



Celebrity Cruise Line Groups

Requirements

- Minimum of 8 staterooms/16 guests

Important Information

- How to find available group space:
 - o Go to cruisingpower.com → sales & marketing → click on the one-stop pricing file → select the “Lead & GAP” list folder and/or “Need Sailings” tab. Open the lead & gap list to review the excel spreadsheet, filter by the ship/sail date, number of sailing nights, year, month & more. Select the ships/sail dates you wish to promote
 - o Green: okay to sell
 - o Blue: keep selling (on track)
 - o Yellow/Red: closed to groups
- What’s included?
 - o Complimentary meeting & function space: no room rental costs + meeting space can be confirmed when group is booked
 - o Complimentary standard A/V equipment onboard: LCD, screens, podiums, microphones, flipcharts, easels, etc.
 - o An event coordinator on every ship: your single point of contact onboard to assist you with your groups needs
 - o Beautifully decorated venues for a variety of group functions
- 3 main different group types
 - o Affinity: groups that share a common interest (i.e., families, clubs, organizations, etc.)
 - o Promotional: a speculative group that you market to all of your clients
 - o Incentive: corporate meeting, incentive, charter, or event groups
- Vocabulary:
 - o Group X (GRPX) pricing: exclusive group pricing, lower than the standard group rates. Based on category availability on sailings
 - o GAP points: available on select sailings or for purchase
- GAP points:
 - o For 8-16 staterooms: earn 4 GAP points. ***When you first establish a **deposit group** you get 4 GAP points to start. If you choose no deposit groups you **do not** earn the 4 GAP points.
 - o For 17-50 staterooms: earn 4 GAP points
 - o If your group falls below 8 staterooms and the GAP points are not already allocated you lose the GAP points
 - o How to use them?
 - Cocktail parties, onboard credit, cabin deliveries, bonus commission, marketing funds, complimentary berths, and reduced rates
- Tour Conductor credits: 1 tour conductor credit per 16 guests (8 staterooms) **OR** you can use GAP points to buy down the tour conductor credit requirements
- Early booking bonus: will be applied to target sailings as needed. If eligible, sailings will be posted on TCC



How to book a group on cruisingpower.com

1. On the main page after logging in, you will scroll down to the middle of the page (the same location as you would when booking individual reservations). Once in this section you are going to select “start a group”.

The screenshot shows the user interface of the Boardwalk Travel website. At the top, there is a navigation bar with the following options: "Start an Individual Reservation", "Start a Group" (highlighted with a red circle and arrow), "Find Reservation", and "Find a Flight". The "Start a Group" button is the focus of the instruction. Below the navigation bar, the page is divided into several sections. On the left, there is a user profile for Meghan Lovely, Agent at Boardwalk Travel Agency, with options to "Manage Profile" and "Log Out". The main content area is titled "Cruise Details" and contains several dropdown menus and input fields: "Brand" (All Brands), "Destinations" (All Destinations), "Currency" (USD-U.S. Dollars), "Number of Rooms" (1), "Ship" (All Ships), "Departure Date" (06JUN2024), and "Adults" (2). Below these fields, there is a "Promotional Qualifiers" section with checkboxes for "Age 55+", "U.S. or Canadian Law Enforcement", "Fire Department or EMT", and "U.S. Military or Canadian Forces". A "Loyalty Number" input field is also present. A blue "SEARCH" button is located at the bottom right of the main content area. The website footer includes the Espresso Global Reservation System logo and the name "m Latte".



- Next you will want to select the brand, ship (if applicable), destination, departure date, group type, and policy type. You will also want to make sure you name your group at this point.

The screenshot shows the 'Start a Group' form in the Boardwalk Travel system. The form is divided into several sections:

- Brand:** A dropdown menu set to 'All Brands'.
- Ship:** A dropdown menu set to 'All Ships'.
- Destinations:** A dropdown menu set to 'All Destinations'.
- Departure Date:** A date picker set to '06JUN2024'.
- Currency:** A dropdown menu set to 'USD-U.S. Dollars'.
- Adults:** A dropdown menu set to '2'.
- Group Information:** A section containing:
 - Group Name:** A text input field with 'Group Name' as a placeholder.
 - Headquarter Group:** An unchecked checkbox.
 - Group Type:** A dropdown menu set to 'Select Group Type'.
 - Policy Type:** A dropdown menu set to 'Select Policy Type'.

