

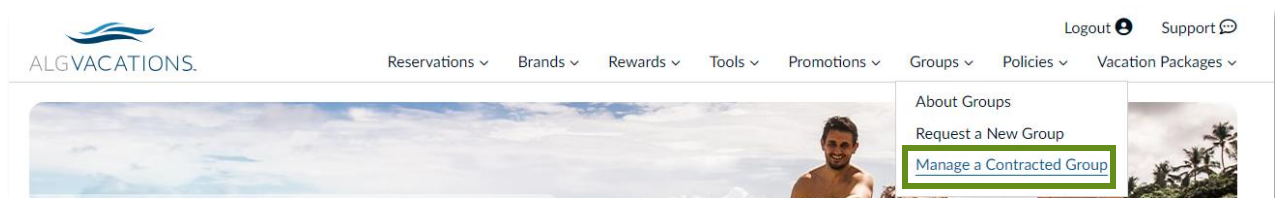
The Groups Dashboard

We put the power of Groups in your hands.

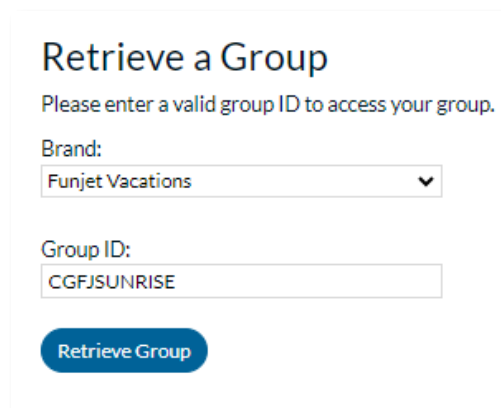
Once you have a signed contract with your preferred ALG Vacations® brand, your Groups service team will build a dashboard in VAX that is loaded with the contracted inventory and rates that are specific to your group. The dashboard is a home base for you to manage your contracted group's inventory, payments, bookings, and commissions. Every booking you create for your group should be made from within your group's dashboard.

Opening Your Dashboard

1. On ALGVacations.com, hover over the Groups menu and select Manage a Contracted Group.



2. Enter the brand and Group ID. The Group ID is located near the top of your group contract.



The screenshot shows a form titled 'Retrieve a Group'. Below the title is the instruction: 'Please enter a valid group ID to access your group.' There are two input fields: 'Brand:' with a dropdown menu showing 'Funjet Vacations' and 'Group ID:' with a text box containing 'CGFJSUNRISE'. At the bottom of the form is a blue button labeled 'Retrieve Group'.

Understanding Your Dashboard

Your dashboard is specifically designed for the group assigned to the Group ID you entered. All inventory and rates are locked in and loaded according to your contract.

Sunrise on the Beach with Groups!

Join your favorite Groups Team for a few days of fun and sun! Get to know us
 Group ID: CGFJSUNRISE
 Valid Departure Dates: 12/4/2024 - 12/17/2024

Group Name & ID

Hotel Details

Breathless Riviera Cancun Resort & Spa - All Inclusive

Stylish and exhilarating, Breathless Riviera Cancun is located just 15 minutes from Cancun International Airport and nestled between the jungle and Caribbean Ocean. The resort's layout consisting of two horseshoe shaped buildings and sections, each with their own unique personality and vibe, offers singles, couples, and friends (18+ age minimum) the perfect balance of excitement and relaxation. Guests can mix and mingle with friends and join the volleyball game in the Energy pool or become immersed in the entertainment scene and dance to the music of renowned DJ's in the xcelerate zone. When you're ready to Breathe Deep, enjoy a relaxing spa treatment or yoga classes. 362 ultra-modern suites feature chic accommodations. Guests will experience our highest level of luxury and personal service at the xhale club, with an elevated concierge service and other special amenities.

