

Travel Agent - How to Add Reservations and Create Delegates On a Group Booking

Step 1

Let us begin on the **Groups Review** screen. Scroll down to the Reservations line. On the right-side of the line click the **Ellipsis** button. This will open and we will see the following.

Include Reservation – This allows us to add an existing **Reservation** that matches our Group booking.

New Delegate – Will let us create a reservation that will be linked to our Group booking.

Click the **Include Reservation** for this example.

0000121 | Group Reservation

Group: Invoice Total: \$ 290,877.00

Agency: AZAMARA DEFAULT Agency ID: 5

Cruise: JAZZBOOM-04: Ship: JORDNEY
Package: New: 14 NIGHT AUSTRALIA/NEW ZEALAND VOYAGE
Departure: Tue, Feb 04, 2024, 5:00 PM, SYDNEY (WIDE BAY), AUSTRALIA
Arrival: Tue, Feb 20, 2024, 10:00 AM, SYDNEY (WIDE BAY), AUSTRALIA
Total # of Staterooms: 18 Total # of Guests: 36

Ship Requests:

Code	Category Name	Upgraded	Reserve Type	Occupancy	Qty	Avail
N1	Cabinets/Beds			2	2	2
V1	Venues			2	5	5
SE	Crownline			2	2	2
YD	Interior			2	1	1

Reservations:

Reservation Status Code Stateroom Upgraded Reserve Type Full

Include Reservation New Delegate

Step 2

This will bring you to the Select Eligible Reservations screen. Select your reservation by clicking the **Check Box** on the right-side of the screen. Then click the **Include** button at the bottom of the screen.

Include Reservations into Group ID 10000121

Select Eligible Reservations

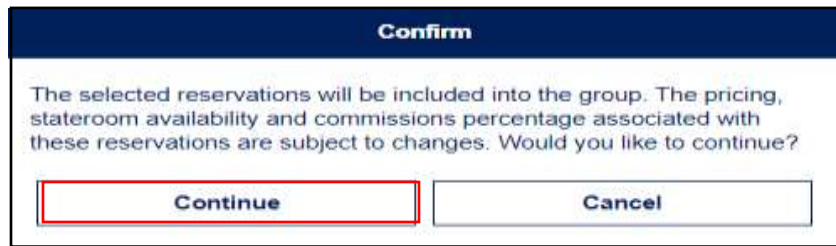
Filter

Res #	Group #	Status	Name	Ship	Start Date	End Date	Category	Stateroom	Dining	Fee
1000000		OFFER	BETTY BUBBLE	JR	Feb 4, 2024	Feb 20, 2024	F2	6014	N/A	2 <input checked="" type="checkbox"/>

Cancel Include

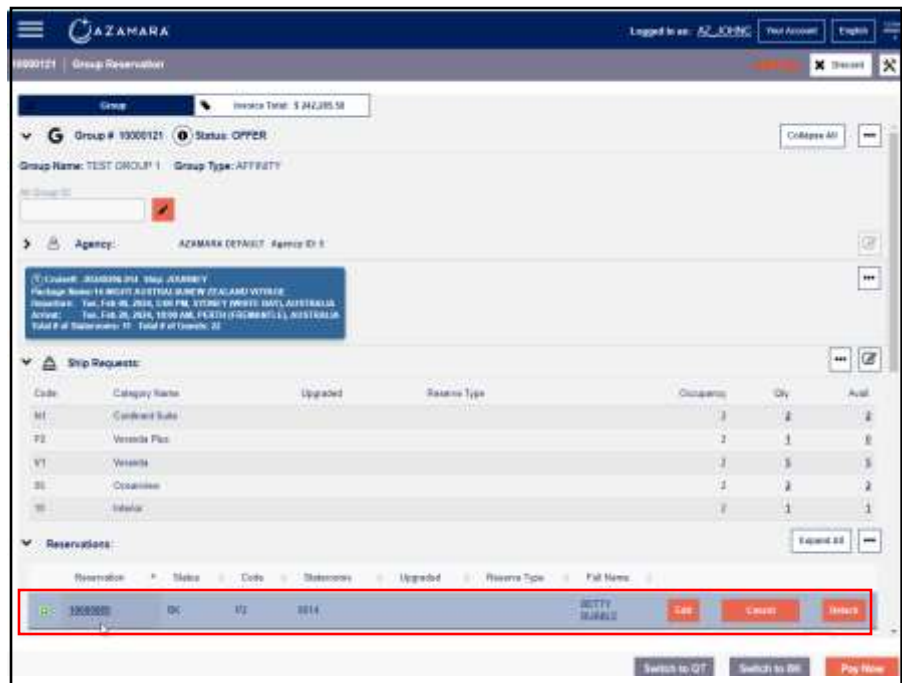
Step 3

We will receive a Confirm message telling us that the reservation will be included in the Group. Click the **Continue** button to add the reservation to the Group booking.



Step 4

This will bring us back to the Group Reservation screen. We will see under the **Reservations** line the added reservation # 10000085 is now part of the **Group Reservation**.



Step 5

Now let us add a **New Delegate**. On the **Reservation** line click the **Ellipsis** button again. Click the **New Delegate** button.



Step 6

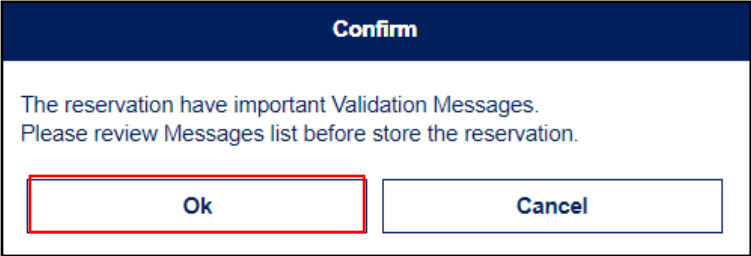
This will bring us to the Create a Delegate screen. Select your **Stateroom** by going to the left-side of the screen and clicking on the Check Box ☒. Then click the **Create Delegate** button at the bottom of the screen.

Code	Category Name	Upgraded	Stateroom #	Reserve Type	Occupancy	Qty	Used	Avail
<input type="checkbox"/> V5	Veranda	QTY			2	5		5
<input checked="" type="checkbox"/> O5	Oceanview	QTY			2	3		3
<input type="checkbox"/> W1	Confront Suite	QTY			2	2		2
<input type="checkbox"/> I5	Interior	QTY			2	1		1
<input type="checkbox"/> P2	Veranda Plus	QTY			2	1	1	1

Step 7

We will be taken to the Reservations screen. Under **Total Staterooms** you will see the **New Reservation** has been created and added to the Group booking. Click the **Store** button at the bottom of the screen.

Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests	Shared Occ.
O5	Oceanview	2		1		2	1.2	

<p>Step 8</p> <p>This will give us a Confirm message to review the Messages list before store the reservation. Click the OK button.</p>	
<p>Step 9</p> <p>We will receive a Confirm Message the Reservation has been stored successfully. Choose either Delegate or Group return.</p>	