A blue 'SEARCH' button is located at the bottom right of the form. The left sidebar shows the user's profile for Meghan Lovely, Agent at Boardwalk Travel Agency.

- This is how your selections will look once you select everything (this is an example). From there you will click search to search the available sailing

The screenshot shows the 'Start a Group' form with specific selections made:

- Brand:** 'Celebrity Cruises'.
- Ship:** 'Celebrity Eclipse'.
- Destinations:** 'Caribbean'.
- Departure Date:** '25APR2026'.
- Currency:** 'USD-U.S. Dollars'.
- Adults:** '2'.
- Group Information:**
 - Group Name:** 'Test'.
 - Headquarter Group:** Unchecked.
 - Group Type:** 'Affinity'.
 - Policy Type:** 'Deposit'.

The blue 'SEARCH' button is visible at the bottom right. The left sidebar shows the user's profile for Meghan Lovely. At the bottom of the page, there are promotional banners for 'GREAT OFFERS' including '4 Night Key West & Bahamas Cruise Starting from \$279', '7 Night Alaska Southbound Glacier Starting from \$299', and '7 Night St. Maarten, San Juan & Perfect Day starting from of \$749'.



- Once you select search, it will bring you to the next screen where it will display various sailings to choose from (similar to a regular individual booking). You can compare up to 3 sailings or you can choose the one that your group wants and proceed with that. For learning purposes, we are going to select the first option. Notice the pricing on the interior, ocean view, and balcony categories? Under deluxe it says "N/A", this means that the deluxe category is not bookable for this sailing. If you get a sailing where it says "closed" below the date, that means the sailing is closed for further group bookings.

***you do not need to select which room category you want at this point. When you proceed to the next screen you will be able to select the categories and quantity of them that you would like.

Itinerary

Destination: Bahamas

Departure Port: All Departure Ports

Date & Duration

Departure Date: 29AUG2025

Show Date Range: Night(s)

Guests

Adults: 2

Accessible Stateroom

Option Date: -- | Group Name: test | Group Type: Affinity
Agent Name: Meghan | Group Classification: Traditional | Policy Type: Deposit

Find By: Destination | All Destinations

Compare | SELECT

Select up to 3	Date	Nights	Brand	Ship	Destination	Dep Port	GAP Points	Interior	Ocean View	Balcony	Deluxe
<input checked="" type="checkbox"/>	29Aug2025	3	CEL	Celebrity Reflection	Bahamas	FLL	0	552.00	572.00	622.00	N/A
<input type="checkbox"/>	01Sep2025	10	CEL	Celebrity Reflection	Southern Caribbean	FLL	0	1505.00	1884.00	1801.00	N/A
<input type="checkbox"/>	29Sep2025	10	CEL	Celebrity Reflection	Southern Caribbean	FLL	0	1499.00	1757.00	1691.00	N/A
<input type="checkbox"/>	05Oct2025	4	CEL	Celebrity Summit	Bahamas	FLL	0	626.00	673.00	872.00	N/A
<input type="checkbox"/>	09Oct2025	4	CEL	Celebrity Summit	Bahamas	FLL	0	578.00	626.00	818.00	N/A



5. Once you get to the screen where you select the room category, it will list all the rooms categories on the ship. Next to the price it will list “AVL” or “CLS”. If it says “AVL” that means this room category is available, below the letters will have something like “(10+)”. This means that there are 10+ staterooms available for that stateroom category. If it says “(0)” that means there is no more rooms available in that category. If it says “CLS” this means that room category is closed and not able to be selected.

XA Guarantee AquaClass	Veranda	GROUPX	N/A	CLS	<input type="text"/>
SC Sunset Concierge Class	Veranda	GROUPX	N/A	CLS	<input type="text"/>
C1 Prime Concierge Class	Veranda	GROUPX	703.00	AVL (10+)	<input type="text"/>
C2 Concierge Class	Veranda	GROUPX	693.00	AVL (0)	<input type="text"/>
XC Guarantee Concierge Class	Veranda	GROUPX	N/A	CLS	<input type="text"/>
UV Ultra Deluxe Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
SV Sunset Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
DV Deluxe Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
V1 Prime Veranda	Veranda	GROUPX	642.00	AVL (0)	<input type="text"/>
V2 Veranda	Veranda	GROUPX	632.00	AVL (0)	<input type="text"/>
V3 Veranda (Partial View)	Veranda	GROUPX	622.00	AVL (1)	<input type="text"/>
X Guarantee Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>



BOARDWALK TRAVEL

6. On this same screen under the far-right column, you are going to select how many rooms in each room category you will need.

