



**Brilliant
For You**

**BOOKING GROUPS WITH
Circles**



FirstMates.com

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How to book a Circle

[Video tutorial](#)

Step 1

Once you have logged into FirstMates.com, click on the red "Book" tab.

The screenshot shows the 'Book' tab selected in the top navigation bar. The main content area is titled 'VOYAGES' and includes a 'Booking' section. Under 'Additional Booking Information', there is a 'Language' dropdown and an 'Adults' counter set to 2. Below this, there is a section for adding repeat sailors with two rows for 'Adult #1' and 'Adult #2'. Each row has fields for Club Account, First Name, Last Name, Gender (M/F), Age, and Sailor Type (REGULAR).

Step 2

You will then click what looks like the front of a ship on the upper left-hand corner to display the Main Menu. Select "New Circle."

The screenshot shows the 'Main Menu' dropdown menu open in the top left corner. The menu items are: New Booking, Find Booking, Show Recent History, Find Circle, New Circle, and New Delegate. The 'New Circle' option is highlighted. The background shows the 'Additional Booking Information' section from the previous step.

Step 3

Create your Circles Name and use the dropdown to select your Circle Type (Affinity). Then click "Continue" at the bottom of the screen.

The screenshot shows the 'Circle Booking' form. It has a 'Circle Name' text field, a 'Circle Type' dropdown menu, a 'Circle Coordinator' search field, a 'Currency' dropdown set to 'USD', and an 'All Group ID' text field. There are 'Delete' and 'Clear' buttons at the bottom right of the form.

Step 4

A pop-up will confirm that your Circle has been created. Click "Close."

The screenshot shows a confirmation pop-up window titled 'Information'. The message inside says 'Circle #5613 is created successfully.' There is a 'Close' button at the bottom of the pop-up.

Step 5

Now select your voyage date.

The screenshot shows the 'Find Voyages' search interface. It includes a sidebar with navigation options like 'Cabins', 'Hotels', and 'Onboard Activities'. The main search area has a 'Find Voyages' button and a 'GO' button. Below this, there are several filter sections: 'Adults' (set to 2), 'Brand' (set to SC Scarlet Lady), 'Ship' (set to SC Scarlet Lady), 'Month' (set to December), 'Year' (set to 2023), 'Destination' (set to Dominican Daze), 'Port From' (set to Miami), 'Port To' (set to Miami), 'From' (set to 12/01/2023), 'To' (set to 12/31/2023), 'Trip Duration' (set to 2-3 Days), 'Duration Min.' and 'Duration Max.' fields, and 'Promotion' and 'Reserve Type' dropdowns. A 'Search Voyages' button is at the bottom right. Below the search filters, there is a section titled 'Select the voyage you prefer from the list below' with a table of results.

Step 6

Then select your voyage from the results of that date.

The screenshot shows the search results page for Voyages. It features a table with the following columns: Voyage#, Ship, Voyage Name, Port From, Departure Date, Port To, End Date, Price per Room, and Promotion. The table lists several voyage options, each with a 'Book Early Save Now! Limited Time Savings' badge. The first row is for voyage SC2312039NCZ on the Scarlet Lady ship, departing from Miami on Sun, Dec 03, 2023, at 7:00 PM, with a price per room of USD \$ 1,464. Other rows include voyages to Dominican Daze, Fire and Sunset Sotres, and Riviera Maya.

Step 7

Since you have chosen the voyage, you will now choose the cabins and suites for your allotment. First, choose the occupancy per cabin and click "Apply."

The screenshot shows the 'Circle Booking' interface for voyage 5613. It displays a table of available cabin categories with columns for Code, Cabin Category, Effective Date, Allotment, Reserve Type, Promotion, Capacity, Occupancy, Avail., and Price. The 'Occupancy per Cabin' is set to 3. An 'Apply' button is highlighted in yellow. Below the table, there are sections for 'Mega RockStar Quarters', 'RockStar Quarters', 'