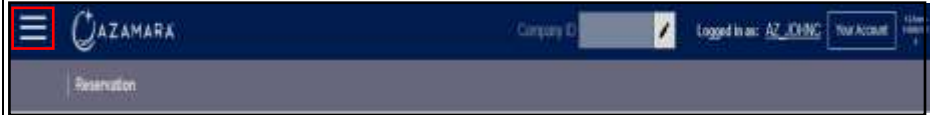


Travel Agent - How to Add a Hotel Stay for Groups

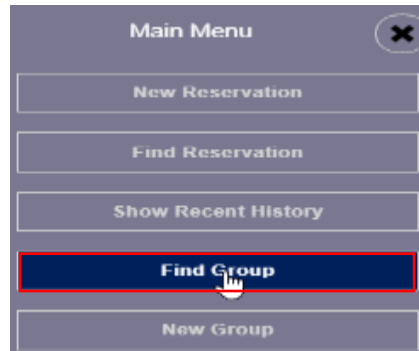
Step 1

Let us start on the Reservations screen. Click the **3 Bars** symbol on the left side of the screen.



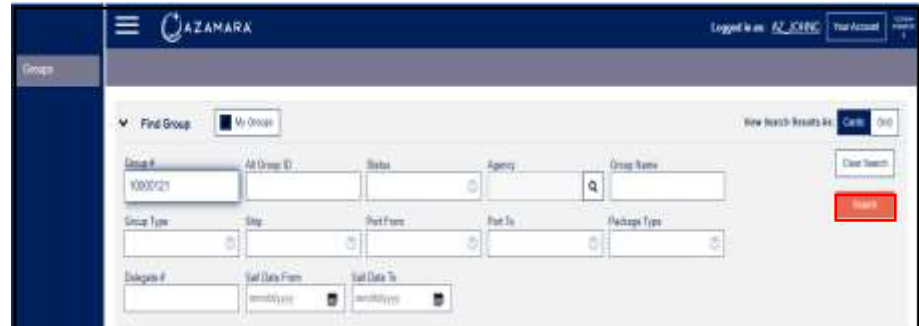
Step 2

This will open the Main Menu screen. Click on the **Find Group** line.



Step 3

We will arrive on the Groups screen. Under the Find Groups section enter **Group RES Number** in the **Group #** field. Then click the **Search** button.



Step 4

The Group Results menu will open. Click on the Group you wish to work with, and it will become **Highlighted**. Then click the **EDIT** tab inside the Group booking.



Step 5

This will take us to the Review Group screen. Scroll down to the **Hotel Requests** line. On the right side of the Hotel Request line click the **Pen & Pen** symbol.

The screenshot shows the 'GROUP REVIEW' screen for a reservation. The 'Hotel Requests' section is expanded, showing a table with columns: Location, Hotel Code, Room Type, Start Date, End Date, Nights, Capacity, City, and Avail. The first row is highlighted in light blue. To the right of the table, there is a 'Pen & Pen' icon, which is highlighted with a red box.

Step 6

The Add Hotel screen will open. Here we will be able to choose between the following.
PRE – Book a Hotel stay prior to the Voyage sailing date.
POST – Book a Hotel stay after the Voyage sailing date.
The next step will show us how this works.

The screenshot shows the 'Add Hotel Rooms' screen. It displays travel details for a cruise. At the bottom, there are two buttons: 'PRE' (highlighted with a red box) and 'POST' (highlighted with a red box). There is also a 'Search' button and a 'Clear Search' button.

Step 7

Let us select **POST** for this example. Click the **POST** button and the information will automatically populate the following fields.

From – The date the Hotel stay begins.

To – The date the Hotel stay ends.

City – The city associated with the Voyage on your booking.

Click the **# of Nights Plus** **+** symbol to add the number of Nights.

Click the Minus **-** symbol to shorten your Hotel stay.

We will add 3 Nights for this example. Click the **Search** button to continue.

The screenshot shows the 'Add Hotel Rooms' screen after selecting the 'POST' button. The 'From' field is populated with '02/20/2024', the 'To' field with '02/23/2024', the 'City' field with 'ALFRE PERTH (PREMANTLE) AUSTRALIA', and the '# of Nights' field with '3'. These fields are highlighted with a red box. The 'Search' button is also visible.

Step 8

This will bring up the Available Hotel section. Here we will have a selection of Hotels to choose from. Select your Hotel by clicking on the **# of Rooms** Plus **+** symbol.

With this example we have selected the **Pan Pacific Perth** Hotel for **1** room. Click on the **Continue** button.

The screenshot shows the 'Available Hotel Rooms' section of the Azamara Group Reservation system. The 'Pan Pacific Perth' hotel is selected with 1 room. The 'Continue' button is highlighted.

Hotel Code	Hotel Name	Room Type	Capacity	Price per Room	# of Rooms	Availability	Total Price
FRE-ESPLANADE	ESPLANADE HOTEL FREMANTLE- BY RIDGES	STANDARD	3	\$ 0.00	0	WTL	
FRE-PACIFIC	PAN PACIFIC PERTH	STANDARD	3	\$ 0.00	1	WTL	\$ 0.00

Step 9

We will receive an Information message telling us we have stored our changes to our Group successfully. Click the **Close** tab.

The screenshot shows an 'Information' message box with the text 'Changes to Group #10000121 were stored successfully.' and a 'Close' button.

Step 10

This will bring us back to the Review Groups screen. On the **Hotel Requests** line, we will now see the Hotel we have booked.

The screenshot shows the 'Review Groups' screen of the Azamara Group Reservation system. The 'Hotel Requests' section is highlighted, showing the booked hotel details.

Location	Hotel Code	Room Type	Start Date	End Date	Nights	Capacity	Qty	Avail
PERTH (FREMANTLE), AUSTRALIA	FRE-PACIFIC	STANDARD	Feb 20, 2024	Feb 23, 2024	3	3	3	0