



# 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.

The image shows two screenshots of web interfaces. The top screenshot is from VAX VacationAccess, showing a navigation bar with 'GROUPS' highlighted in a red box. The bottom screenshot is from Funjet Vacations, showing a navigation bar with 'Groups' highlighted in a red box. Both screenshots also show other navigation options like 'NEW RESERVATION', 'RETRIEVE RESERVATION', 'RETRIEVE SAVED ITINERARY', 'ENGAGE!', and 'Logout'.

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.

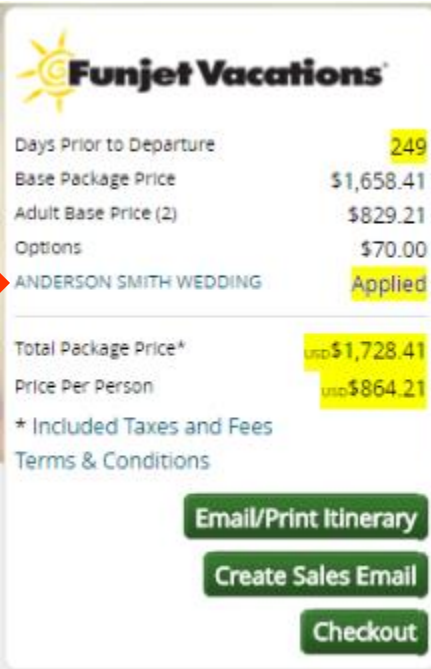
Reservations ▾ Offers & Incentives ▾ Suppliers ▾ Destination Info ▾ Specialty Travel ▾ Education ▾ Resources ▾

### Retrieve a Group

Please select the supplier and enter a valid group ID to access your group.

Supplier:  Group ID:  [Retrieve Group](#)

To return to your group dashboard from within an itinerary, simply click on the group name located in the pricing panel.



The screenshot shows a pricing panel for Funjet Vacations. A red arrow points to the text "ANDERSON SMITH WEDDING" which is highlighted in yellow. The panel includes the following information:

Days Prior to Departure	249
Base Package Price	\$1,658.41
Adult Base Price (2)	\$829.21
Options	\$70.00
ANDERSON SMITH WEDDING	Applied
Total Package Price*	USD \$1,728.41
Price Per Person	USD \$864.21

\* Included Taxes and Fees  
Terms & Conditions

[Email/Print Itinerary](#)  
[Create Sales Email](#)  
[Checkout](#)

## What Does My Group Dashboard Look Like?

Reservations ▾
Offers & Incentives ▾
Suppliers ▾
Destination Info ▾
Specialty Travel ▾
Education ▾
Resources ▾

### JONES/SMITH WEDDING Group Name

JONES/SMITH WEDDING - BOOKED BY ABC TRAVEL

**Group ID:** CG.JONES Group ID

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

#### HOTEL DETAILS

[Excellence Playa Mujeres - All Inclusive](#) Nestled 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 bustling 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 Key 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](#)

Booking Tool

**PACKAGE TYPE**

**Pick Locations & Dates...**

**ORIGIN:**

**DESTINATION:**

**DEPART:**   **# OF NIGHTS**

**RETURN:**

**Add Traveler Information...**

**ROOMS**

(Maximum number of passengers is 8)  
[Booking an Infant?](#)

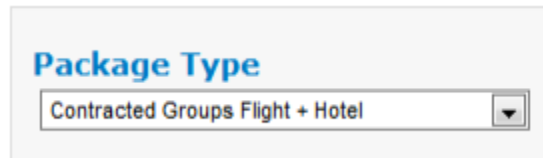
**ADULTS**  **CHILDREN**

**GROUP ID**

## 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.

RESERVATIONS		INVENTORY	COMMISSION	PAYMENT TRANSFERS				
<b>PAYMENT RESERVATION</b>	<b>NAME</b>	<b>DEPOSIT DUE</b>	<b>FULL DUE</b>	<b>TOTAL</b>	<b>PAID</b>	<b>AMT DUE</b>		
<a href="#">4EJ55802</a>	MASTER PAYMENT REZ/JONES SMITH WEDDING	--	18OCT14	USD \$35,000.00	USD \$0.00	USD \$35,000.00		
RESERVATION	STATUS	NAME	PACKAGE/HOTEL/ROOM	DEPART	RETURN	TOTAL	PAID	AMT DUE
<a href="#">C0L228E3</a>	Booked	CATHEY/CHERYL	Contracted Groups Hotel Only Excellence Playa Mujeres - All Inclusive Junior Suite Spa or Poolview	15JUN15	18JUN15	USD \$1,295.22	USD \$0.00	USD \$1,295.22
<a href="#">7JE628E3</a>	Booked	VANDERHOOF/SAMANTHA	Contracted Groups Hotel Only Excellence Playa Mujeres - All Inclusive Junior Suite Spa or Poolview	15JUN15	20JUN15	USD \$2,750.26	USD \$0.00	USD \$2,750.26
<a href="#">K2QE18E3</a>	Cancelled	MICHAEL/EHLERS	Contracted Groups Hotel Only Excellence Playa Mujeres - All Inclusive Junior Suite Spa or Poolview	15JUN15	18JUN15	USD \$0.00	USD \$0.00	USD \$0.00
				<b>TOTAL</b>		<b>PAID</b>	<b>AMT DUE</b>	
<b>GROUP TOTALS</b>				USD \$4,045.48		USD \$0.00	USD \$4,045.48	


[EXPORT TO EXCEL](#)

- 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!