Hotel Details

Savor the sublime at trendy international restaurants serving gourmet fare, with no reservations required, and sip on perfectly mixed cocktails at nine vibrant bars, all without limit. At Breathless Riviera Cancun, guests can Live Big with an abundance of daily activities and special weekly and monthly events to partake in. During the day, snorkel, kayak and sail in the Caribbean Sea or sunbathe by any of Breathless Riviera Cancun's two stunning pools including the main Energy pool, offering a mix of socializing and relaxing, and our one-and-only party pool. Join in on the action at night with live music shows, beach parties, acrobatic performances and mega dance parties. Continue the fun from the previous night at nearby championship golf courses. Breathe Deep and get pampered at our full-service relax Spa by Pevonia®, offering the most luxurious and à la carte treatments including massages, facials, and salon services or take a yoga class at the state-of-the-art fitness center. It's all about discovering the perfect balance, and the options are endless at Breathless Riviera Cancun!

Group Details

Service Team: Preferred
 Service Team Phone: 800.452.8974
 Service Team Email: preferredGroups@applelg.net

Group Details

Group Service Request Form

For the fastest way to get your request confirmed please utilize the below link. This will allow us to categorize and prioritize your individual request for a better customer experience. Modifications, cancellations, or additional room needs should be submitted by deadlines by outlined below and in your contract.

Group Service Request Form

For resources on how to use Group technology please visit our Vax Library.

Important Hotel Dates To Remember:

Deposit and Attrition/Cancellation dates listed below are an approximate based off the earliest arrival date on the originally contracted room block.

- Earliest Departure date: 12/7/2024
- 125+ days prior to departure: 7/14/2023-8/4/2024
- 124-95 days prior to departure: 8/5/2024-9/3/2024
- 94-65 days prior to departure: 9/4/2024-10/3/2024
- 64-50 days prior to departure: 10/4/2024-10/18/2024
- 49-0 days prior to departure: 10/19/2024-12/7/2024

Package Type

Contracted Groups Flight + Hotel

Pick Locations & Dates...

Origin: Abbotsford (YXX)

Destination: Cancun - Cancun AND Riviera Maya (CUN)

Depart: 04DEC24

of Nights: 3

Group Reservation Tool

(Maximum number of passengers is 8)

[Booking an Infant?](#)

Adults: 2

Children: 0

Group ID: CGFJSUNRISE

Pre-Select Travel Protection

Add Travel Protection

Hotel Choice

Breathless Riviera Cancun Resort & Spa - All Inclusive

Search

Reservations	Inventory	Commission	Payment Transfers	Tabbed Section			CURRENCY = USD	
Payment Reservation	Name	Deposit Due	Full Due	Gross Total	Paid	Gross Amt Due		
P3F323E3	SUNRISE ON THE BEACH WITH GROU/CGFJSUNRISE	22JUL23	22JUL23	\$0.00	\$0.00	\$0.00		
Reservation	Status	Name	Package / Hotel / Room	Depart	Return	Gross Total	Paid	Gross Amt Due
41Y913FW Payment Request	Booked	BURTON/JACK	Contracted Groups Hotel Only Breathless Riviera Cancun Resort + Spa - All Inclusive Allure Junior Suite Ocean View	07DEC24	11DEC24	\$1,896.31	\$0.00	\$1,896.31
00H913FW Payment	Booked	CHRISTMAS/LLOYD	Contracted Groups	07DEC24	14DEC24	\$4,370.20	\$0.00	\$4,370.20

Group Name, Group ID, & Hotel Details

The top of the dashboard contains the group's name, Group ID, and valid departure dates.

The **Hotel Details** section gives you a brief summary about the property the group lead has selected. Click the name of the hotel to open its profile. The profile includes extensive details about the property as well as images so you can answer any client questions.

Group Details

The **Group Details** section is your contact information. Here you'll find the name of your dedicated service team and their phone and email contacts. This is also where you'll find a link to the [Group Service Request Form](#). Use this form any time you need assistance with a reservation or contract modifications that you can't do yourself in VAX.

