

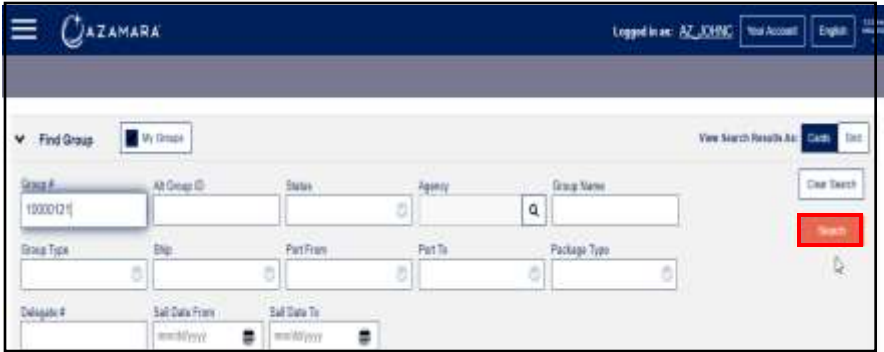
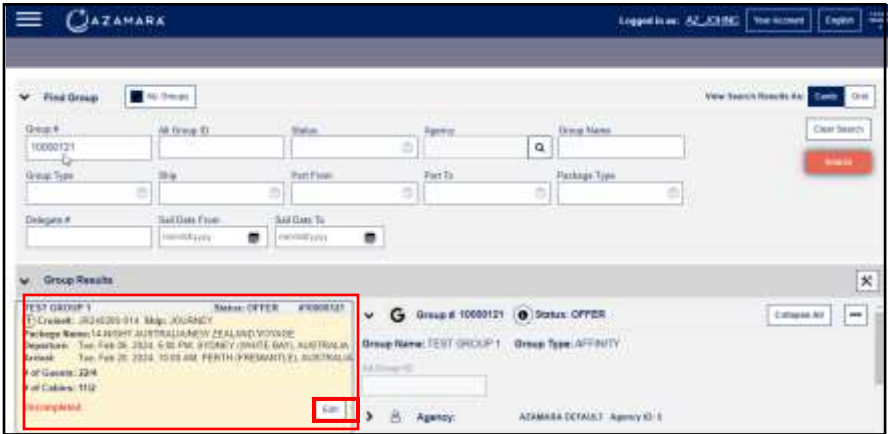



## Travel Agent - Groups How to Add a (Back-to-Back) Reservation

<p>Step 1</p> <p>Let us start on the Log In screen. Click the <b>Main Menu 3 Bars</b> symbol.</p>	
<p>Step 2</p> <p>This will open the Main Menu drop down list. Click the <b>Find Group</b> tab.</p>	
<p>Step 3</p> <p>We will arrive on the Find Group screen. Enter the <b>Group Number</b> you wish to work with in the <b>Group #</b> field. Then click the <b>Search</b> button.</p>	
<p>Step 4</p> <p>This will bring up the Group we have entered. Under Group Results select your <b>Group #</b> and click its <b>Edit</b> button.</p>	

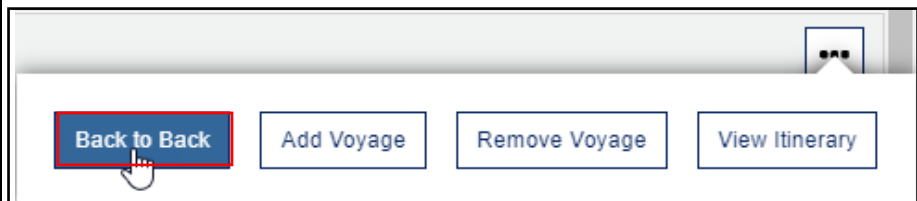
## Step 5

The Group Reservation screen will appear with your Group #. We are using Group# 10000121 for this example. Here we will see the Cruise Information highlight in **Blue**. On the right-side of the Cruise Information click the **Ellipse**  symbol.



