



BOARDWALK TRAVEL

Seabourn Line Groups

Requirements

- Minimum: 5 suites/10 guests
- Maximum suite allotment
 - o For Seabourn Quest and Seabourn Sojourn: 40 suites
 - o For Seabourn Encore and Seabourn Ovation: 60 suites
 - o For Seabourn Venture and Seabourn Pursuit: 25 suites

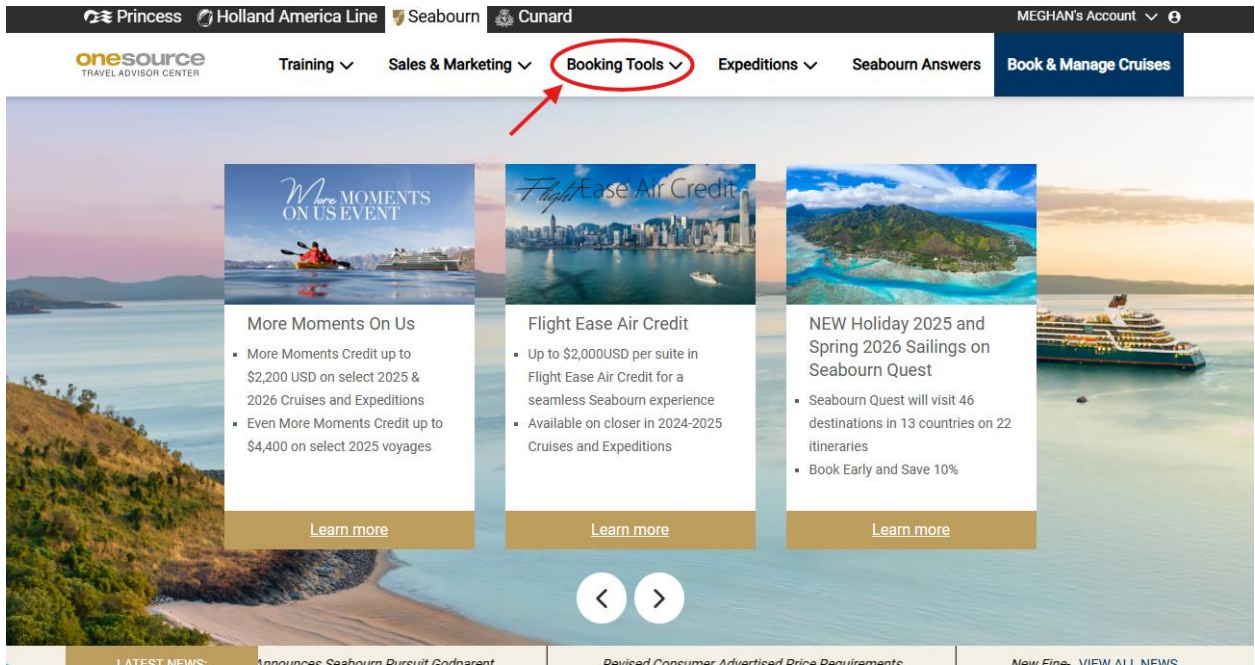
Important Information

- No deposit required to hold an allocation of suites for groups up to 10 suites
- For groups of 11+ suites, a \$50 deposit per suite will be required
- Upon request groups can receive a complimentary cocktail party, including a visit from a Seabourn officer to welcome the group
- Only one group departure per ship per month per agency
- Tour conductor credit: 1 credit for every 9 guests

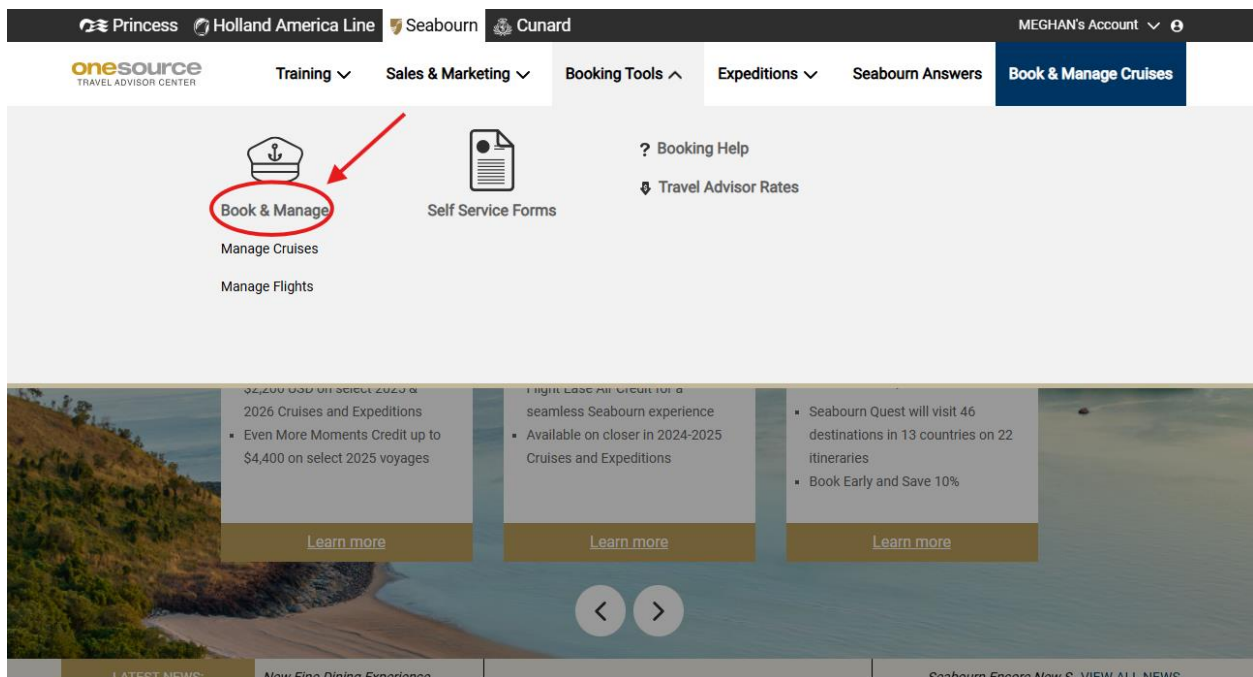


How to book a group on onsource.com

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.
Seabourn Cruise 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
Accessible via the "Owner" type account.
BANK PAYMENTS
MAKE PAYMENTS MANAGE ACCOUNTS
FUTURE CRUISE DEPOSITS & GOODWILL CREDITS
FUTURE CRUISE CREDIT LIST

POLAR Online is available in the following languages:
English
French Canadian - Français (Canada)
German - Deutsch
Spanish - Español
Dutch - Nederlands

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.

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
undefined
Red indicates required information
Sail Date (01 Jan 25) [text input]
Ship [dropdown]
Add Cruisetour [No] [dropdown]
SUBMIT

CREATE GROUP BY VOYAGE NUMBER
undefined
Red indicates required information
Voyage Number [text input] ?
Add Cruisetour [No] [dropdown]
SUBMIT

GROUP TERMS & CONDITIONS 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: 7567/14SEP25/007-EMS/ENCORE/DBY1-ATH1 [Deck Plans & Itinerary](#) **POLARONLINE**

GROUP ALLOTMENT SELECTION RAGT - ACON - PBR5
Provide Group Information and Select Group Allotment RAGT-0065I PRESS ENTER TO ADD GROUP

GROUP INFORMATION

Red indicates required information

Group Name BOARDWALK TRAVEL AGENCY **Number of Berths Selected** 10

Agency Group Contact: **First Name** MEGHAN **Total Maximum Berths Allowed**

Last Name LOVELY

Group TNJ **Nights** 7

Currency USD

INVENTORY

Using EVEN numbers, indicate the number of berths per category up to the maximum number indicated in the Maximum Lower Berths column. A MINIMUM of 10 berths is required. For groups of up to 20 berths, no deposit is required to hold the allocation. For groups of 22 berths or greater, a deposit of \$50 per suite is due within 30 days of the group open date.