XA Guarantee Aquaclass	Veranda	GROUPX	N/A	CLS	<input type="text"/>
SC Sunset Concierge Class	Veranda	GROUPX	N/A	CLS	<input type="text"/>
C1 Prime Concierge Class	Veranda	GROUPX	703.00	AVL (10+)	<input type="text" value="14"/>
C2 Concierge Class	Veranda	GROUPX	693.00	AVL (0)	<input type="text"/>
XC Guarantee Concierge Class	Veranda	GROUPX	N/A	CLS	<input type="text"/>
UV Ultra Deluxe Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
SV Sunset Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
DV Deluxe Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>
V1 Prime Veranda	Veranda	GROUPX	642.00	AVL (0)	<input type="text"/>
V2 Veranda	Veranda	GROUPX	632.00	AVL (0)	<input type="text"/>
V3 Veranda (Partial View)	Veranda	GROUPX	622.00	AVL (1)	<input type="text" value="1"/>
X Guarantee Veranda	Veranda	GROUPX	N/A	CLS	<input type="text"/>



BOARDWALK TRAVEL

- Once you select how many rooms you want in each category you will scroll down to the bottom of the page and select "add". This will populate all total staterooms that are added to the group. As you can see in the photo below, it shows you the room category code, the room category, the total price, the occupancy, and pending number of rooms. Just a reminder that you can only have a double occupancy of 2 per room with group bookings.

** This screen can be confusing, the "8 minimum staterooms" means that is the minimum number of staterooms that you need to establish a group. "15 added" means this is the number of rooms you have added to the group booking, and "40 remaining" means this is the number of remaining staterooms that you can reserve for the group (Celebrity Cruise Line only allows for a maximum of 55 state rooms per group booking)

AVL Available CLS Closed

The NCCF fees per person are included: 75.00
Total taxes, fees and port expenses per person: 157.09

8 Minimum Staterooms | **15** Added | **40** Remaining

Category	Fare Name	Total Price From	Occupancy	Pending	Guaranteed (Named)	Guaranteed (Unnamed)	Allocated (Named)	Allocated (Unnamed)	Delete
C1 Prime Concierge Class	GROUPX	1720.18	2	<input type="text" value="14"/>	0	0	0	0	
V3 Veranda (Partial View)	GROUPX	1558.18	2	<input type="text" value="1"/>	0	0	0	0	

Allocate Staterooms

Proceed to Group Details



8. Once you confirm everything is correct you will want to click “allocate staterooms”. This is where you are going to go in and select your staterooms.

AVL Available CLS Closed Add

The NCCF fees per person are included: 75.00
Total taxes, fees and port expenses per person: 157.09

Category Inventory

8 Minimum Staterooms | **15** Added | **40** Remaining

Category	Fare Name	Total Price From	Occupancy	Pending	Guaranteed (Named)	Guaranteed (Unnamed)	Allocated (Named)	Allocated (Unnamed)	Delete
C1 Prime Concierge Class	GROUPX	1720.18	2	<input type="text" value="14"/>	0	0	0	0	
V3 Veranda (Partial View)	GROUPX	1558.18	2	<input type="text" value="1"/>	0	0	0	0	

Allocate Staterooms Proceed to Group Details



BOARDWALK TRAVEL

9. Next, you will be brought to the stateroom page where you will select the deck and room locations of your rooms for each category that you have chosen. You will see all the booking information at the top of the screen. Make sure that you confirm that everything is correct. Until the group is established the GAP points should be listed at "N/A", however you can see here there is (1) Tour Conductor Credits. Just a reminder every 8 rooms gets you 1 Tour Conductor Credit

[Exit](#)

Group # : Pending Pending

Celebrity Cruises
Celebrity Reflection
[3 Nights Bahamas](#)
Starting 29AUG2025


Total Guests : 30
Staterooms : 15
GAP Points : N/A
Tour Conductor Credits (1:16) : 1

[Edit Group Details](#)

