



BOARDWALK TRAVEL

Cunard Cruise Line Groups

Requirements

- Minimum of 10 guests

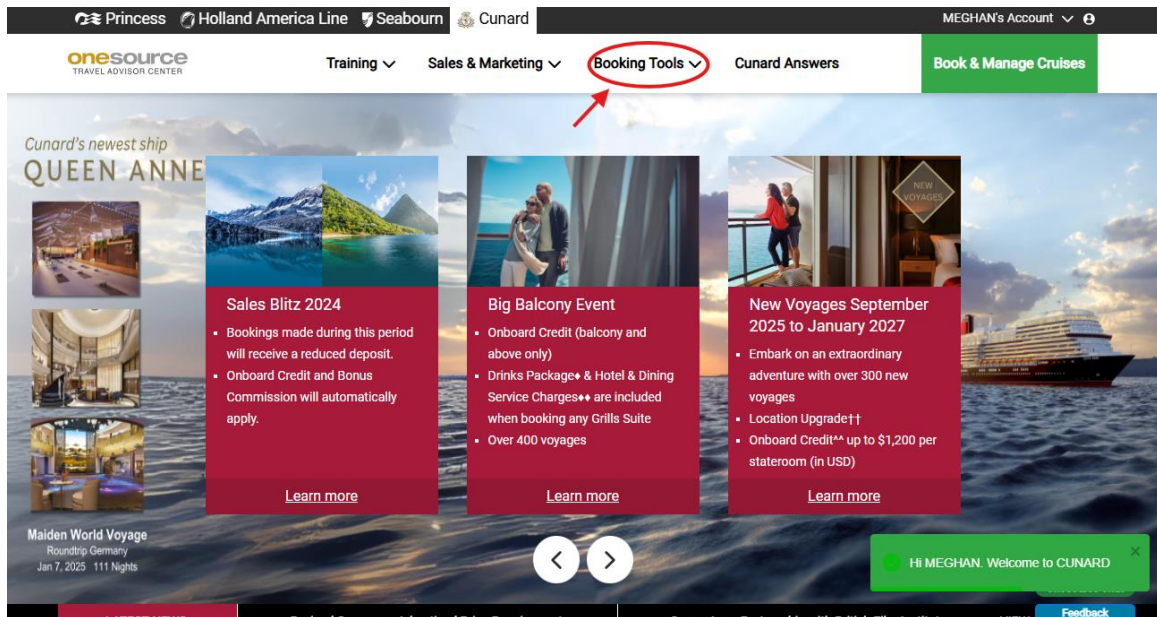
Important Information

- You can have up to 4 groups per month across all ships and trades
- Reserve up to 16 beds as a group with no deposit. Over 16 beds will require a \$25 deposit
- Even if your client is not part of a group you can book them as a “speculative group” to take advantage of group perks
- Tour conductor credit: earn 1 tour conductor credit for every 8 full fare lower berth guests