Category	Price per Lower Berth	Maximum Lower Berths	Number of Berths
V4 Balcony	6,810	4	<input type="text"/>
V3 Balcony	6,610	10	<input type="text" value="5"/>
V2 Balcony	6,210	6	<input type="text" value="5"/>

BACK **SAVE & CONTINUE**
GROUP TERMS & CONDITIONS



- Next you will come to the group details page, you will want to select the affinity group type under the group and voyage information. If you want the group to dine together, you will need to cross reference booking to “yes”. 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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 [Deck Plans & Itinerary](#) **POLARONLINE**

GROUP DETAILS RCGT - CC0N - PBR5
CC0N-0012I RECORD ADDED

Complete Group Details, fax Group Reports, and determine where Cruise Documents are to be delivered.

GROUP AND VOYAGE INFORMATION

Make selections and click SUBMIT.

Group Name: BOARDWALK TRAVEL AGENCY

Red indicates required information

Voyage: 7567

Group Number: TNJ Nights: 7

Booking Agent: MEGHAN LOVELY

Currency: USD

Affinity Type: Family

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

Group Opened: 10AUG24

Multi Agency: No

Recap (Y):

CANCEL GROUP

To save changes, click SUBMIT

GROUP AMENITIES

This shows any amenity promotions associated with the group. Participating travel professional partners must sell enough suites to earn the first tour conductor berth and make final payment on the qualifying bookings in order to earn ship board credit and bonus commission amenities.

Amenities: LG2

Tour Conductor Ratio: 10

EMAIL / FAX REPORTS

Select report to be emailed or faxed.

Email / Fax Number: BOARDWALKTRAVELAGENCY@

RECALL DATES

1. 17APR25 **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.

SELECT A CRUISE LINE

To begin, choose the cruise line for this transaction.
Seabourn Cruise 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
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FUTURE CRUISE DEPOSITS & GOODWILL CREDITS
FUTURE CRUISE CREDIT LIST

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German - Deutsch
Spanish - Español
Dutch - Nederlands

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

GROUP SEARCH

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

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
SUBMIT

REQUEST BY DATE AND SHIP
Red indicates required information
Sail Date (01.Jan25)
Ship
SUBMIT

LIST OF GROUPS BY SHIP
Enter a Start Date and End Date with a Ship Name
Red indicates required information
Start Date (01.Jan25) End Date
Ship
SUBMIT

GROUP TERMS & CONDITIONS RESET



9. 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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 Deck Plans & Itinerary POLARONLINE

GROUP DETAILS

To make changes, click MODIFY. RGT - DCON - PBRs

PRINT Print this page in a printer and fax friendly format.

GROUP AND VOYAGE INFORMATION

Group Name: BOARDWALK TRAVEL AGENCY

Voyage: 7567
Group Number: TNJ Nights 7
Booking Agent: MEGHAN LOVELY
Currency: USD
Affinity Type: Family
Cross-reference Bookings: No Learn about TWIDs
Group Opened: 10AUG24
Multi Agency: No

GROUP AMENITIES

Amenities: LG2
Tour Conductor Ratio: 10

EMAIL / FAX REPORTS

Last Report Emailed / Faxed

Email / Fax Number: BOARDWALKTRAVELAGENCY@GMAIL.COM
Report

MODIFY

RECALL DATES

- 17APR25
- 16JUN25
- WAIVED

BACK MODIFY FINANCIAL TOTALS FINANCIAL HISTORY DISPLAY ALLOTMENTS
BOOK NOW GROUP PRICING DETAIL BOOKING LIST GROUP BOOKING'S INFORMATION

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.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

ships are as inspiring to the senses as the places they explore. Built for diverse environments - to PC6 ice-strengthened hull standards - our state-of-the-art ship was designed with Seabourn guests in mind...extraordinary guests looking for out of the ordinary experiences.