Option Date : -- Group Name : Test Group Type: Affinity
Agent Name : Meghan Group Classification: Traditional Policy Type: Deposit

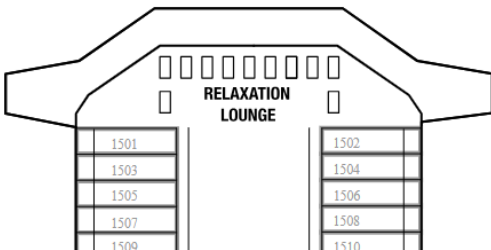
Staterooms ✕

Select a Deck



Deck 11 ▼

[- Stateroom Locator](#)



RELAXATION LOUNGE

Allocated Categories

C1 Prime Concierge ... 14

Fare **GROUPX** Occ. Double

14 GTY available in this category

Available on decks: [Deck 12](#), [Deck 11](#), [Deck 10](#), [Deck 09](#)



10. After confirming all group information is correct at the top of the screen, next you will want to select your staterooms. In this sailing, fortunately all staterooms in the Prime Concierge category are available on the same deck, however there are no Veranda Partial view categories on this deck. If this occurs you will want to inform your group a head of time so they are aware that they may be spread out across multiple decks.

You will notice that the different room categories are color coded – prime concierge is purple and veranda partial view is orange. Each time you select a room, that color will disappear and show up on the allocated categories along with the deck number. If you select a room by mistake you can just select “deallocate”. If you do not want the rooms that you selected you can click “release” (this may prompt you to select which rooms you want to release if multiple rooms or you can select to release them all)

Staterooms

Select a Deck

Deck 11

– Stateroom Locator

Room #

– Stateroom Configuration

Closest To Room

Room #

Connecting Staterooms

Accessible Staterooms

RELAXATION LOUNGE

ELEVATORS

Allocated Categories

C1 Prime Concierge ... 14

Fare GROUPX Occ. Double

14 GTY available in this category

Available on decks: Deck 12, Deck 11, Deck 10, Deck 09

Deallocate (0) Release (14)

v3 Veranda (Partial... 1

Fare GROUPX Occ. Double

1 GTY available in this category

Back To Categories Continue



11. Once you finish selecting the rooms for each stateroom category you should see that it says “0 GTY available in this category”. You will want to make sure it says the same for all stateroom categories that you have for your group. If all says “0” you will next want to hit “continue.”

Deck Plan Legend

- Medical Facility
- Double Sofa Bed
- Sofa Bed
- Stateroom for occupancy 5 and up
- One upper berth
- Two upper berths
- Connecting Staterooms
- Inside Stateroom Door Location
- Wheelchair-accessible stateroom featuring roll-in shower

Allocated Categories

C1 Prime Concierge ... 14
Fare GROUPX Occ. Double

0 GTY available in this category

1076 Deck 10

1078 Deck 10

1080 Deck 10

1082 Deck 10

Available on decks: Deck 12, Deck 11, Deck 10, Deck 09

[More](#)

[Deallocate \(14\)](#) [Release \(14\)](#)

V3 Veranda (Partial...) 1
Fare GROUPX Occ. Double

[Back To Categories](#) [Continue](#)



12. You will be brought back to the same page where you selected "allocate staterooms". This is normal, you will then want to select "proceed to guest details"

AVL Available CLS Closed Add

The NCCF fees per person are included: 75.00
Total taxes, fees and port expenses per person: 157.09

Category Inventory

8
Minimum Staterooms

15
Added

40
Remaining

Category	Fare Name	Total Price From	Occupancy	Pending	Guaranteed (Named)	Guaranteed (Unnamed)	Allocated (Named)	Allocated (Unnamed)	Delete
C1 Prime Concierge Class	GROUPX	1,720.18	2	<input type="text" value="14"/>	0	0	0	0	
V3 Veranda (Partial View)	GROUPX	1,558.18	2	<input type="text" value="1"/>	0	0	0	0	

Allocate Staterooms Proceed to Group Details



13. Next you will be taken to the group details screen. On this screen you are going to select your group dining time and select if you want to add an air component to the group booking. For dining you can select 3 options: the 6:00 pm, 8:30 pm, or Celebrity Select dining. If your group wants to sit together for all their meals, I suggest picking the actual time versus my-time dining. You can also mix and match with dining times if a certain number of guests want an earlier time and others want later times. If you do not want to add an air component, leave it as cruise only. Next click “review & book”.

