Online Groups and Meetings Portal

Brief2Event can provide you with a client facing portal to ensure we receive, respond and record every aspect of your booking and ensures we are giving you the best service possible. The Portal enables you to view and manage your bookings, communicate directly with us, view and accept proposals, view confirmations and manage contracts for your meetings and groups. In addition we have added the functionality for you to send new requests directly to us; this encompasses a venue search facility, enabling to explore the venues within your chosen location in greater detail before making your shortlist for proposal.

It is simple and intuitive to use, you will have received your email with your password and access details.

Simply enter your email address and password here to access your inbox

The password is a secure randomly generated 8 digit password which can be changed by you to a more memorable password, by clicking the link Forgotten Password / Reset Password located just under the login area here.

Once logged in you will be directed initially to the inbox, this displays your current live bookings. (You can give administrative rights to others by notifying Brief2Event, subject to approval from your system administrator).

Within the actions area on the right hand side of the inbox you can complete the following options (the below descriptions are for each action working from left to right)

Edit bookings – clicking on the icon with the pencil you can update booking requests you have sent to us if details such as delegate numbers or dates change

Communicate directly with us - this enables you to send us up-dates, questions and any other pertinent information relating to your booking. We will also send you questions via the communication tab, this will come in the format of an email alert requesting you to access the portal. The communications can be used at any time throughout the booking process.

Create Favourites – The star icon allows you to add requests to your favourites within the new requests area for ease of use – this is useful for repeat bookings you can then just add the different dates in each time

Archive – you can archive bookings once they are completed and are no longer active

View proposal – this allows you to view online proposals at any time, once a proposal is available for a booking you will receive an email with a link to access this and the Proposal Icon will change to blue - by clicking this link the proposal will open within a separate tab in your browser
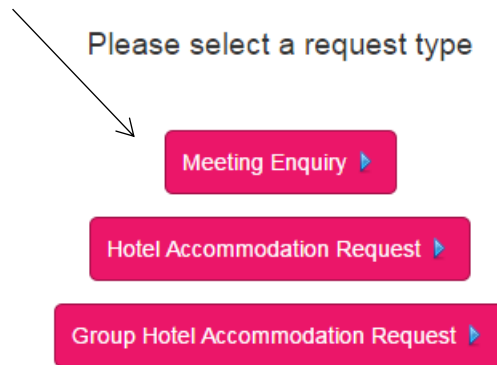
View Confirmation – this allows you to view your confirmation document, once confirmation is sent you will receive an email with a copy of the confirmation document and it will store within the portal for ease of access at any time, once in the portal the confirmation icon will change and no longer be greyed out -

The Trash icon allows you to delete requests that have not yet been sent to us at Brief2Event

Cancel Bookings – by clicking on the red cross you are able to advise Brief2Event you wish to cancel the booking – If a booking is confirmed with the venue and contracts signed any cancellation will be confirmed back to you by Brief2event

Contracts – this icon allows you to receive and return contracts for your bookings, once Brief2Event receive the contract from the venue, it is made available to you in the portal and you receive an email alert advising this, from hear you can check sign and return the contract back to Brief2Event for them to check and return to the venue on your behalf

The facility to make new requests is very simple, click on the 'new request tab' choose your booking type, this will open up a booking template for you to complete and send to us

Please select a request type

Meeting Enquiry ▶

Hotel Accommodation Request ▶

Group Hotel Accommodation Request ▶

Fields displayed with a red asterix are mandatory questions and you cannot submit your new request without completing these.

Once sent this will automatically drop into our system for action and you will be sent your proposal when the request has been actioned.

You can accept your proposal online however, should you have any queries prior to acceptance please use the communications tab as previously demonstrated.

As you can see our new portal is simple and secure to use, we would be very grateful if you could embrace this new way of working with us and we kindly urge you to use the system which we are confident will enhance the booking process.

Thank you for taking the time to read this tutorial and we look forward to receiving your next request.