## Step 6

This will open the Cruise Information menu. Click on the **Back-to-Back** button.




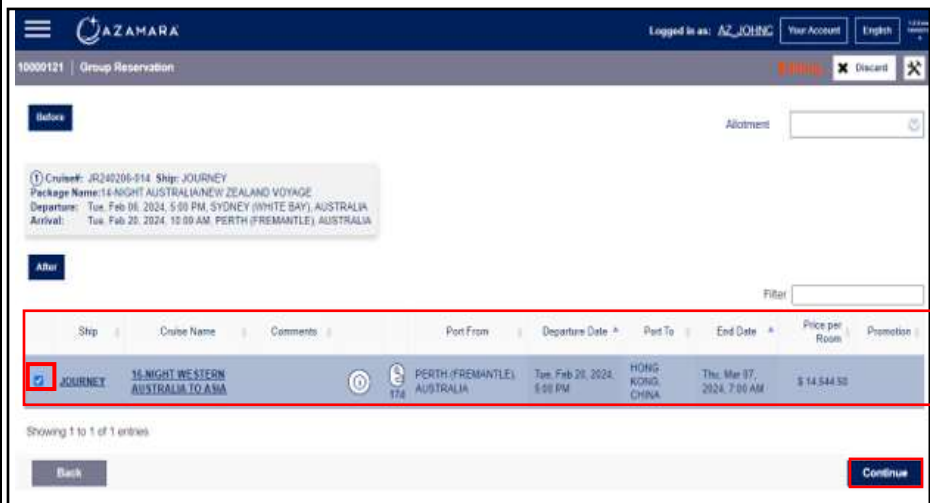
## Step 7

We will be brought to the Back-To-Back screen. Here we will see the **Before Cruise Details** have been automatically populated with our selected Reservation. Click on the **After** button to **Add** the additional Back-to-Back cruise.



## Step 8

This will automatically populate the Cruises that are available for the 2<sup>nd</sup> Back-to-Back voyage. On the left-hand side of the Cruise line click the **Check**  box. Then click the **Continue** button at the bottom of the screen.



## Step 9

We will receive a **Confirm** message telling us the voyage contains more than one category. Click the **Yes** tab to continue.

**Confirm**

Your voyage contains more than one assigned category. Choose Yes for continue with the same categories. No for select other.

**Yes**

**No**

## Step 10

This will give us an **Information** message telling us the Changes to the Group have been stored successfully. Click the **Close** tab.

**Information** ✕

Changes to Group #10000121 were stored successfully.

**Close**

## Step 11

We will be brought back to the Groups Reservations screen. Here we will see both Back-to-Back cruises under Group Reservation# 10000121.

The screenshot shows the Azamara Group Reservation interface. At the top, it says "10000121 | Group Reservation". Below this, there's a "Group" section with an "Invoice Total: \$489,538.50". The "Agency" is listed as "AZAMARA DEFAULT Agency ID: 5". Two cruise packages are displayed side-by-side, both highlighted with a red box:

- Cruise 1:** J024000-014 Ship: JOURNEY  
Package Name: 14 NIGHT AUSTRALIA/NEW ZEALAND VOYAGE  
Departure: Tue, Feb 06, 2024, 5:00 PM, SYDNEY (WHITE BAY), AUSTRALIA  
Arrival: Tue, Feb 26, 2024, 10:00 AM, PERTH (FREMANTLE), AUSTRALIA  
Total # of Staterooms: 11 Total # of Guests: 22
- Cruise 2:** J024000-016 Ship: JOURNEY  
Package Name: 16 NIGHT WESTERN AUSTRALIA TO ARIA  
Departure: Tue, Feb 26, 2024, 5:00 PM, PERTH (FREMANTLE), AUSTRALIA  
Arrival: Thu, Mar 07, 2024, 7:00 AM, HONG KONG, CHINA  
Total # of Staterooms: 11 Total # of Guests: 22

At the bottom, there's a "Ship Requests" section.