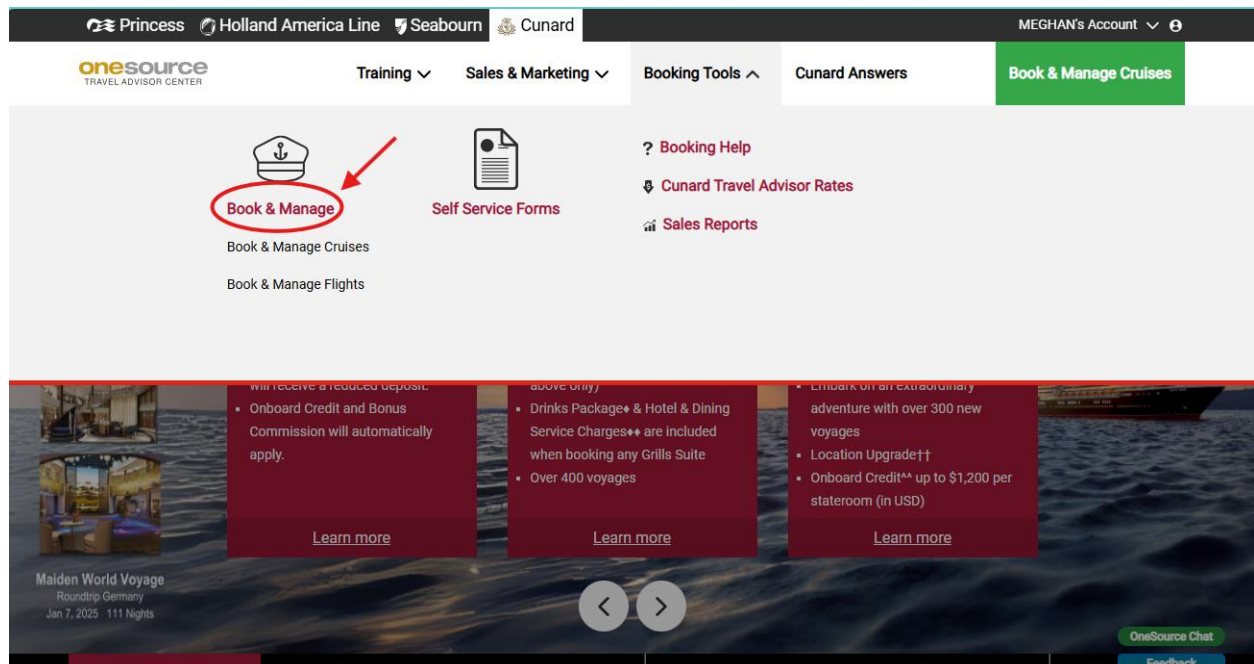


How to book a group on onesource.com

1. On the main page after logging in, you will click booking tools or you can select book and manage cruises at the top right-hand side of the screen.



2. After clicking on booking tools, a drop-down menu will appear. From here you will select “book & manage”





- Next, it will bring you to the next page where it will prompt you to select the cruise line. You will want to make sure you have Princess Cruise Line selected. Once you ensure the appropriate cruise line is selected, you are going to select “create group” under the create and manage groups section.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

SELECT A CRUISE LINE

To begin, choose the cruise line for this transaction.
Cunard Line

CREATE AND MANAGE BOOKINGS
CREATE BOOKING MANAGE BOOKING

CREATE AND MANAGE GROUPS
CREATE GROUP VIEW GROUP LIST SEARCH FOR GROUP

AGENCY TOOLS
EXCLUSIVE OFFERS FOR PASSENGERS
VIEW OFFERS
VIEW CRUISE SALES
VIEW CRUISE SALES
Accessible via the "Owner" type account.
BANK PAYMENTS
MAKE PAYMENTS MANAGE ACCOUNTS

POLAR Online is available in the following languages:
English
Chinese(Simplified) - 简体中文
Chinese(Traditional) - 繁體中文
French Canadian - Français (Canada)
German - Deutsch
Japanese - 日本語
Korean - 한국어
Portuguese - Português
Spanish - Español

Please select your desired language from the dropdown menu above.

- Next you will select the sailing date or you can search for the sailing by voyage number (there is a voyage number PDF located below the voyage number option)

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

CREATE GROUP

Choose one of the options below to start a Cruise Group.
Create a Segment Group

AGENCY INFORMATION

BOARDWALK TRAVEL AGENCY
212 E CROSSROADS BLVD # 176
SARATOGA SPRINGS 84045-2966 US
, UT

Phone: (385) 429-2236
Fax:

CREATE GROUP BY DATE AND SHIP

Red indicates required information
Sail Date (01Jan25)
Ship
SUBMIT

CREATE GROUP BY VOYAGE NUMBER

Red indicates required information
Voyage Number
World Cruise Group Information
SUBMIT

RESET



- Once you select the sailing and the sail date you will then choose the number of rooms for your group. Pay particular attention to the maximum number of berths. This means that you can only select that number of staterooms. You will enter the number for each category under the “number of berths” column. When you choose the total number of staterooms in the far-right column, the number of berths selected will update in the top where your information is. Once all the staterooms are selected you will want to hit save & continue at the bottom of the screen.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: M527/10SEP25/004-EPS/QUEEN/SOU1-SOU2 POLARONLINE

GROUP INFORMATION

Red indicates required information

Group Name: Number of Berths Selected: 8

Agency Group Contact: **First Name** MEGHAN Available Amenity Points: 3 New!

Last Name LOVELY Total Maximum Berths Allowed

Group: TNJ Nights: 4

Currency:

INVENTORY

Using EVEN numbers, indicate the number of berths per category up to the maximum number indicated in the Maximum Lower Berths column. 10 total berths is the minimum per group.