Important dates are also outlined in this section, including the final payment due date and the date that attrition and cancellation penalties begin.

Group Reservation Tool

The reservation tool along the right side column of the dashboard is pre-loaded with the destination, travel dates, applicable hotel(s) and room categories, as well as the Group ID. All reservations for this group should be made using this reservation tool.

We recommend that one reservation is created for each room needed, unless there is a special circumstance such as a family of four that wants two rooms – one for the parents and another for older children. You may book up to four rooms on a single reservation, but this is not recommended as revisions or cancelations that may be needed later could potentially revise or cancel the entire reservation and all rooms on it. It's much easier to work with revisions to one reservation at a time.

You can accommodate different origins, travel dates, the number of nights your clients want to stay in destination, and add travel protection to meet your clients' needs. Don't forget to add features to each itinerary to give your clients a completely unique experience.

Because the reservation tool is preloaded with designated inventory, you'll always be sure to book the correct hotel, room categories, and travel window.

The screenshot shows a reservation form with the following fields and values:

- Package Type:** Contracted Groups Flight + Hotel
- Pick Locations & Dates...**
 - Origin:** Abbotsford (YXX)
 - Destination:** Cancun - Cancun AND Riviera Maya (CUN)
 - Depart:** 04DEC24
 - # of Nights:** 3
 - Return:** 07DEC24
- Add Traveler Information...**
 - Rooms:** 1
 - Adults:** 2
 - Children:** 0
- Group ID:** CGFJSUNRISE
- Pre-Select Travel Protection:** Add Travel Protection
- Hotel Choice:** Breathless Riviera Cancun Resort & Spa - A
- Search:** [Search button]

The Tabbed Section

The tabbed section of the dashboard helps you monitor and manage all group reservations, inventory, commission totals, and payments in real time.

Reservations

Each reservation that is created for your group will display within this tab.

Payment Reservation: The main payment reservation is also called the “parent reservation.” This reservation allows you to apply payment toward the group without affecting inventory.


Child Reservations: These are the individual reservations booked within your group and will display below the parent (payment) reservation. They actually have nothing to do with the number of children or minors booked on a reservation.

Reservations		Inventory	Commission	Payment Transfers	CURRENCY = USD				
Payment Reservation	Name			Deposit Due	Full Due	Gross Total	Paid	Gross Amt Due	
P3F323E3	SUNRISE ON	Parent Reservation	JUNRISE	22JUL23	22JUL23	\$0.00	\$0.00	\$0.00	
Reservation	Status	Name	Package / Hotel / Room	Depart	Return	Gross Total	Paid	Gross Amt Due	
41Y913FW Payment Request	Booked	BURTON/JACK	Contracted Groups Hotel Only Breathless Riviera Cancun Resort + Spa - All Inclusive Allure Junior Suite Ocean View	07DEC24	11DEC24	\$1,896.31	\$0.00	\$1,896.31	
00H913FW Payment Request	Booked	CHRISTMAS/LLOYD	Contracted Groups Hotel Only Breathless Riviera Cancun Resort + Spa - All Inclusive Xhale Club Junior Suite Ocean View	07DEC24	14DEC24	\$4,370.20	\$0.00	\$4,370.20	

Group totals are available at the bottom of the reservation list so you can quickly reference the gross total, amount paid, and gross amount due.

You can export your reservation details to an Excel spreadsheet and save it to your computer or print it out simply by clicking the **Export to Excel** button at the bottom of the reservation list.

Group Totals		
Gross Total	Paid	Gross Amt Due
\$33,269.85	\$0.00	\$33,269.85



Inventory

Monitor your group’s inventory in real time within the Inventory tab. Here, you can see how many total rooms you have allotted, how many are sold, and how many are available. If air is included for the group, you can also monitor how many seats have been sold for both the outbound and return flights.