Allocate Group Dining

Reserve dining seating for guests of groups by indicating the total number of guests under your preferred dining time.

30 Guests Need Dining	30 Total Guests	0 Assigned Guests
---------------------------------	---------------------------	-----------------------------

Dining Seating	Configuration:	# of Confirmed Guests	# of Waitlisted Guests <i>(optional)</i>
30 Guests need Traditional or Celebrity Select Dining			
06:00 PM 30+ Available 0 Waitlisted	-Select Configuration- ▼	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named
08:30 PM 30+ Available 0 Waitlisted	-Select Configuration- ▼	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named
CEL SLCT 30+ Available 0 Waitlisted	(D) Do Not Seat	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named	<input type="text" value="0"/> Guests <input type="text" value="0"/> Named

Allocate Group Air City Calculate Air Add-On Pricing

0 Guests Need Air City	30 Total Guests	0 Assigned Guests
----------------------------------	---------------------------	-----------------------------

Air City	# of Confirmed Guests	Pre Hotel	Post Hotel	Delete
<input type="text" value="C/O"/> <input type="text" value="Cruise Only"/> ▼ Waitlisted Air City (Optional): <input type="text" value=""/> <input type="text" value="SELECT"/> ▼	Guests <input type="text" value="30"/> Named <input type="text" value="0"/>			

+ Add Another Group Air City

Review & Book



14. Next it will bring you to the summary page. This is where you will be able to see the total cruise fare for the group as well as your commission for the group. I recommend printing this page so you have the initial commission amount (if there are any changes to the group, such as adding or removing rooms your commission amount will change)

***REMINDER: ALWAYS pay to gross, never pay to net

Manage		view Payment Schedule
Payment Schedule		
Summary		
Charges and Credits by Item		
Short Description	Charges (USD)	
Named Guests	0.00	
Unnamed Guests	18,678.00	
Tour Conductor (TC) Credits**	-622.60	
NCCF (Non-Commissionable Cruise Fare)	2,250.00	
Air Add-On	0.00	
Taxes, Fees and Port Expenses	4,712.70	
Other Charges	0.00	
		Gross Balance Due: 25,018.10
Charges and Credits by Totals		
Short Description	Totals (USD)	
Gross Charges (less Tour Conductor Credits)	25,018.10	
Commission	-2,888.85	
Net Charges	22,129.25	
Cancellation Charges	0.00	
Group Level Payments	0.00	
Guest Level Payments	0.00	
Total Payments On Record	0.00	
VAT (Value Added Tax)	0.00	
Outstanding Cancellation Charges	0.00	
		Net Balance Due: 22,129.25



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15. On this same page, you will want to review the guest details again to make sure everything is correct prior to completing. This area once again breaks down the room category, the quantity of rooms in each category you have selected, total fare for each guest, and the taxes and fees. It also includes the total amount of tour conductor credits as well as the monetary value of those credits. If this is all correct on your screen you will scroll to the bottom of the page and select “finish”.

[- View Group Details](#)

Inventory					
Inventory Description	Rate	Qty	Total Fare First/Second Guest	Total Fare Third/Fourth Guest	Taxes & Fees per Guest
Stateroom Category:					
C1	GROUPX	14	860.09	0.00	157.09
V3	GROUPX	1	779.09	0.00	157.09
					Subtotal:25018.10
Complimentary Berths (Tour Conductor Credits) Summary					
Type	Number of Complimentary Berth		Total Complimentary Value		
Earned TC Discount	1		-622.60		
					Subtotal:-622.60



16. Congrats! You have just booked your group! The next page you should come to is the confirmation page. Make sure you print out this page, you will need it to reference your group booking. I also recommend sending the confirmation to yourself via email as well so you have the booking number to reference. You will want to make sure you select “agent as well”.

A Look At What We Booked [Print Reservation Summary](#)

Group #: 3496049
Date Created: 15 JUN 2024 Offered

Sailing Details

- ✕ Celebrity Cruises
- 📍 Bahamas 🏛️ Celebrity Reflection
- 🕒 3 Nights
- 📅 29 AUG 2025

Group Details

Group Name test	Total Guests 30
Group Classification Traditional	Total Staterooms 15
Group Contact Meghan Lovely	GAP Points 0
Group Type Affinity	Tour Conductor Credits 1

Total Price (USD): 25,018.10
Taxes & Fees: 4,712.70
Price includes all guest, taxes, fees and port expenses.

