenger names and TSA info at the time individual VAX bookings within the group are being made. You no longer need to fax or email in rooming lists!
- You can easily add individual scheduled air flights to an existing hotel-only or charter group contract by booking under the Contracted Groups Air + Hotel package type. Please note that all deposit, payment, and cancellation terms for the scheduled air portion of the booking will follow the current policies for Funjet Vacations individual scheduled air bookings.
**View Bookings**

Keep track of all booked and cancelled reservations within the contracted group.

- Within the Reservations tab, you are able to see the details for each booking you have made.
- Easily view the details of each reservation by clicking on the reservation number.
- Export your reservation list to Excel to help with your own personal recordkeeping of the group!
View Real Time Hotel and Charter Inventory
- Easily see how many rooms or charter seats you have available within your contracted group.
- The Inventory tab will show you by date and by room category (class of service), exactly what you have contracted, sold, and what you have currently available—updated in real time!

View Group Commission
- Keep track of the commission you earn on the group with a by-reservation breakout.
- “Earned Commission” is calculated as the commission earned based on the current payments for each individual group reservation.
- “Commission” is the total amount of commission you can earn if paying to the gross total on the reservation, which includes Set Your Own Commission. If individual reservations are not paid to the total gross level, the commission total will be overstated.
Transfer Money from Master Payment Reservation to Individual Group Bookings

- Each contracted group will be given a payment reservation in which group deposits will be applied.
- Once individual bookings are made within the group, you can easily move money from the Master Payment Reservation to the individual bookings by using the Payment Transfer tab.
- Agents can either pay for an individual reservation as the booking is being made or transfer money from the payment reservation after the booking is made.
- Money can only be transferred from the Master Payment Reservation to the individual bookings. Money cannot be moved from individual booking to individual booking or from an individual booking to the Master Payment Reservation. If those money transfers are needed, please contact your group service agent.
- If you pay to the net amount for your groups, you can now pay to the net without having to look up the net amount due for each individual booking.

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**Transfer from Payment Reservation**

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<th>PAYMENT RESERVATION</th>
<th>NAME</th>
<th>DEPOSIT DUE</th>
<th>FULL DUE</th>
<th>PAID</th>
<th>TRANSFER AMT</th>
<th>BALANCE</th>
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<td>CGBETA/BAX/BETA BAX TEST GROUP</td>
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<td>11AUG16</td>
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**Transfer to**

<table>
<thead>
<tr>
<th>RESERVATION</th>
<th>NAME</th>
<th>PACKAGE/HOTEL/ROOM</th>
<th>NET TOTAL</th>
<th>GROSS TOTAL</th>
<th>PAID</th>
<th>TRANSFER AMT</th>
<th>NET AMT DUE</th>
<th>GROSS AMT DUE</th>
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<tbody>
<tr>
<td>X94FDBFW</td>
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<td>$887.60</td>
<td>$932.85</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$887.60</td>
<td>$932.85</td>
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</tbody>
</table>
Add Features to the Group Booking
Upgrading transfers, adding tours and excursions, and booking the waiver has never been easier. Add these items to bookings as you make individual group reservations in VAX!

If at any time you have questions or need assistance, please contact your group service agent. We will be happy to assist you!