
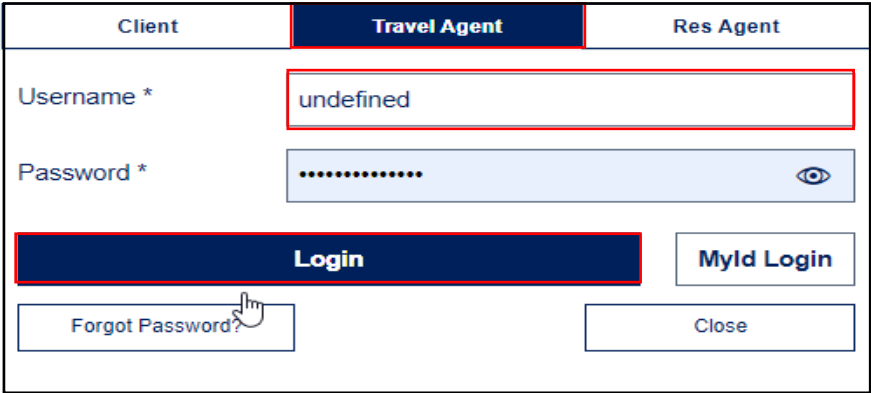




## Travel Agent - How to Make a Group Booking

<p><b>Step 1</b></p> <p>Let us begin on the Azamara Reservation Cruises screen. Click the <b>Login</b> tab on the right side of the screen.</p>	
<p><b>Step 2</b></p> <p>This will open the Login menu. Make sure that <b>Travel Agent</b> has been selected. Then enter the following.</p> <p><b>Username*</b></p> <p><b>Password*</b></p> <p>Then click the <b>Login</b> tab.</p>	
<p><b>Step 3</b></p> <p>We will be brought to the Reservations screen. The Logged in as: will confirm our login has been successful. Now on the left side of the screen click the Three Line symbol.</p>	
<p><b>Step 4</b></p> <p>This will open the Main Menu. Scroll down the list and click on <b>New Group</b>.</p>	

## Step 5

The **Group** screen will open.  
On the Choose Agency and Agent line click the drop-down  
> arrow.

## Step 6

This will open the Agency screen. Search for an Agency by entering one of the following.

**ARC**  
**Code**  
**Agency ID**

With this example we will enter the Agency ID. Then click the **Find** button.

## Step 7

The Agency will appear displaying the following.

**Agency ID:**  
**Agency Name:**  
**Address:**  
**Telephone:**  
**Agency ID:**

Review your displayed Agency and click the **Accept** button.

Agency ID:	102832
Agency Name:	ALMOST PARADISE TRAVEL
Address:	4025 S WILLIAMS RD, STOCKBRIDGE, MI, US
Telephone:	5175895252
Currency:	USD

## Step 8

We will see the Agency line is now displaying the Agency details. Under the **Additional Information** line enter the following required information.  
**Group Name\*** - Required  
**Group Type\*** - Required  
**Group Coordinator** – Click the Magnifying Glass to continue to search by Group Coordinator.  
**Alt Group ID** – Enter the Group ID.  
Click the **Continue** button to create your group.

## Step 9

This will now give us an Information message telling us the Group has been created successfully. Click the **Close** tab.

## Step 10

We will arrive on the Group Reservations screen. Under the Find Voyages use the following to select your voyage.  
**Ship and Destination** – Click on the drop-down arrow to open and make your selections.  
**From and To** – Use both **Calendars** to select your dates. Click on the hyperlink **Calendar** symbol next to **From** and **To** and select your dates.  
When you have completed making your selections click the **Search Cruise** button.

## Step 11

The Cruise screen will appear with the results of your search. Review your choices. To see additional information on each Journey. Click the [Hyperlinks](#) on each line. Click the check box ☒ next to the Voyage you wish to take. Then click the **Continue** tab button at the bottom of the screen.

10000121 | Group Reservation

Logged in as: AZ\_JOHNC | Your Account | English | 14 Jan 2024

Modify Search

Select the cruise you prefer from the list below | Ord | Calendar | Tiles | Category & Cabin Review

Show 10 entries | Filter

Ship	Cruise Name	Comments	Port From	Departure Date	Port To	End Date	Price per Room	Promotion
<input checked="" type="checkbox"/>	14-NIGHT AUSTRALIAN NEW ZEALAND VOYAGE		SYDNEY (WHITE BAY), AUSTRALIA	Tue, Feb 06, 2024, 5:00 PM	PERTH (FREMANTLE), AUSTRALIA	Tue, Feb 28, 2024, 10:00 AM	\$14,585.78	

Showing 1 to 2 of 2 entries | First | Previous | 1 | Next | Last

Back | Continue

## Step 12

This will open the Staterooms screen. Under the Current Staterooms section, you will see the Stateroom categories. Let us click on the [Show Available Categories](#) drop-downs.

10000043 | Group Reservation

Logged in as: AZ\_JOHNC | Your Account | English | 14 Jan 2024

Current Staterooms | Cabin Details View | Group Reservation Code #10000043 | Avail: 0 | Selected: 0 | Total Price: \$ 0.00

Reservations | Reservation Type | Allocation | Reserved | Occupancy | 2 | Apply | Clear

Enforce Category Occurrence

Category	Price From	Selected	Total Price
SUITE	\$ 18,860	0	\$ 0.00
VERANDA	\$ 12,660	0	\$ 0.00
OCEANVIEW	\$ 10,860	0	\$ 0.00
INTERIOR	\$ 9,660	0	\$ 0.00

Back | Continue

## Step 13


On this screen we will see all the **Show Available Categories** have been opened for the following Staterooms.

**SUITE  
VERANDA  
OCEANVIEW  
INTERIOR**

On the top line of each category, you will have a heading with the following.

Category Code  
Category Name  
Available Staterooms

**OK** – Available  
**GT** – Guarantee  
**WT** – Waitlist



 - Capacity Number of Guest



**Default Promotions** – Listed

**Nopromo** – Displays No Promo

**Total Price** – Displays the Total

**# Of Staterooms** – the # of  
rooms that have been selected

Go to the # of Staterooms column. Click the  symbol on the line of your selected category. Now select our Group Staterooms. When we have completed selecting our Staterooms click the  button on the bottom of the screen.

**Note** – Use the minus  symbol to decrease the number of categories. Use the Trash Can  Symbol to remove your selections.

[illegible]

## Step 14

We will receive a message telling us our Group # has been stored successfully. Click the [Close](#) button.



## Step 15

This will take us to the **Review Group** screen. Here you will be able to review and add additional items to your booking.