Deposit Amount Per Stateroom (USD): 50.00
Due Date: 15 JUL 2024

[View Payment Schedule](#)

Payments Received (USD): 0.00
Please allow up to 2 hours for new payments to be reflected on the group.

Final Payment Due: 22,129.25
Due Date: 15 JUN 2025

[Make Payment](#)

Where to next?

- [Retrieve](#)
Another Group
- [Add](#)
Reservation To Group
- [Manage](#)
Group Administration
- [View](#)
Booking In Group
- [Send](#)
Reservation Confirmation

Send Reservation Confirmation ✕

Reservation ID

Email Address

Version
 Agent Guest

[Send](#)



17. Once you finish sending the confirmation to yourself, next you will scroll to the bottom of the screen (the same location where you chose to send the booking confirmation. You are now going to go to “view booking in group”. You now have to enter everyone’s information and assign them their stateroom

Test	52
Group Classification Traditional	Total Staterooms 26
Group Contact Meghan	GAP Points 0
Group Type Affinity	Tour Conductor Credits 3
Policy Type Deposit	

Where to next?

Retrieve
Another Group **Add**
Reservation To Group **Manage**
Group Administration **View**
Booking In Group **Send**
Reservation Confirmation

18. Once on the group booking screen, you will scroll down to the guest list details. It is normal that there are no reservations listed. This is where you will need to add each individual reservation. By doing this you will select “add to guest list”.

Add

- Add Individual Reservation
- Guestlist Details
- Transfers

Manage

- Transfer Reservations to Group
- Redeem GAP Points
- Group Payment
- Payment Schedule
- Payment History
- Cruise Ticket Documentation
- Group Reports
- Service History

Guest List Details

Review the guest's information below for accuracy. You may make any necessary changes or updates by selecting the reservation.

E-No Records Available to List

Type Reservation ID, Client Name or Phone Number

Include Cancelled

Details

Name	Reservation ID	Status	Promo Code	Cat	Stateroom	Agent Name	Agency Name
We are unable to find a guest to match your search criteria.							

Showing 10 per page



19. Next you are going to select the number of reservations you want to make in the group (I highly recommend doing one at a time so you do not become overwhelmed or miss an important detail). Once you select the number of reservations it will populate the booking window (this is the same process for individual reservations as well). You will enter how many adults/children, the fare name is going to be standard group, the category is the room category (prime concierge or veranda partial view – you may have to refer back to your booking for the categories), and this is where you are going to assign those previous staterooms that you chose prior to creating the group.

[Group Final Pricing](#)

Add

[Add Individual Reservation](#)

[Guestlist Details](#)

[Transfers](#)

Manage

[Transfer Reservations to Group](#)

[Redeem GAP Points](#)

[Group Payment](#)

[Payment Schedule](#)

[Payment History](#)

[Cruise Ticket Documentation](#)

[Group Reports](#)

[Service History](#)

Add To Guest List

You can add guests to a group by selecting and providing all of their applicable information below.

How Many Reservations?
1

[Save Guestlist](#)

Booking 1

Adults: 2 Children (0-17 yrs): 0 Accessible Stateroom

Fare Name: GROUPX Category: C1 Stateroom: 1649

Guest Details

Guest 1

Title: Mr	First Name: john	Middle Name (optional): Middle Name	Last Name: james
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female	Date of Birth: 05may1981 <small>Example: 05MAY1985</small>	Citizenship: UNITED STATES	Loyalty Number (optional): Loyalty Number <input type="text"/>

[Use for all guests](#)



20. From there you will enter the guest information, their preferred dining time (if the dining time is not available you will want to put it under waitlist), and if they selected an air add on you will select the airport. If they do not want the air add on you will select cruise only in the drop down.

How Would They Like to Dine?

John James

Confirmed Seating	Waitlist Seating <i>(optional)</i>	My Family Time <i>(optional)</i>
05:30 PM ▼	Select ▼	<input type="checkbox"/> Include Family Time

[Use Dining for all guests](#)

Jane James

Confirmed Seating	Waitlist Seating <i>(optional)</i>	My Family Time <i>(optional)</i>
05:30 PM ▼	Select ▼	<input type="checkbox"/> Include Family Time



21. Once everything is completed you will select “save guestlist” at the bottom of the screen. If you forget any of the required boxes on the guestlist detail page, it will give you a hard stop with a red box telling you what you forgot to include.