CRUISE SEARCH

Red indicates required information

Add Offer Code: No

Home City: BOS

Air: No Status

Gateway

Voyage Number: 7567

Date (01Jan25)

Ship

Stateroom Type: Balcony and Veranda Suites

Occupancy: 2

Destination

Nights

SEARCH BY DATE
SEARCH BY PRICE Destination Required

SEABOURN EXPEDITION SEARCH

Red indicates required information

Add Offer Code: No

Home City

Date (01Jan25)

Voyage Number: 7567

Ship

Occupancy: 2

SEARCH

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.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

POLARONLINE

SEARCH RESULTS ?

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

Voyage Selection

Ship	ENCORE	ENCORE	ENCORE	ENCORE	ENCORE	ENCORE
Departure Date	31AUG25	07SEP25	07SEP25	14SEP25	14SEP25	14SEP25
Nights & Product	21 Europe Mediterranean XR	14 Europe Mediterranean XR	21 Europe Mediterranean XR	7 Europe Mediterranean XR	14 Europe Mediterranean XR	21 Europe Mediterranean XR
Voyage Itinerary	VIEW	VIEW	VIEW	VIEW	VIEW	VIEW
Dining Availability	1C2C	1C2C	1C2C	1W2W	1C2C	1C2C
Voyage Number	7563B	7566A	7566B	7567	7567A	7567B
Route	ATH-ATH	DBV-ATH	DBV-IST	DBV-ATH	DBV-IST	DBV-ATH
New Groups	0 Points	0 Points	0 Points	0 Points	0 Points	0 Points
Category, Berths, Availability	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 C PG3 W V43 V23 V23 V13 SV W RB3 W OB3 W	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 W PG3 W V43 V23 V23 V13 W SV W RB3 W OB3 W	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 W PG3 W V43 V23 V23 V13 W SV W RB3 W OB3 W	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 W PG3 W V43 V23 V23 V13 W SV W RB3 W OB3 W	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 W PG3 W V43 V23 V23 V13 W SV W RB3 W OB3 W	GR4 W WG3 W SS3 W O23 W O13 W PS3 W PH3 W PG3 W V43 V23 V23 V13 W SV W RB3 W OB3 W

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

[CATEGORY DESCRIPTIONS](#)



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

Language: English

FARE SELECTION PREVIOUS NEXT

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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 [Deck Plans & Itinerary](#) POLARONLINE

OB3 Balcony C 6,599* NQ1

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

NQ1 USD - MORE MOMENTS ON US EVENT

AVAILABILITY INFORMATION

Dining: Trad: 1W2W Open A

Land Availability 0

Upper Berths Available

Min Infant Age 6 Months

6 Months - 2 Years Available

3 Years - 12 Years Available

13 Years - 17 Years Available

Voyage Comments 120 DAY CANCELLATION STRUCTURE ETIAS OR VISA REQUIRED-SCHENGEN AREA

Auto-Add: [?](#)

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

[FARE COMPARISONS](#) [VOYAGE ITINERARY](#) [CATEGORY DESCRIPTIONS](#)

Product: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 [Deck Plans & Itinerary](#) POLARONLINE

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

FARE COMPARISONS

ROLF - AVAL - PBRS

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. [PREVIOUS](#) [NEXT](#)

Include expired promos

Select	Promo	Expiration Date	Description	Advisory
<input type="checkbox"/>	TNJ		BOARDWALK TRAVEL AGENCY	
<input type="checkbox"/>	NH1	31DEC25	USD - VALUE FARES	
<input type="checkbox"/>	NQ1	03SEP24	USD - MORE MOMENTS ON US EVENT	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

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

ADDITIONAL FARES



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: 756714SEP25/007-EMS/ENCORE/DBV1-ATH1 [Deck Plans & Itinerary](#) **POLARONLINE**

OB3 Balcony C 6,599* NQ1

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
NQ1 USD - MORE MOMENTS ON US EVENT

