

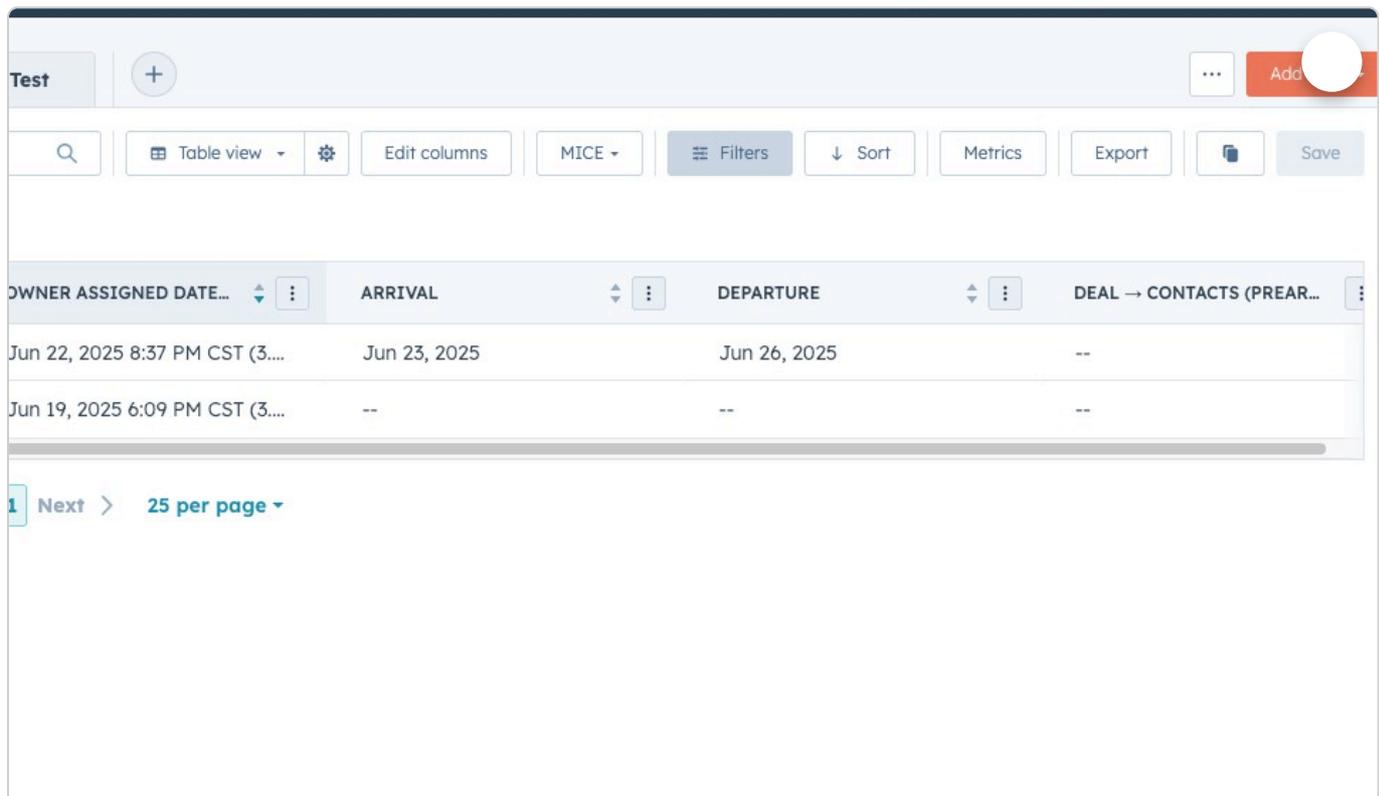
How to create MICE deals

Última actualización: 14 de oct. de 2025

1 Navigate to Deals > My deals

Verify that you are in the correct deal pipeline = MICE,
<https://app.hubspot.com/contacts/2284186/objects/0-3/views/all/list>

2 Click on highlighted area



The screenshot displays the HubSpot Deals interface. At the top, there is a search bar and a '+ Add' button. Below the search bar is a toolbar with buttons for 'Table view', 'Edit columns', 'MICE', 'Filters', 'Sort', 'Metrics', 'Export', and 'Save'. The main content area shows a table with the following columns: 'OWNER ASSIGNED DATE...', 'ARRIVAL', 'DEPARTURE', and 'DEAL → CONTACTS (PREAR...'. The table contains two rows of data:

OWNER ASSIGNED DATE...	ARRIVAL	DEPARTURE	DEAL → CONTACTS (PREAR...
Jun 22, 2025 8:37 PM CST (3...	Jun 23, 2025	Jun 26, 2025	--
Jun 19, 2025 6:09 PM CST (3...	--	--	--

At the bottom of the table, there is a pagination control showing '1 Next > 25 per page ▾'.