Waitlist Air City

Selel Select ▼

Guest 2

Air City Hotel

C/O Cruise Only ▼

Waitlist Air City

Selel Select ▼

[Add Another Booking](#)

[Save Guestlist](#)



22. Once you save the guestlist it will appear in the main guest list details page within the group booking.

Group Final Pricing

Add

Add Individual Reservation

Guestlist Details

Transfers

Manage

Transfer Reservations to Group

Redeem GAP Points

Group Payment

Payment Schedule

Payment History

Cruise Ticket Documentation

Group Reports

Service History

Guest List Details ✕

Review the guest's information below for accuracy. You may make any necessary changes or updates by selecting the reservation.

Type Reservation ID, Client Name or Phone Number

Include Cancelled

Details

Name	Reservation ID	Status	Promo Code	Cat	Stateroom	Agent Name	Agency Name
JOHN JAMES	3516971*NEW	OF	SAVING BONUS	C1	1649	Meghan Lovely	BOARDWALK TRAVEL AGENCY
JANE JAMES	3516971*NEW	OF	SAVING BONUS	C1	1649	Meghan Lovely	BOARDWALK TRAVEL AGENCY

Showing 10 per page



23. Next you will need to go back into each individual booking (I recommend doing this step as you are adding each guest list to make it less confusing later on). This step you will need to enter the client's loyalty number if they have one, apply any future cruise credits that they may have, select the bedding configuration if they want the beds together or apart, and enter the clients email and mobile number. You can also select to add travel protection at this time as well. Don't forget to click save all changes before proceeding to save all your work.

***It is highly encouraged to offer them travel protection; Allianz is one of our suppliers who does cover Celebrity Cruise Line cruises as well.

Reservation Level Options

Bedding Configuration *(optional)*

Unknown ▼

– Pre Vacation Information

Email Address	Mobile Phone Number
<input type="text" value="Email Address"/>	<input type="text"/>
How will this be used?	How will this be used?
<small>Please provide the following required fields: Email Address</small>	<small>Please provide the following required fields: Mobile Phone Number</small>

Travel Protection for Staterooms *(optional)*

Select Each Guest's State of Residency

Travel Protection for Staterooms *(optional)*

Select Each Guest's State of Residency

JOHN JAMES	JANE JAMES
Select State or Province ▼	Select State or Province ▼

Yes, add travel protection for this booking for 98.00 (USD)

The Royal Caribbean Travel Protection plan and the Celebrity CruiseCare® Program are optional travel protection add-ons to your clients' cruise booking and are available through Royal Caribbean International and Celebrity Cruises for residents in all US states except New York. New York state residents who are interested in travel protection should contact Aon Affinity by visiting <https://travelcruise.com> or calling Aon Affinity at 1-800 453-4022 for Royal Caribbean or 1-800 797-4516 for Celebrity Cruises. For non-New York US residents, if added, your clients' Royal Caribbean Travel Protection plan or Celebrity CruiseCare® plan is not effective until the plan cost has been paid. Plan cost is not automatically included as part of your clients' initial cruise deposit.

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24. Once you select “Save all changes” it will bring you back to the initial individual booking screen within the group. This is where you will see the total price, deposit amount, due date, and final payment. You will need to make the deposit within 30 days of creating this booking or risk the reservation being cancelled. Price of deposit is dependent on sailing length.

Review

- Reservation Summary
- Itinerary
- Categories
- Promotions
- Staterooms
- Guest Details
- Flight Information
- Final Pricing

[Exit](#) [Cancel Reservation](#)

Reservation # : 3516971 Offered

Celebrity Cruises
Celebrity Reflection
3 Nights Bahamas
Starting 29AUG2025

Total Price (USD) : 1,520.18
Total Taxes, Fees and Port Expenses Per Person : 157.09
Price includes all guest, taxes, fees and port expenses.