AVAILABILITY INFORMATION

Dining: Trad: 1W2W Open A

Land Availability 0

Upper Berths Available

Min Infant Age 6 Months

6 Months - 2 Years Available

3 Years - 12 Years Available

13 Years - 17 Years Available

Voyage Comments 120 DAY CANCELLATION
STRUCTURE ETIAS OR VISA
REQUIRED-SCHENGEN AREA

Auto-Add:

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

[FARE COMPARISONS](#) [VOYAGE ITINERARY](#) [CATEGORY DESCRIPTIONS](#)



15. You will then select if you want to add vacation protection and transfers. Once you select these you will click save and continue

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: 7567/14SEP25/007-EMSI/ENCORE/DBV1-ATH1 Deck Plans & Itinerary POLARONLINE

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

PRICING DETAIL

Review passenger pricing details including FCCs, Onboard Credits and Commissions. You can now add a hotel package by clicking "TRAVEL PACKAGES"

PRINT Print this page in a printer and fax friendly format. Customer copy enhancements are being worked on, coming soon!

PASSENGER DETAILS

Add or remove SeabournShield & Transfers. Category V2 Group TNJ

PAX	Age	Home City	Air	Gateway	SeabournShield	Transfer	Promo	Included
1	Adult	BOS	No		None	No		LG2 NS1
2	Adult	BOS	No		None	No		LG2 NS1

SUBMIT CHANGES

OFFER CODE

Enter your client's Offer Code (if applicable)

Add or Delete Offer Code (1234567890) [] [] [] [] [] SUBMIT

PASSENGER PRICING

Currency USD

	Passenger 1	Passenger 2	Passenger 3	Passenger 4	Passenger 5	Total
Fare	6,209.00	6,209.00				12,418.00
Air *						

BACK FCC'S **SAVE & CONTINUE** RESET

VOYAGE ITINERARY TRAVEL PACKAGES

16. 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.

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: 7567/14SEP25/007-EMSI/ENCORE/DBV1-ATH1 Deck Plans & Itinerary POLARONLINE

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

SUGGESTED UP-SELL

Move your client to a higher category! Increase your client's satisfaction and your agency's commissions! This step is optional. RDIF-0562 NO UPGRADES FOR A CATEGORY

UP-SELL OPTIONS

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

Categories to Up-Sell
Current Category: V2 6,209.00

BACK **SAVE & CONTINUE** RESET

CATEGORY DESCRIPTIONS



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

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 [Deck Plans & Itinerary](#) **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"/> V2 907	FORE STAR 300 sq ft	TWIN OR QUEEN		
<input type="checkbox"/> V2 906	FORE PORT 300 sq ft	TWIN OR QUEEN		CONNECTS TO V2 908
<input type="checkbox"/> V2 905	FORE STAR 300 sq ft	TWIN OR QUEEN		
<input type="checkbox"/> V2 904	FORE PORT 300 sq ft	TWIN OR QUEEN		
<input type="checkbox"/> V2 614	FORE PORT 300 sq ft	TWIN OR QUEEN		
<input type="checkbox"/> V2 821	MID STAR 300 sq ft	TWIN OR QUEEN		CONNECTS TO V2 819
<input type="checkbox"/> V2 912	FORE PORT 300 sq ft	TWIN OR QUEEN W/SOFA		
<input type="checkbox"/> V2 917	MID STAR 300 sq ft	TWIN OR QUEEN		
<input type="checkbox"/> V2 903	FORE STAR 260 sq ft	TWIN OR QUEEN		CONNECTS TO O2 901
<input type="checkbox"/> V2 GUARANTEE				
<input type="checkbox"/> V2 GUARANTEE				
<input type="checkbox"/> V2 GUARANTEE				

If selecting a guarantee cabin, bedding and cabin configuration can not be specified.

ACCESSIBLE CABIN REQUEST

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

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

SUITE LIST



18. 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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 Deck Plans & Itinerary POLARONLINE

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

CABIN LIST

Please select desired cabin. *A* denotes accessible cabin.