Category	Price per Lower Berth	Maximum Lower Berths	Number of Berths
Q5 Suites	2,296	2	<input type="text"/>
P1 Suites	1,726	4	<input type="text"/>
BC Balcony	1,203	4	<input type="text"/>
BF Balcony	1,156	4	<input type="text"/>
BU Balcony	1,061	10	<input type="text"/>
BV Balcony	1,061	10	<input type="text" value="4"/>
BY Balcony	1,061	10	<input type="text"/>
DB Balcony	1,013	4	<input type="text"/>
DC Balcony	1,013	4	<input type="text"/>
EF Outside	918	4	<input type="text" value="4"/>



- Next you will come to the group details page, you will want to make sure you change your email under the email/fax reports to ensure you get updates on your group booking. Once everything is complete you will select submit on the bottom of the page.

***You will want to make note of the group number and the voyage number so you can reference it at a later time.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Group: TNJ Name: BOARDWALK TRAVEL AGENCY
Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2

POLAR ONLINE

GROUP DETAILS ROGT - COON - PURS
Complete Group Details, fax Group Reports, and determine where Cruise Documents are to be delivered. CCON-1054 PLEASE REVIEW AMENITY PROMOS

GROUP AND VOYAGE INFORMATION
Make selections and click SUBMIT.
Group Name: BOARDWALK TRAVEL AGENCY

Red indicates required information

Voyage: M527
Group Number: TNJ Nights: 4
Booking Agent: MEGHAN LOVELY
Currency: USD
Group Opened: 11AUG24
Multi Agency: No
Finalized: Pending
Recap (Y):

GROUP AMENITIES
Click on the "?" below to bring up the menu for amenity lists. Open the list that coincides with the voyage departure date. Enter in the three letter code of the desired amenity into the white boxes below starting with the second one, or use the drop down boxes. You may add or modify amenities at any time up until the "Assign All Points Before" date.

Add & Modify Amenities: LG1
View Amenity Codes:
Cocktail Party: None
Tour Conductor Ratio: 14
Amenity Points Remaining: 3
Assign All Points Before: 27JUN25

EMAIL / FAX REPORTS
Select report to be emailed or faxed.
Email / Fax Number: BOARDWALKTRAVELAGENCY@X
Report:

RECALL DATES

1. 14MAR25	EXTEND DATE
2. 13APR25	EXTEND DATE

SUBMIT GROUP OPTIONS REFRESH

- Once you select submit the group management options should pop up, if not you will need to go back to the main page for polar and click "book & manage cruises". From there you will want to click on search for group under the create and manage groups.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLAR ONLINE

SELECT A CRUISE LINE MIXA - PURS
To begin, choose the cruise line for this transaction.
Cunard Line

CREATE AND MANAGE BOOKINGS
CREATE BOOKING MANAGE BOOKING

CREATE AND MANAGE GROUPS
CREATE GROUP VIEW GROUP LIST
SEARCH FOR GROUP

AGENCY TOOLS
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BANK PAYMENTS
MAKE PAYMENTS MANAGE ACCOUNTS
FUTURE CRUISE DEPOSITS & GOODWILL CREDITS
FUTURE CRUISE CREDIT LIST

POLAR Online is available in the following languages:
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Korean - 한국어
Portuguese - Português
Spanish - Español

Please select your desired language from the dropdown menu above.



- On the next page you will enter the group number and voyage number under the “requests by group and voyage” and then click submit

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

GROUP SEARCH

Search for Groups for your agency using one of the Options below.

RTAG - DCON - PURS

AGENCY INFORMATION

BOARDWALK TRAVEL AGENCY
212 E CROSSROADS BLVD # 176
SARATOGA SPRINGS 84045-2966 US
UT

Phone: (385) 429-2236
Fax:

REQUEST BY GROUP AND VOYAGE

Red indicates required information

Group

Voyage

REQUEST BY DATE AND SHIP

Red indicates required information

Sail Date (01Jan25)

Ship

LIST OF GROUPS BY SHIP

Enter a Start Date and End Date with a Ship Name

Red indicates required information

Start Date (01Jan25) End Date

Ship

- Once you pull up the group reservation, you are going to scroll to the bottom of the screen and select “book now.”

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Group: TNJ Name: BOARDWALK TRAVEL AGENCY
Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2

POLARONLINE

GROUP DETAILS

To make changes, click MODIFY.

RDGT - DCON - PURS

Print this page in a printer and fax friendly format.

GROUP AND VOYAGE INFORMATION

Group Name: BOARDWALK TRAVEL AGENCY

Voyage: M527

Group Number: TNJ Nights: 4

Booking Agent: MEGHAN LOVELY

Currency: USD

Cross-reference Bookings: No [Learn about TWIDs](#)

Group Opened: 11AUG24

Multi Agency: No

Finalized: Pending

GROUP AMENITIES

Modify the group to add group amenities.

Amenities: LG1

Cocktail Party: None

Tour Conductor Ratio: 14

Amenity Points Remaining: 3

Assign All Points Before: 27JUN25

EMAIL / FAX REPORTS

Last Report Emailed / Faxed

Email / Fax Number: BOARDWALKTRAVELAGENCY@GMAIL.COM

Report

RECALL DATES

- 14MAR25
- 13APR25
- 13MAY25



10. On the next screen after clicking “book now”, you are going to scroll to the bottom of the screen and fill in the cruise search section. You are going to select the home location that your client is from as well as the room type. The voyage number should automatically fill in.

Language: English

POLARONLINE

Cunard CompleteAir

Enjoy up to 80% off on international airfare

CRUISE SEARCH

Red indicates required information

Add Offer Code: No

Home City: [input]

Air: No Status

Gateway

Voyage Number: M527

Date (01.Jan25): [input]

Ship: [input]

Stateroom Type: Mini-Suite

Occupancy: 2

Destination: [input]

Nights: [input]

SEARCH BY DATE ?

SEARCH BY PRICE ? Destination Required

RESET

11. After filling out the cruise search, next you are going to click on “search by date”. This will bring up the sailing availability by date. You will want to pay attention to the voyage number (that is the one you will want to select. There are other voyage options but the departure date, nights, itinerary and route may change. Once you select the sailing by date you will then click save & continue.

Language: English

POLARONLINE

Select a departure then click SAVE & CONTINUE. Click NEXT for additional sailings.

Voyage Selection	Q1	Q2	Q3	Q4	Q5
Ship	QM2	QM2	QM2	QM2	QM2
Departure Date	03SEP25	03SEP25	10SEP25	14SEP25	26SEP25
Nights & Product	7 Trans-Atlantic Eastbound XLR	30 EUS XR	4 Western Europe XR	12 EUS XR	7 Trans-Atlantic Westbound XR
Voyage Itinerary	VIEW	VIEW	VIEW	VIEW	VIEW
Dining Availability	1A2A	1A2A	1A2A	1A2A	1A2A
Voyage Number	M526	M526A	M527	M528	M529
Route	NYC-SOU	NYC-NYC	SOU-SOU	SOU-SOU	SOU-NYC
New Groups	6 Points	10 Points	3 Points	8 Points	6 Points
Category, Berths, Availability	Q14 W Q24 W Q34 W Q4 W Q54 Q64 W Q7 P13 P23 A1 A2 BB BC BF BU3 BV3 BY3 R23	Q14 W Q24 W Q34 W Q4 W Q54 Q64 W Q7 P13 P23 A1 A2 BB BC BF BU3 BV3 BY3 R23	Q14 W Q24 Q34 W Q4 W Q54 Q64 W Q7 P13 P23 A1 A2 BB BC BF BU3 BV3 BY3 R23	Q14 W Q24 Q34 Q4 W Q54 Q64 W Q7 P13 P23 W A1 A2 BB W BC BF BU3 BV3 BY3 R23 W	Q24 Q34 Q4 Q54 Q64 Q7 P13 P23 A1 A2 BB BC BF BU3 BV3 BY3 R23

BACK SAVE & CONTINUE

CATEGORY DESCRIPTIONS VIEW SEGMENTS

RESET



12. After filling out the cruise search, next you are going to click on “save and continue”. This will bring up the fare comparison list. On the left it will show you the price of a FIT booking and on the right, it will show you the price of your group booking. You will want to select the prices under your group pricing.

***Use caution when selecting the fares, the middle column will show the status. If it says “G/G”, this is a “guaranteed room”. You will not be able to select a stateroom if you select a cabin under this status.

***If clients do not want the same room category you will have to individually select the different room categories moving forward to create the individual bookings

Product: MS27/10SEP25/004-EPS/MARY/SOU1-SOU2

Language: English

POLAR ONLINE

FARE SELECTION

Select a category. Click SAVE & CONTINUE for a detailed quote.
See "Pricing Details" screen for breakdown of included and/or additional pricing components.

FIT Pricing - Best Buy USD
* = Price net of On Board Credit

Category	Status	Price	Promo
<input type="radio"/> Q14 Suites	W/	6,109	NL1
<input type="radio"/> Q24 Suites	2	5,309	NL1
<input type="radio"/> Q34 Suites	W/	3,109	NL1
<input type="radio"/> Q4 Suites	W/	2,809	NL1
<input type="radio"/> Q54 Suites	9	2,409	NL1
<input type="radio"/> Q64 Suites	W/	2,109	NL1
<input type="radio"/> Q7 Suites	B/4	2,109	NL1
<input type="radio"/> P13 Suites	9	1,809	NL1
<input type="radio"/> P23 Suites	2	1,709	NL1
<input type="radio"/> A1 Balcony	9	1,409	NL1
<input type="radio"/> A2 Balcony	9	1,309	NL1
<input type="radio"/> BB Balcony	9	1,259	NL1
<input type="radio"/> BC Balcony	9	1,259	NL1
<input type="radio"/> BF Balcony	9	1,209	NL1
<input type="radio"/> BU3 Balcony	9	1,109	NL1
<input type="radio"/> BV3 Balcony	9	1,109	NL1
<input type="radio"/> BY3 Balcony	9	1,109	NL1
<input type="radio"/> BZ3 Balcony	9	1,059	NL1

GROUP Pricing - FARE TNJ USD
TR = Group Space Trade

Category	Status	Price	Upgraded Category
<input type="radio"/> Q54 Suites	G/9	2,295	
<input type="radio"/> Q64 Suites	W	2,010	
<input type="radio"/> P13 Suites	G/9	1,725	
<input type="radio"/> BC Balcony	TR3	1,202	
<input type="radio"/> BF Balcony	TR3	1,155	
<input type="radio"/> BU3 Balcony	TR3	1,060	
<input type="radio"/> BV3 Balcony	3	1,060	
<input type="radio"/> BY3 Balcony	TR3	1,060	

BACK SAVE & CONTINUE RESET

FARE COMPARISONS VOYAGE ITINERARY VIEW SEGMENTS CATEGORY DESCRIPTIONS



13. Next if you want to add any additional promos you will select the cabin category then click “fare comparisons” at the bottom of the screen. After you select up to 2 options you will want to click save and continue. This will bring you back to the same page as the cabin category selection.

note: these are promos at the time of this creation. Promos are subject to change

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2

KC Outside C 1,258 NL1

ADJACENT CABIN SEARCH

Select a cabin type to see a list of the closest adjacent cabins that can be booked after the current booking is made. The adjacent cabin list will display on the Cabin Selection screen.

Adjacent Cabin Type:

CHANGE FARE QUOTE

A category selection is required.

Home City:

Air:

Gateway:

Air Status:

Berths:

Currency:

Promo Descriptions
NL1 NAM STANDARD PUBLIC FARES

AVAILABILITY INFORMATION

Open dining only applicable to Britannia restaurant

Dining: 1A2A Open: A

Upper Berths Available

Min Infant Age 6 Months

6 Months - 23 Months Available

24 Months - 35 Months Available

3 Years - 7 Years Available

8 Years - 12 Years Available

13 Years - 16 Years Available

Voyage Comments

Auto-Add:

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2

FARE COMPARISONS

Select up to two Promos. If you do not see all past passenger fares, then return to Sailing Search and provide your client's membership numbers.

PROMO LIST

Select up to 2 Promos, then click SAVE & CONTINUE.

Include expired promos

Select	Promo	Expiration Date	Description	Advisory
<input type="checkbox"/>	TNJ		BOARDWALK TRAVEL AGENCY	
<input type="checkbox"/>	KG5	31DEC25	VALUE FARES - NON-REFUNDABLE DEPOSIT	
<input type="checkbox"/>	NL1	31DEC25	NAM STANDARD PUBLIC FARES	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



14. If you do not want to add additional promos and have selected your cabin category or have already completed step 12, you will click “save and continue at the bottom of the cabin category selection screen.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 POLARONLINE

KC Outside C 1,258 NL1

ADJACENT CABIN SEARCH
Select a cabin type to see a list of the closest adjacent cabins that can be booked after the current booking is made. The adjacent cabin list will display on the Cabin Selection screen.

Adjacent Cabin Type

CHANGE FARE QUOTE
A category selection is required.

Home City

Air

Gateway

Air Status

Berths

Currency USD

SUBMIT CHANGES

Promo Descriptions
NL1 NAM STANDARD PUBLIC FARES

AVAILABILITY INFORMATION
Open dining only applicable to Britannia restaurant

Dining: 1A2A Open: A

Upper Berths Available

Min Infant Age 6 Months

6 Months - 23 Months Available

24 Months - 35 Months Available

3 Years - 7 Years Available

8 Years - 12 Years Available

13 Years - 16 Years Available

Voyage Comments

Auto-Add:

BACK **SAVE & CONTINUE** **RESET**

FARE COMPARISONS **VOYAGE ITINERARY** **VIEW SEGMENTS** **CATEGORY DESCRIPTIONS**



17. The next screen will be the “up-sell” screen. Here you can try and up-sell your client’s stateroom to a higher category (i.e., moving your client from interior to ocean view, etc.). If your client does not want to upsell, you will just click save and continue.

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 ?

POLARONLINE

SEARCH > AVAILABILITY > PRICING > FARES > UP-SELL > CABINS > PASSENGER INFO > CONFIRMATION

SUGGESTED UP-SELL ROIF - AVAL - PURS

Move your client to a higher category! Increase your client's satisfaction and your agency's commissions! This step is optional.

UP-SELL OPTIONS
Select an up-sell option. To skip, click SAVE & CONTINUE. All prices shown in USD.

Categories to Up-Sell
Select one of the following options to upgrade your client's category. To continue without upgrading, do not make any selection and proceed directly to Cabin Selection using the SAVE & CONTINUE button below.

Current Category: EF 917.00

FOR ONLY 143.00 more, (35.75 per day) you can book a category BU

95.00 more, (23.75 per day) you can book a category DC

BACK SAVE & CONTINUE RESET

CATEGORY DESCRIPTIONS

18. Next you will select your cabin. To see all the available cabins, you will select the “cabin list” at the bottom of the screen.

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 ?

POLARONLINE

Choose from 1 of the 3 below selection options. Select up to 3 available cabins or guarantees, request a specific cabin or search for the closest available cabin.

AVAILABLE CABINS
Please select desired cabin. If creating multiple bookings in the same category, you may select up to three cabins below and continue. Once the booking is complete, select "Clone" to create the next booking.

Category & Cabin	Location	Berths	Document Notes	Cabin Notes
<input type="checkbox"/> EF 6033	FORE STAR 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6022	FORE PORT 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6018	FORE PORT 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6021	FORE STAR 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6017	FORE STAR 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6014	FORE PORT 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 6013	FORE STAR 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PORTHOLE WINDOW
<input type="checkbox"/> EF 5020	FORE PORT 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PICTURE WINDOW
<input type="checkbox"/> EF 5016	FORE PORT 159 sq ft	DOUBLE OR TWIN BEDS	NO MOBILITY SCOOTERS SHOWER ONLY	PICTURE WINDOW
<input type="checkbox"/> EF GUARANTEE				
<input type="checkbox"/> EF GUARANTEE				
<input type="checkbox"/> EF GUARANTEE				

BACK SAVE & CONTINUE RESET

CABIN LIST



19. The cabin list page will list all the available cabins. You can select up to 3 cabins on the page. On this page you can also select accessible cabins for any clients that may need an accessible room. For purposes of this walkthrough, we will select the max of 3 cabins. Once you select the amount of cabins, you will click save & continue.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 POLARONLINE

SEARCH > AVAILABILITY > PRICING > FARES > UP-SELL > CABINS > PASSENGER INFO > CONFIRMATION

CABIN LIST

Please select desired cabin. "A" denotes accessible cabin. RDLM - AVAL - PURS

AVAILABLE CABINS

Please select desired cabin. If creating multiple bookings in the same category, you may select up to three cabins below and continue. Once the booking is complete, select "Clone" to create the next booking.

Outside Category: EF

<input type="checkbox"/> 4001-4	<input type="checkbox"/> 4006-2	<input type="checkbox"/> 4008-2	<input type="checkbox"/> 4010-2	<input type="checkbox"/> 4012-2	<input type="checkbox"/> 4014-2	<input checked="" type="checkbox"/> 5001-2
<input checked="" type="checkbox"/> 5003-2	<input checked="" type="checkbox"/> 5004-2	<input type="checkbox"/> 5005-2	<input type="checkbox"/> 5006-2	<input type="checkbox"/> 5007-4	<input type="checkbox"/> 5008-4	<input type="checkbox"/> 5010-2
<input type="checkbox"/> 5012-2	<input type="checkbox"/> 5016-2	<input type="checkbox"/> 5020-2	<input type="checkbox"/> 6013-2	<input type="checkbox"/> 6014-2	<input type="checkbox"/> 6017-2	<input type="checkbox"/> 6018-2
<input type="checkbox"/> 6021-2	<input type="checkbox"/> 6022-2	<input type="checkbox"/> 6033-2				

ACCESSIBLE CABIN REQUEST

Search for accessible cabins. [Accessible Cabin Booking Requirements](#)

[BACK](#) [SAVE & CONTINUE](#) [RESET](#)



20. The next step is to enter the passenger information. You will click “search/new passenger” to bring up the search engine.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 POLARONLINE

SEARCH > AVAILABILITY > PRICING > FARES > UP-SELL > CABINS > PASSENGER INFO > CONFIRMATION

CREATE BOOKING

Final step to create the booking and receive a confirmation number. Group or family bookings may prefer the Decline Auto-Upgrade options. RABA - ABOK - PURS

TRAVEL AGENT INFORMATION

Booking Agent: MEGHAN LOVELY Member Number: 8616762569 Agent Contact: MEGHAN L

PASSENGER INFORMATION

Complete required information for each passenger.

Red indicates required information

Passenger	Club #	SEARCH / NEW PASSENGER	Home City	Air	Birth Date (01.Jan2009)	Cunard Care
1	<input type="text"/>	SEARCH / NEW PASSENGER	BOS	No	<input type="text"/>	Standard
2	<input type="text"/>	SEARCH / NEW PASSENGER	BOS	No	<input type="text"/>	Standard
3	<input type="text"/>	SEARCH / NEW PASSENGER			<input type="text"/>	
4	<input type="text"/>	SEARCH / NEW PASSENGER			<input type="text"/>	
5	<input type="text"/>	SEARCH / NEW PASSENGER			<input type="text"/>	

Passenger	Title	First Name	Middle Name	Last Name	Suffix	Gender	Age
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Middle Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	Adult
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No Middle Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	Adult

No Middle Name

BACK **BOOK NOW** **RESET**



21. Once the search engine comes up you can do 1 of 3 options on the left-hand side of the page to search for a client that has previously sailed Cunard Cruise Line before: search by member #, search by phone number, or you can search by email. If the client has not sailed before you will click the “new passenger” icon on the right-hand side of the page.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

PASSENGER SEARCH RDTX - DPPX - PURS
Choose one of the search methods below to find a passenger. RDTX-0007I ENTER REQUIRED INFORMATION

PASSENGER SEARCH
You can search by Member Number or Phone Number

Option #1: Enter Club Number of 12 digits. Click the button below if the client is new to the brand.
(123456789012)

Option #2: Enter Club Number of 10 or less digits.
(1234567890)

Option #3: Search by Phone Number.
(861-555-1212)

Option #4: Search by Email Address.



22. If you choose to search by a previously sailed client, you will fill out one of the options and click the search button directly to the right of the field. The client's information will then populate. Once it populates you are going to want to click the bubble next to the name and then click "select passenger." This will then bring you back to the main screen where you are selecting passengers

***When you search the client's information, you can select "go" next to their name to search for any offers they may have.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

PASSENGER SEARCH RDTX - DPPX - PURS
Choose one of the search methods below to find a passenger. RDTX-0007I ENTER REQUIRED INFORMATION

PASSENGER SEARCH

You can search by Member Number or Phone Number

Option #1: Enter Club Number of 12 digits. (123456789012) SEARCH Click the button below if the client is new to the brand. NEW PASSENGER

Option #2: Enter Club Number of 10 or less digits. (1234567890) SEARCH

Option #3: Search by Phone Number. (861-555-1212) SEARCH

Option #4: Search by Email Address. @GMAIL.COM SEARCH

BACK RESET

MAIN MENU | HELP | FEEDBACK | EXIT Language: English Click to Chat POLARONLINE

PASSENGER LIST RDTY - DPPX - PPO
Your search matched the following passengers, who reside in the same household. If one of your clients is not on this list, then conduct a new search for that client. RDTY-0004I END OF FILE REACHED

PASSENGERS PREVIOUS NEXT

Designate passenger numbers, then click SELECT PASSENGERS.