Reservation	Status	Name	Package	Hotel	Room Category	Depart	Return
XXXXXXFW	Booked	SMITH II/RICHARD ALLEN SMITH/KRISTI LYNN	Contracted Groups Hotel Only	Azul Fives Hotel a Gourmet Incl Rst by Karisma-AI	Deluxe	13JAN16	18JAN16
XYZYZFW	Booked	JONES/DANIELLE JONES/KENNEN(?)	Contracted Groups Hotel Only	Azul Fives Hotel a Gourmet Incl Rst by Karisma-AI	Deluxe	13JAN16	18JAN16
ZZZZZFW	Booked	JONES/DEREK A JONES/JENNIFER N JONES/RYDER(Infant)	Contracted Groups Hotel Only	Azul Fives Hotel a Gourmet Incl Rst by Karisma-AI	1 Bedroom Jacuzzi Sky Suite	11JAN16	18JAN16
ZZZZZFW	Booked	ELWAY/MIRTA SILVIA ELWAY/MICHAEL ALLEN	Contracted Groups Hotel Only	Azul Fives Hotel a Gourmet Incl Rst by Karisma-AI	Deluxe Poolview	13JAN16	20JAN16

### 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!

RESERVATIONS	INVENTORY	COMMISSION	PAYMENT TRANSFERS
<b>HOTEL INVENTORY</b>			
<b>EXCELLENCE PLAYA MUJERES - ALL INCLUSIVE</b>			
<b>Excellence Clb 2 Story Rooftop Terrace Ste Ocnfrnt</b>			
DATE	TOTAL	SOLD	AVAILABLE
15JUN15	1	0	1
16JUN15	1	0	1
17JUN15	1	0	1
18JUN15	1	0	1
19JUN15	1	0	1
20JUN15	1	0	1
21JUN15	1	0	1
<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>
<b>Excellence Club Junior Suite Oceanfront</b>			
DATE	TOTAL	SOLD	AVAILABLE
15JUN15	2	0	2
16JUN15	2	0	2
17JUN15	2	0	2
18JUN15	2	0	2
19JUN15	2	0	2
20JUN15	2	0	2
21JUN15	2	0	2
<b>Total</b>	<b>14</b>	<b>0</b>	<b>14</b>
<b>CHARTER FLIGHT INVENTORY</b>			
15JUN15	ORD - CUN	Frontier Airlines #8544	
Depart: 6:30 AM		Arrive: 10:15 AM	
CLASS	TOTAL	SOLD	AVAILABLE
Z	20	0	20
<b>Total</b>	<b>20</b>	<b>0</b>	<b>20</b>
22JUN15	CUN - ORD	Frontier Airlines #8545	
Depart: 10:25 AM		Arrive: 2:10 PM	
CLASS	TOTAL	SOLD	AVAILABLE
Z	20	0	20
<b>Total</b>	<b>20</b>	<b>0</b>	<b>20</b>

### 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.

RESERVATIONS	INVENTORY	COMMISSION	PAYMENT TRANSFERS	CURRENCY = USD		
RESERVATION	NAME	PACKAGE/HOTEL/ROOM	EARNED COMMISSION	COMMISSION	NET TOTAL	GROSS TOTAL
<a href="#">X94FD8FW</a>	VANDERHOOF/SAMANTHA	Contracted Groups Hotel Only Royalton White Sands - All Inclusive Luxury Ocean View	\$0.00	\$45.25	\$887.60	\$932.85

### 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.

RESERVATIONS	INVENTORY	COMMISSION	PAYMENT TRANSFERS	CURRENCY = USD				
<b>TRANSFER FROM</b>								
PAYMENT RESERVATION	NAME	DEPOSIT DUE	FULL DUE	PAID	TRANSFER AMT	BALANCE		
<a href="#">A5L228E3</a>	CGBETAVAX/BETA VAX TEST GROUP	16MAY16	11AUG16	\$0.00	\$0.00	\$0.00		
<b>TRANSFER TO</b>								
RESERVATION	NAME	PACKAGE/HOTEL/ROOM	NET TOTAL	GROSS TOTAL	PAID	TRANSFER AMT	NET AMT DUE	GROSS AMT DUE
<a href="#">X94FD8FW</a>	VANDERHOOF/SAMANTHA	Contracted Groups Hotel Only Royalton White Sands - All Inclusive Luxury Ocean View	\$887.60	\$932.85	\$0.00	\$ <input type="text"/>	\$887.60	\$932.85

### 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!

Ground Transportation: Airport Transportation			
<a href="#">Roundtrip PUJ Arpt/Bavaro Hotel Transfers</a>	2 # Adult (3-up) \$26.00	<b>\$52.00</b>	<input type="checkbox"/> Select item to add to cart
<a href="#">Nonstop Round-Trip Transfer Service Bavaro Hotel</a>	2 # Adult (3-up) \$36.00	<b>\$72.00</b>	<input type="checkbox"/> Select item to add to cart
<a href="#">Private Round-trip Transfer Service Bavaro Hotel</a>	2 # Adult (3-up) \$53.00	<b>\$106.00</b>	<input type="checkbox"/> Select item to add to cart
Sightseeing & Tours			
<a href="#">Buggies Rancho Shared</a>	2 # Adult (6-up) \$75.00	<b>\$150.00</b>	<input type="checkbox"/> Select item to add to cart
<a href="#">Bavaro Runners</a>	2 # Adult (12-up) \$90.00	<b>\$180.00</b>	<input type="checkbox"/> Select item to add to cart
	0 # Child (3-11) \$60.00		
<a href="#">Zip Line Adventure</a>	2 # Adult (13-75) \$90.00	<b>\$180.00</b>	<input type="checkbox"/> Select item to add to cart
	0 # Child (7-12) \$60.00		

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