

Travel Agent – How to Add an Excursion to a Booking

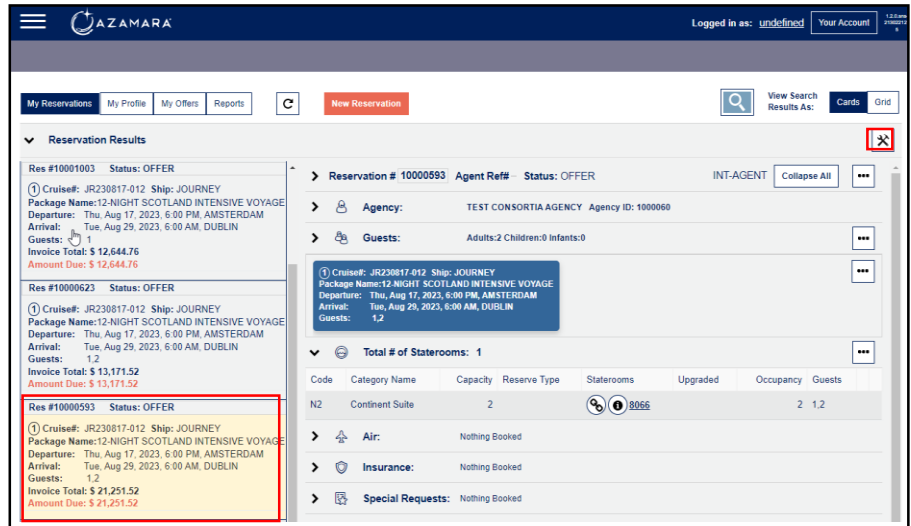
Step 1

Let us start by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



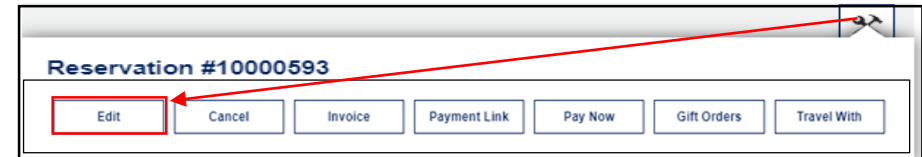
Step 2

This will open the My Reservations screen. You will find our reservation under the **Reservations Results** column. Click on the Reservation you are working with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools** symbol.



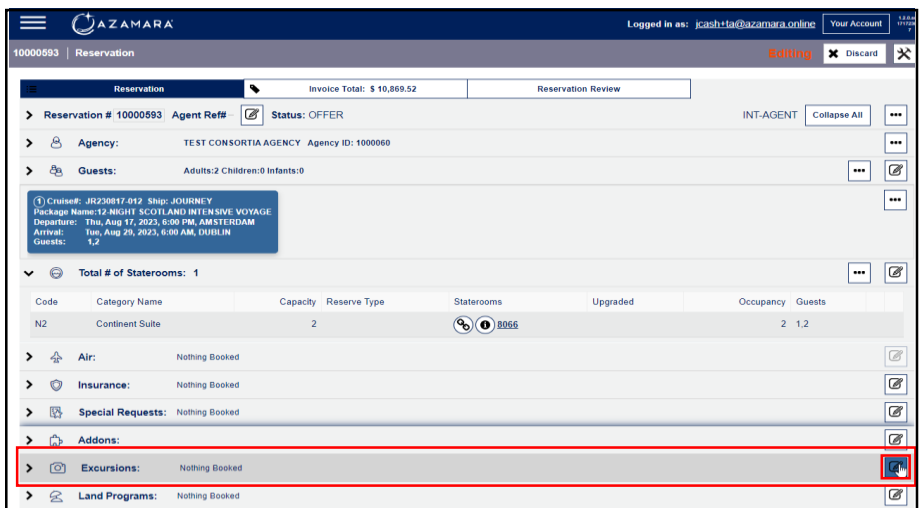
Step 3

This will open the Tools menu. Click the **Edit** tab.



Step 4

You will be brought to the Summary Screen. Scroll down to the **Excursions** line. On the right side of the line click the **Pen & Pad** symbol.



Step 5

This will open the Add Excursion screen. The Excursion will be listed by Date and Location. You can also use the following filters to help us with our Excursion search.

From – Click the calendar symbol to select your date.

To – Click the calendar symbol to select your date.

Port – Click the down arrow for port section.

Package Type – Click the down arrow for the excursion date.

Match Itinerary - Click the arrow to Match the Itinerary.

Suggested Only – Click the check box for Suggested Only Excursions.

The **Excursion Title Line** will list the Excursions by the following.

Package Type – Abbreviated Code with a [hyperlink](#) that provides a description.

Package Type Name – Name for the Excursion.

Time – Starting time.

Duration – The duration time of the Excursion.

Price per Guest – price listed for each guest.

Promotion – This will indicate if a promotion is offered for the excursion.

Example – Let us go to the **LEI-003 – St Andrews Home of Golf** line. On the right side click the **Add** button.