Reservations	Inventory	Commission	Payment Transfers	CURRENCY = USD																																																			
Hotel Inventory Breathless Riviera Cancun Resort & Spa - All Inclusive Allure Junior Suite Ocean View		Group Block Air Inventory 07DEC24 ORD - CUN Frontier Airlines #44 Depart: 10:00 AM Arrive: 3:00 PM																																																					
<table border="1"> <thead> <tr> <th>Date</th> <th>Total</th> <th>Sold</th> <th>Available</th> </tr> </thead> <tbody> <tr><td>07DEC24</td><td>5</td><td>3</td><td>2</td></tr> <tr><td>08DEC24</td><td>5</td><td>3</td><td>2</td></tr> <tr><td>09DEC24</td><td>5</td><td>3</td><td>2</td></tr> <tr><td>10DEC24</td><td>5</td><td>3</td><td>2</td></tr> <tr><td>11DEC24</td><td>5</td><td>2</td><td>3</td></tr> <tr><td>12DEC24</td><td>5</td><td>2</td><td>3</td></tr> <tr><td>13DEC24</td><td>5</td><td>0</td><td>5</td></tr> <tr><td>Total</td><td>35</td><td>16</td><td>19</td></tr> </tbody> </table>	Date	Total	Sold	Available	07DEC24	5	3	2	08DEC24	5	3	2	09DEC24	5	3	2	10DEC24	5	3	2	11DEC24	5	2	3	12DEC24	5	2	3	13DEC24	5	0	5	Total	35	16	19	<table border="1"> <thead> <tr> <th>Class</th> <th>Total</th> <th>Sold</th> <th>Available</th> </tr> </thead> <tbody> <tr><td>Z</td><td>2</td><td>0</td><td>2</td></tr> <tr><td>Total</td><td>2</td><td>0</td><td>2</td></tr> </tbody> </table>	Class	Total	Sold	Available	Z	2	0	2	Total	2	0	2	14DEC24 CUN - ORD Frontier Airlines #45 Depart: 1:20 PM Arrive: 4:20 PM					
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Commission

Within the Commission tab, you can reference all commissions earned for each reservation created within the group.

Earned Commission: The commission earned based on the current payments for each booking.

Commission: The total amount of commission you can earn if paying to the gross total on the reservation. This includes any amount added by setting your own commission. If individual bookings 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
41Y913FW	BURTON/JACK	Contracted Groups Hotel Only Breathless Riviera Cancun Resort + Spa - All Inclusive Allure Junior Suite Ocean View	\$0.00	\$264.37	\$1,631.94	\$1,896.31

Payment Transfers

Each contracted group is given a master payment (parent) reservation in which group deposits may be applied. Agents may enter payment for each individual (child) reservation as they are being

booked or transfer money from the parent reservation after the booking is made. Each child booking will have an empty field in the **Transfer Amt** column. Fill in the amount you want to apply to the reservation and then click **Continue**. The amount entered will be transferred from the parent reservation to the child reservation.

Reservations	Inventory	Commission	Payment Transfers	CURRENCY = USD				
Transfer From								
Payment Reservation	Name	Deposit Due	Full Due	Paid	Transfer Amt	Balance		
P3F323E3	SUNRISE ON THE BEACH WITH GROU/CGFJSUNRISE	22JUL23	22JUL23	\$0.00	\$100.00	-\$100.00		
Transfer To								
Reservation	Name	Package / Hotel / Room	Net Total	Gross Total	Paid	Transfer Amt	Net Amt Due	Gross Amt Due
41Y913FW	BURTON/JACK	Contracted Groups Hotel Only Breathless Riviera Cancun Resort + Spa - All Inclusive Allure Junior Suite Ocean View	\$1,631.94	\$1,896.31	\$0.00	\$ 100.00	\$1,631.94	\$1,796.31

Note:

Money cannot be transferred between child bookings or returned back to the parent reservation. If you need to move money from one child reservation to another, please submit a [Service Request](#).

Any time you need assistance, we're happy to help! Just complete the online [Service Request Form](#) or contact your dedicated service team.

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