RDLM - AVAL - PBRS

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: V2

614-3 821-3 902-3 903-3 904-3 905-3 906-3

907-3 912-3 917-3

ACCESSIBLE CABIN REQUEST

Search for accessible cabins. Accessible Cabin Booking Requirements

BACK SAVE & CONTINUE RESET

19. 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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 Deck Plans & Itinerary POLARONLINE

TRAVEL PROFESSIONAL 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	Member #	Home City	Air	Birth Date (01Jan2009)	SeabournShield
1	<input type="text"/>	BOS	No	<input type="text"/>	None
2	<input type="text"/>	BOS	No	<input type="text"/>	None
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Passenger	Title	First Name	Middle Name	Last Name	Suffix	Gender	Age
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Adult
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Adult
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BACK BOOK NOW RESET



20. 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 Seabourn 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

[Click to Chat](#) POLARONLINE

PASSENGER SEARCH

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

PASSENGER SEARCH

You can search by Member Number or Phone Number

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

(1234567890) [SEARCH](#) [NEW PASSENGER](#)

Option #2: Search by Phone Number.

(661-555-1212) [SEARCH](#)

Option #3: Search by Email Address.

[SEARCH](#)

[BACK](#) [RESET](#)



21. 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

Click to Chat POLARONLINE

PASSENGER SEARCH

RDTX - DPPX - PFPD
RDTX-0007I ENTER REQUIRED INFORMATION

Choose one of the search methods below to find a passenger.

PASSENGER SEARCH

You can search by Member Number or Phone Number

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

Option #2: Search by Phone Number
(661-555-1212) [SEARCH]

Option #3: Search by Email Address
[SEARCH]

[BACK] [RESET]

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Click to Chat POLARONLINE

PASSENGER LIST

RDTY - DPPX - PFPD
RDTY-0004I END OF FILE REACHED

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.

PASSENGERS

PREVIOUS NEXT

Designate passenger numbers, then click SELECT PASSENGERS.

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

[SELECT PASSENGERS] [NEW PASSENGER]

[BACK] [RESET]



22. 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"/>
ZIP Code / Post Code	<input type="text"/>
Country	<input type="text"/>
E-mail	<input type="text"/>
Phone	<input type="text"/>

BACK RESET



23. 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: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 POLARONLINE

2	Mr	STEPHEN	LOVELY	Male	Adult
3					
4					
5					

DINING & BEDDING

Red indicates required information

Dining Request

Seating Request

Table Size

Ship Bed

BOOKING INFORMATION

Select your Upgrade Option

Upgrade Decline About Upgrade ?

Passenger Contact Phone

Voyage Information

Category V2

Cabin 902

Group TNJ

DINING / TRAVEL WITH ID (TWID)

Use a Travel with ID (TWID) to cross reference bookings

Create a New TWID

Enter an Existing TWID

BACK BOOK NOW RESET



24. 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: **CGVDMX**
Product: 7567/14SEP25/007-EMS/ENCORE/DBV1-ATH1 ? Deck Plans & Itinerary **POLARONLINE**

BOOKING CONFIRMATION RCBD - CBOK - PBR5
Your booking is confirmed! Select the links below to make payments and changes.

SEND CONFIRMATION Delivery can take 30 mins. See Help file for info ?
Agent copy enhancements are being worked on, coming soon! Customer copy enhancements are being worked on, coming soon!

SUMMARIES

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

Booking Summary

Booking	CGVDMX	Status	Booked	Group	TNJ	Category	V2	Cabin	902
Voyage	7567	Ship	ENCORE	Sail Date	14SEP25	ADA Category	?	Route	DBV1 - ATH1
Tour ID									

Dining Status Summary ?

Status	OY	Seating	Open Seating	Table Size					
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PASSENGER INFORMATION

Pax	Suffix	First Name	Last Name	Home City	Gateway	Air	SeabournShield

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

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

Additional Resources:

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