(Continue on next step)

10000593 | Reservation

Logged in as: jcash+ta@azamara.online | Your Account

Editing | Discard

Excursions | Show Booked Items | Total Price: \$ 0.00 | Grid | Tiles

▼ Add Excursions

Cruise#: JR230817-012 Ship: JOURNEY
Package Name: 12-NIGHT SCOTLAND INTENSIVE VOYAGE
Departure: Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM
Arrival: Tue, Aug 29, 2023, 6:00 AM, DUBLIN
Guests: 1,2

From: 08/17/2023 | To: 08/29/2023 | Port: | Package Type: | Match Itinerary | Suggested Only | Clear Search | Search

▼ Available Excursions 0

Filter:

Package Type	Package Type Name	Time	Duration	Price per Guest	Promotion
▼ Aug 17, 2023 - AMSTERDAM, NETHERLANDS					
AMS-AP3	Amsterdam Hop On Hop Off Experience - Ending at AMS Airport	8:00 AM	5h 30m	\$ 0.00	Add
AMS-AP2	Picturesque Zaanse Shans & Hotel-Airport Transfer	8:15 AM	3h 30m	\$ 9,999.00	Add
AMS-AP1	Amsterdam Canal Cruise & Hotel-Airport Transfer	8:30 AM	3h 00m	\$ 9,999.00	Add
▼ Aug 19, 2023 - EDINBURGH (LEITH), SCOTLAND, UNITED KINGDOM					
LEI-003	St Andrews - Home of Golf	8:00 AM	5h 30m	\$ 109.00	Add
LEI-002	Royal Mile Walk	8:15 AM	5h 00m	\$ 119.00	Add
LEI-001	City of Edinburgh & Castle	8:45 AM	4h 00m	\$ 99.00	Add

Back | Continue

Step 6

You will see the Select Guest menu open. Here both Guests will be automatically selected as **Yes**. You may add an optional **Note** for each Guest if needed. To remove a Guest, click on **Yes** and it will change to **No**. To remove both Guests, click the **Remove All** button.

Example – For this excursion let's only have one guest attending with a note added. Click the **Apply** button to complete the process.

Select guests and enter optional notes

<input checked="" type="checkbox"/> Yes	Mr JOHN DOE	Mr. Doe will need golf clubs..
<input type="checkbox"/> No	Ms JANE DOE	

Step 7

This will bring us back to the Excursions screen. You will see a **Trash Can** symbol on our selected excursion for LEI-003 – St Andrews Home of Golf line. This will indicate the Excursion has been added for our reservation. Go to the bottom of the screen and click the **Continue** button.

AZAMARA

10000593 | Reservation

Logged in as: jcrash1ta@azamara.online

Your Account

Excursions

Show Booked Items

Total Price: \$ 109.00

Grid

Tiles

▼ Add Excursions

① Cruise#: JR230817-012 Ship: JOURNEY
Package Name: 12-NIGHT SCOTLAND INTENSIVE VOYAGE
Departure: Thu, Aug 17, 2023, 6:00 PM, AMSTERDAM
Arrival: Tue, Aug 29, 2023, 6:00 AM, DUBLIN
Guests: 1,2

From

To

Port

Package Type

☒ Match Itinerary

☐ Suggested Only

Clear Search

Search

▼ Available Excursions

0

Filter

Package Type	Package Type Name	Time	Duration	Price per Guest	Promotion	
AMS-AP3	Amsterdam Hop On Hop Off Experience - Ending at AMS Airport	8:00 AM	5h 30m	\$ 0.00		<div>Add</div>
AMS-AP2	Picturesque Zaanse Shans & Hotel-Airport Transfer	8:15 AM	3h 30m	\$ 9,999.00		<div>Add</div>
AMS-AP1	Amsterdam Canal Cruise & Hotel-Airport Transfer	8:30 AM	3h 00m	\$ 9,999.00		<div>Add</div>
▼ Aug 19, 2023 - EDINBURGH (LEITH), SCOTLAND, UNITED KINGDOM						
LEI-003	St. Andrews - Home of Golf	8:00 AM	5h 30m	\$ 109.00		<div><div></div></div>
LEI-002	Royal Mile Walk	8:15 AM	5h 00m	\$ 119.00		<div>Add</div>
LEI-001	City of Edinburgh & Castle	8:45 AM	4h 00m	\$ 99.00		<div>Add</div>
LEI-004	Stirling Castle	8:45 AM	4h 30m	\$ 99.00		<div>Add</div>

Back

Preview

Continue

Step 8

You will be brought back to the Summary screen. Here you will see our selected Excursion under the Excursions section. Go to the bottom of the screen and click the **Store** button.

Reservation Summary for 10000593. Invoice Total: \$10,978.52. Reservation Review.

Total # of Staterooms: 1

Code	Category Name	Capacity	Reserve Type	Staterooms	Upgraded	Occupancy	Guests
N2	Continent Suite	2		8066		2	1,2

Air: Nothing Booked

Insurance: Nothing Booked

Special Requests: Nothing Booked

Addons:

Add-on Name	Delivery From	Delivery To	Guests	Delivery Place	Add-on Status	Qty.	Total Price	Notes
CREDIT								
\$100_OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1			1	\$0.00	
\$150_OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1,2			4	\$0.00	
\$250_OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1,2			2	\$0.00	
\$300_OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1			1	\$0.00	
\$500_OBC	Thu, Aug 17, 2023, 6:00 PM	Tue, Aug 29, 2023, 6:00 AM	1			1	\$0.00	

Excursions:

Package Type	Package Type Name	Date	Time	Duration	Location	Guests	Total Price	Notes
LE1001	St. Andrews - Home of Golf	Aug 19, 2023	8:00 AM	5h 30m	EDINBURGH (LEITH), SCOTLAND, UNITED KINGDOM	1	\$109.00	

Land Programs: Nothing Booked

Buttons: Store, Pay Now

Step 9

This will give us a **Confirm** message asking if you would like to save the changes. Click the **Yes** tab.

Confirm

There are some unsaved changes. Would you like to save changes?

Yes No

Step 10

You will receive another **Confirm** message telling us that the reservation has been **stored successfully**.

Yes – To Continue
No – To End the process
Print/View Confirmation – Print and View the reservation.

Confirm

Reservation #10000593 is stored successfully.

Would you like to continue working with the reservation?

Yes No Print/View Confirmation