Title	First Name	Last Name	Suffix	Member #	Phone Number	Offers
<input type="radio"/> MRS	MEGHAN	LOVELY				GO

SELECT PASSENGERS NEW PASSENGER

BACK RESET



23. If your client has not sailed Princess Cruise Line before you are going to follow step 20, however you are going to click on “new passenger” on the right-hand side of the screen. Once you click on new passenger it will take you to an additional screen to enter the client’s information in. Once you fill in the information you will select save & continue.

Click to Chat POLARONLINE

PASSENGER SEARCH

Choose one of the search methods below to find a passenger. RDTX-0007I ENTER REQUIRED INFORMATION

PASSENGER SEARCH
You can search by Member Number or Phone Number

Option #1: Search by Member #.
(1234567890) Click the button below if the client is new to the brand.

Option #2: Search by Phone Number.
(661-555-1212)

Option #3: Search by Email Address.

BACK RESET

Click to Chat POLARONLINE

ADD NEW PASSENGER

Input required information and then click **SAVE & CONTINUE**. RATZ - DPPX - PFPD

PASSENGER INFORMATION

Red indicates required information

Title	First Name	Middle Name	Last Name	Suffix	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PASSENGER ADDRESS

Red indicates required information

Street	<input type="text"/>
Street 2	<input type="text"/>
Street 3	<input type="text"/>
City	<input type="text"/>
State / County	<input type="text"/> <input type="button" value="Q"/>
ZIP Code / Post Code	<input type="text"/>
Country	<input type="text"/> <input type="button" value="Q"/>
E-mail	<input type="text"/>
Phone	<input type="text"/>

BACK RESET



24. Once you enter each client in the room (reminder: they are only an occupancy of 2), you will scroll to the bottom of the page and select the bedding configuration. After you have selected this, you will select book now

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2 **POLARONLINE**

3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name				
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name				
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name				

DINING & BEDDING

Red indicates required information

Dining Request **Britannia Restaurant**

Seating Request

Table Size **Personal Choice**

Table Request

Smoking Request **No**

Ship Bed

BOOKING INFORMATION

Select your Upgrade Option

Auto Upgrade Open To Any Upgrade
Only Upgrade to the Next Stateroom Type (ex. Balcony to Minisuite)

Do Not Upgrade

About Auto Upgrade ?

Passenger Contact Phone

Voyage Information

Category EF

Cabin 5001

Group TNJ

BACK**BOOK NOW**RESET



25. The next page will be the booking confirmation. This will include all your information about the booking from the cruise summary, to the passenger information, cruise fare information, your commission information, etc. You will want to print this out because you will need to reference it when you go to submit for your commission. If you want to make a payment you will click “credit card payment” at the bottom of the screen. To proceed to the next cabin you will click “clone booking” at the bottom of the page.

***Make sure that all information on this page is correct.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Booking: 3K8X5M
Product: M527/10SEP25/004-EPS/MARY/SOU1-SOU2

POLAR ONLINE

BOOKING CONFIRMATION

Your booking is confirmed! Select the links below to make payments and changes.

SEND CONFIRMATION Confirmations can take 30 minutes to process Agent copy enhancements are being worked on, coming soon!

MY CUNARD Access the Travel Summary and Boarding Pass. Customer copy enhancements are being worked on, coming soon!

SUMMARIES

Travel Agent
Booking Agent MEGHAN LOVELY Member Number 8616762569
Agent Contact MEGHAN L To edit contact name, click BOOKING INFORMATION below.

Booking Summary
Booking 3K8X5M Status Booked Group TNJ Category EF Cabin 5001
Voyage M527 Ship MARY Sail Date 10SEP25 Route SOU1 - SOU2 Tour ID

Dining Status Summary
Status OY W/L Pos Seating O Table Size Table Request

PASSENGER INFORMATION

Pax	Suffix	First Name	Last Name	Home City	Gateway	Air	Cunard Care
1		MEGHAN	LOVELY	BOS		No	Standard
2		STEPHEN	LOVELY	BOS		No	Standard

BOOKING INFORMATION PRICING SUMMARY PASSENGER IMMIGRATION WAITLIST
COMMISSION DETAIL VOYAGE ITINERARY SPECIAL REQUESTS GIFTS APPLY FCCS AIR DETAILS
CREDIT CARD PAYMENT TRAVEL PACKAGES CLONE BOOKING BOOKING SEARCH / LIST

26. Once you click clone booking, you will want to repeat step 19-24 for each additional booking. Congratulations on creating your Cunard Cruise Line Group!

Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: groups@boardwalktravelagency.com
- Polar online → booking tools → booking help