
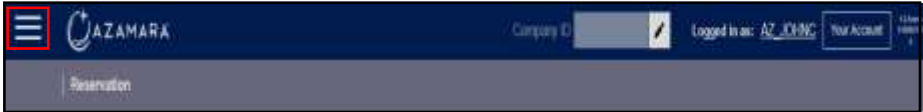





Travel Agent - How to Add an Excursion to a Group Booking

<p>Step 1</p> <p>Let us start on the Reservations screen. Click the 3 Bars  symbol on the left side of the screen.</p>	
<p>Step 2</p> <p>This will open the Main Menu screen. Click on the Find Group line.</p>	
<p>Step 3</p> <p>We will arrive on the Groups screen. Under the Find Groups section enter the Group RES booking number in the Group # field. Then click the Search button.</p>	
<p>Step 4</p> <p>The Group Results menu will open. Click on the Group Reservation you wish to work with, and it will become Highlighted. Then click the EDIT tab inside the Group booking.</p>	

Step 5

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

The screenshot shows the 'Review' screen for a group reservation. At the top, it says 'Group Reservation' and 'Invoice Total: \$10,000.00'. Below this, there's a summary of the reservation. The 'Ship Requests' section lists various items like 'Continental Suite', 'Veranda', 'Deckchair', and 'Transfer'. The 'Reservations' section shows a list of reservations. The 'Excursions' line item is highlighted with a red box, and the 'Pen & Pen' symbol (a document with a pencil) is also highlighted with a red box.

Step 6

The Excursion screen will open. Under the **Available Excursions** you will see all the Excursions associated with the reservation. They are listed by the following.

Package Type – Package Code

Package Name – Listed Name

Time – Time the excursion begins.

Duration – The length of time for the excursion.

Price Per Guest – Individual Price per Guest.

Promotion – If a promotion is offered on the excursion.

Note! Scroll down to see the complete list of Excursions.

You can also enter the

Dates – Use the **To** and **From** icons

Port – Select the Port use the

Package Type – Use the

Then click the **Search** button.

The screenshot shows the 'Excursions' screen. At the top, it says 'Group Reservation' and 'Total Price: \$0.00'. Below this, there's a section for 'Add Excursions' with fields for 'From', 'To', 'Port', and 'Package Type'. The 'Available Excursions' section is highlighted with a red box, and the 'Search' button is also highlighted with a red box.

Package Type	Package Type Name	Time	Duration	Price per Guest	Promotion
Aug 17, 2023: AMSTERDAM, NETHERLANDS, NETHERLANDS					
AMS-AP2	Pickup/Drop-off Shore & Hotel/Port Transfer	8:15 AM	3h 30m	\$ 999.00	
AMS-AP3	Amsterdam Canal Cruise & Hotel/Port Transfer	8:30 AM	3h 00m	\$ 999.00	
Aug 18, 2023: EDINBURGH (LEITH), SCOTLAND, UNITED KINGDOM					
LEI-001	St. Andrews - Home of Golf	8:30 AM	3h 30m	\$ 100.00	
LEI-002	Royal Mile Walk	8:15 AM	3h 00m	\$ 110.00	
LEI-003	City of Edinburgh & Castle	8:45 AM	4h 00m	\$ 90.00	
LEI-004	Stirling Castle	8:45 AM	4h 30m	\$ 90.00	
Aug 20, 2023: EDINBURGH (LEITH), SCOTLAND, UNITED KINGDOM					

Step 7

Let's look at adding an excursion from the Available Excursion screen. Select your excursion by going to the excursion line. We will use **Scenic Seil Island** for this example. For additional details click the **OBA-005** hyperlink. On the right side of the excursion line click the **ADD** button.

Package Type	Package Type Name	Time	Duration	Price per Guest	Promotion
OBA-001	Glenoe Scenic Drive	9:00 AM	45-50m	\$ 0.00	
OBA-002	Nevis Range Gondolas	9:30 AM	45-50m	\$ 0.00	
OBA-003	Inveraray Castle and Gardens	10:00 AM	55-60m	\$ 0.00	
OBA-004	Highland Parklands	10:30 AM	45-50m	\$ 0.00	
OBA-005	Scenic Seil Island	2:00 PM	35-40m	\$ 0.00	

Step 8

This will open the **Specify Number of Requests** menu. For this example, let's click the **Plus +** symbol to add **3**. Then click the **Apply** button.

Step 9

We will return to the Add Excursions screen. On the **Scenic Seil Island** excursion line you will see the Orange Trash Can indicating the selection has been made. Go to the bottom of the screen and click the **Continue** button.

Step 10

This will bring us to the **Review Group** screen. Under the **Excursions** section we will see the **3 OBA-005** excursion packages are now saved for our Group Reservation.

The screenshot shows the Azamara Group Reservation Review screen. The 'Excursions' section is highlighted with a red box, showing three OBA-005 excursion packages. The packages are listed in a table with columns: Location, Package Type, Package Name, Start Time, Date, Duration, Occupancy, Qty, and Avail.

Location	Package Type	Package Name	Start Time	Date	Duration	Occupancy	Qty	Avail
OBAN, SCOTLAND, UNITED KINGDOM	OBA-005	June 27 2022	7:00:00 AM	Aug 26, 2023	3h 00m	1	2	3