

## Booking on Behalf of a Guest with Booking Pages [Classic]

To book on behalf of a guest you need to schedule a booking on your Booking/Master Page's link as if you are the guest and fill in their information.

### Opening the Booking/Master Page

1. Click on **Booking Pages** in the left-hand navigation menu.
2. Click on **Share** at the top-right.
3. Select the Booking/Master page you want to use.
4. Click on **Copy & close**.
5. Paste the link in a new tab in your browser.

### Making the Booking

Go through all the steps in the Booking/Master page and fill in all of the guest's details in the booking form.

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