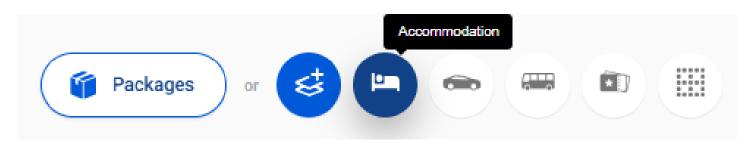


## Reserving Multiple Rooms in One Booking ID in Helio

## How do I reserve multiple rooms in the same booking?

If you have two or more couples or multiple families travelling together, you might need to book multiple rooms for their stay over the same date period. Please see the steps below on how to create this reservation in the same Helio booking:

Step 1 – Select 'Accommodation' from the Component Runway



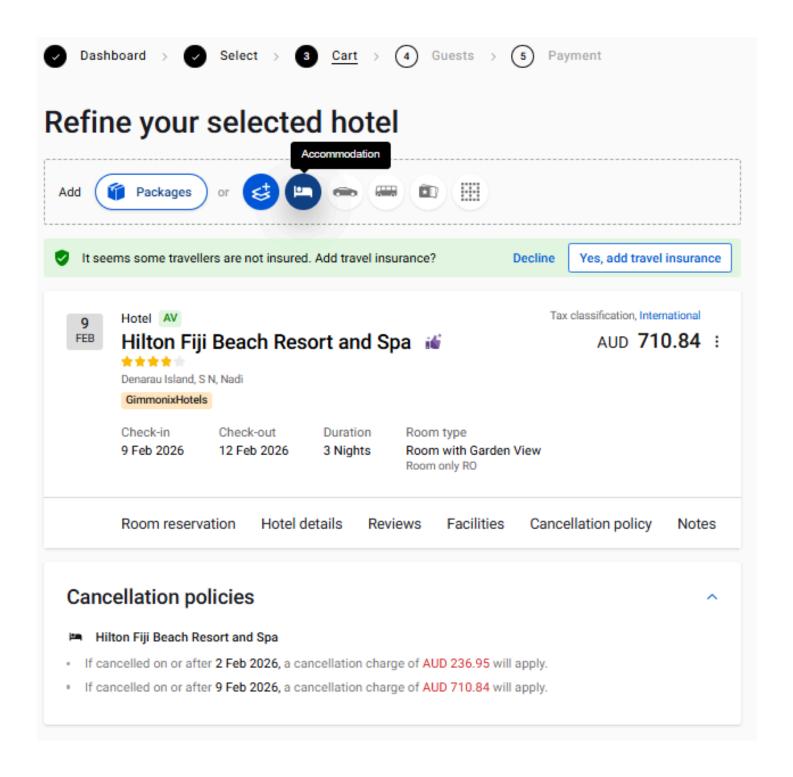
**Step 2** – Select the number of guests who will be staying in the first room only.

(i.e. search for 2 Adults, if 2  $\times$  couples are travelling together in separate rooms)

**Step 3** - Type in the hotel name or destination, add in the dates of stay and click Search

**Step 4** – Select the property and rate suitable for the first couple by adding the first room to the Cart

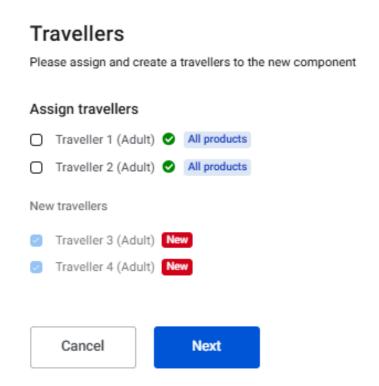
**Step 5** – While in the Cart screen displaying your first room booked, the Component Runway will appear, allowing you to click on the 'Accommodation' icon

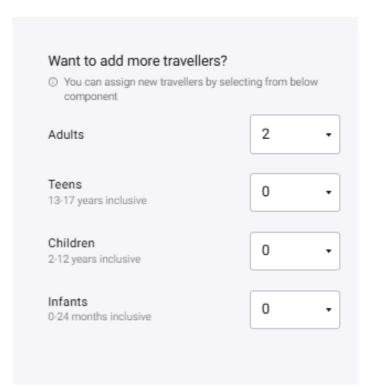


**Step 6** – A pop-up will appear where you can add more travellers to the booking (right side of pop-up screen). Select the number of guests who will be staying in the second room.

(ie add 2 Adults, if 2 x couples are travelling together in separate rooms)

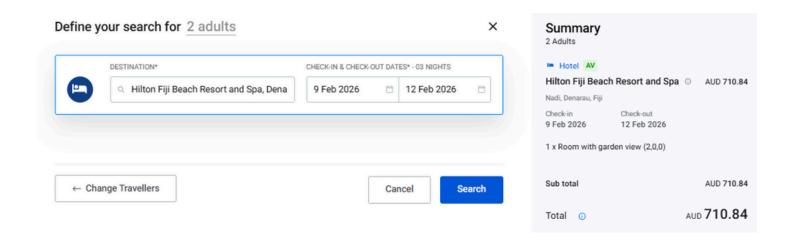
**Step 7** - Untick Travellers 1 + 2 so they are unassigned, tick the two new Travellers 3 + 4, then click Next





**Step 8** – Perform a new accommodation search by typing the hotel name or destination and dates of stay for Travellers 3 + 4 (i.e. second couple)

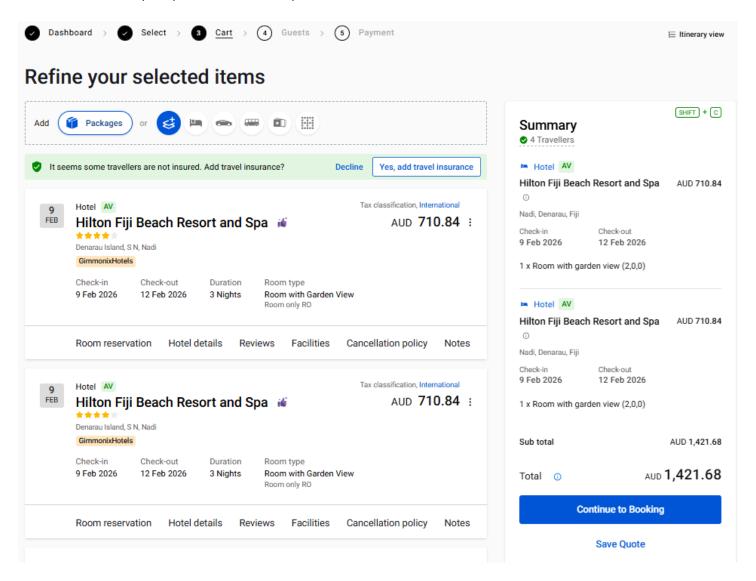
Hint: you can search for a completely different hotel if the two couples didn't want to stay at the same property. You can also search for a different date period if the second couple would like a longer or shorter duration of stay.



**Step 9** - Select the property and rate suitable for the second couple (Travellers 3 + 4) and add to Cart.

**Step 10** – You will now see two hotel reservation components appear in your cart, the first hotel component for the first couple (Travellers 1 + 2) and the second hotel component for

the second couple (Travellers 3 + 4)



**Step 11** – Once you have all components sitting in the Cart and ready to convert to a booking, click Continue to Booking

**Step 12** – Add guest names to the booking. Travellers 1 + 2 will show they are assigned to Hotel 1, and Travellers 3 + 4 will show they are assigned to Hotel 2