3

Click on Create new

The screenshot shows a CRM interface with a table. The table has columns: OWNER ASSIGNED DATE..., ARRIVAL, DEPARTURE, and DEAL → CONTACTS (PREAR...). The first row contains: Jun 22, 2025 8:37 PM CST (3..., Jun 23, 2025, Jun 26, 2025, --. The second row contains: Jun 19, 2025 6:09 PM CST (3..., --, --, --. A red circle highlights the 'Create new' button in the top right corner of the interface.

4

Click on Deal name

Here goes the name of the event (we cannot change the name of the field because is provided by Hubspot)

The screenshot shows a CRM interface with a table and a form. The table has columns: OWNER ASSIGNED DATE..., ARRIVAL. The first row contains: Jun 22, 2025 8:37 PM CST (3..., Jun 23, 2025. The second row contains: Jun 19, 2025 6:09 PM CST (3..., --. The form on the right has fields for: Deal name *, Pipeline * (MICE), Type, Arrival (MM/DD/YYYY), and Departure (MM/DD/YYYY). A red circle highlights the 'Deal name' field.

5

Click on Type

You can choose from FIT, GROUPS or Weddings

The screenshot shows a table with two columns: 'OWNER ASSIGNED DATE...' and 'ARRIVAL'. The table contains two rows of data. Below the table is a pagination control showing '1' of 25 items per page. On the right, a sidebar contains several sections: 'Dependent properties', 'Type' (with a dropdown menu highlighted by a white circle), 'Arrival' (with a date input field), 'Departure' (with a date input field), 'Resorts', 'Rooms', and 'Cotización PDF' (with an 'Add file' button).

OWNER ASSIGNED DATE...	ARRIVAL
Jun 22, 2025 8:37 PM CST (3...	Jun 23, 2025
Jun 19, 2025 6:09 PM CST (3...	--

6

Click on Arrival

This screenshot is similar to the previous one, but the 'Arrival' date input field in the sidebar is active, and a calendar popup is displayed. The calendar shows the month of October 2025, with the date '14' highlighted in red. The sidebar also shows the 'Type' dropdown set to 'GROUP'.

OWNER ASSIGNED DATE...	ARRIVAL
Jun 22, 2025 8:37 PM CST (3...	Jun 23, 2025
Jun 19, 2025 6:09 PM CST (3...	--

7

Click on Departure

OWNER ASSIGNED DATE...	ARRIVAL
Jun 22, 2025 8:37 PM CST (3...	Jun 23, 2025
Jun 19, 2025 6:09 PM CST (3...	--

< Prev **1** Next > 25 per page ▾

Type

GROUP

Arrival

📅 10/15/2025

Departure

📅 MM/DD/Y

October 2025

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today Clear

8

Click on Resorts

Jun 22, 2025 8:37 PM CST (3...	Jun 23, 2025
Jun 19, 2025 6:09 PM CST (3...	--

< Prev **1** Next > 25 per page ▾

Arrival

📅 10/15/2025

Departure

📅 10/17/2025

Resorts

Rooms

Cotización PDF

+ Add file

Deal stage *

Received Lead

9

Click on Rooms

Jun 19, 2025 6:09 PM CST (3... --

< Prev **1** Next > 25 per page ▾

Arrival
10/15/2025

Departure
10/17/2025

Resorts
Moon Palace The Grand Cancun

Rooms
|

Cotización PDF
+ Add file

Deal stage *
Received Lead

Brands

10

Click on Add file

Here you can add the RFP(PDF file) or you can add it later, this field is optional

< Prev **1** Next > 25 per page ▾

Departure
10/17/2025

Resorts
Moon Palace The Grand Cancun

Rooms
50

Cotización PDF
+ Add file

Deal stage *
Received Lead

Brands

11 Click on Create

Rooms
50

Cotización PDF
+ Add file

Deal stage *
Received Lead

Brands
Palace Resorts ×

Create **Create and add another**

12 View from the Deal

We create as an example: THE PALACE COMPANY ANNUAL CONVENTION

THE PALACE COMPANY ANNUAL CONVENTION
Amount: --
Close Date: 10/31/2025
Stage: Received Lead
Pipeline: MICE

Overview

Creation Date	Last Activity	Owner
10/14/2025 3:06 PM CST	--	Javier Mauricio Avila Pech

Recent activities
Search activities | Create activities | Collapse all
All time so far (4) Activity

Contacts (0)
See the people associated with this record.

Deals (0)
Track the revenue opportunities associated with this record.

Tickets (0)

Companies (0)

Payment Links (0)

Subscriptions (0)

Payments (0)

Cotizaciones Asksuites (0)

Bookings (0)

Attachments

Deal create attribution

Invoices

Pause | Screenshot | Restart | Cancel