Rate : **SAVING BONUS**

Group ID : 3496049	Group Type: Affinity	Price Category : C1	Stateroom : 1649
Group Name : Test	Policy Type: Deposit	Berth Category : C1	Type : Prime
Group Classification: Traditional			Concierge...
			Waitlist Stateroom : --

Agent Contact Name: MEGHAN LOVELY

Add

- Insurance, Gratuities and Options
- Redeem Future Cruise Credit
- Special Services
- Cross Reference
- Flight Finder

Reservation Summary

[Print Summary](#)

Total Price (USD): 1,520.18

Deposit (USD): 200.00
Due Date: 15JUL2024

Payments Received (USD): 0.00 [Payment History](#)

Final Payment Due (USD): 1,520.18 [View Payment and Cancellation Schedules](#)
Final Payment Due Date: 15JUN2025

[Make Payment](#)



25. To make the payment you will click payment, it will bring you to the payment screen and this is where you will enter the payment information. When you submit the payment it will give you a confirmation, do not close out the window. You can either distribute the payment equally or you can keep it to one person. Next, you will want to “allocate” the payment to the group. This subtracts the total amount due from the group.

***If you do not allocate the payment at this time, you will not be able to do it later. You may have to call the Royal Caribbean Group department for assistance if you forget this step. You will need to do this for EVERY payment made within the group.

Review

- Reservation Summary
- Itinerary**
- Categories
- Promotions
- Staterooms
- Guest Details
- Flight Information
- Final Pricing

[Exit](#) [Cancel Reservation](#)

Reservation # : 3516971 Offered

Celebrity Cruises
Celebrity Reflection
3 Nights Bahamas
Starting 29AUG2025

Total Price (USD) : 1,520.18
Total Taxes, Fees and Port Expenses Per Person : 157.09
Price includes all guest, taxes, fees and port expenses.

Rate : **SAVING BONUS**

Group ID : 3496049	Group Type: Affinity	Price Category : C1	Stateroom : 1649
Group Name : Test	Policy Type: Deposit	Berth Category : C1	Type : Prime
Group Classification: Traditional			Concierge...
			Waitlist Stateroom : --

Agent Contact Name: MEGHAN LOVELY

Add

- Insurance, Gratuities and Options
- Redeem Future Cruise Credit
- Special Services
- Cross Reference
- Flight Finder

Reservation Summary

[Print Summary](#)

Total Price (USD): 1,520.18

Deposit (USD): 200.00
Due Date: 15JUL2024

Payments Received (USD): 0.00 [Payment History](#)

Final Payment Due (USD): 1,520.18
Final Payment Due Date: 15JUN2025 [View Payment and Cancellation Schedules](#)

[Make Payment](#)



26. Next, once you are complete with the deposit payment, you will want to select “save all changes” again to save the information that you just did. Note: it can take a couple hours to a day or two for the payment to reflect on the reservation.

- Promotional Offers Edit

Offer Name	Offer Type
STANDARD GROUP	STANDARD GROUP

+ Dining Options Edit

+ Air City Edit

+ Reservation Level Options Edit

Save All Changes **Final Price**



27. The next screen you come to will be the confirmation screen. You will want to print and send this to yourself. When sending this to yourself you will want to send an agent and a client copy individually (refer to step 16 on how to send to yourself). When you get the client copy you will want to forward it to your client for their records too.

***Notice how there is a different reservation number? Each individual reservation within the group you create will have their own number, however it will still be tied to the group

Your Reservation Summary Print Reservation Summary

Reservation # 3516971 ← Offered

Date Created: 15 Jun 2024
Group #: 3496049
Group Name: TEST
Group Classification: Traditional Flight Finder

MEGHAN LOVELY

Celebrity Cruises Celebrity Reflection
29AUG2025 Bahamas
3 nights Double
SAVING BONUS

Total Price (USD): 1,520.18
Taxes & Fees: 314.18
Price includes all guests, taxes, fees and port expenses.

Deposit (USD): 200.00
Due Date: 15JUL2024
[View Payment Schedule](#)

Payments Received (USD): 0.00 Payment History

Final Payment Due: 1,520.18
Final Payment Due Date: 15JUN2025

[Make Payment](#) Redeem Future Cruise Credit

Where to next?

[Return](#) [Make](#) [Send](#)

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com
- Royal Caribbean/Celebrity Cruise Line Travel Agent Facebook group
 - Cruisingpower.com learning resources: www.thecelebritycommitment.com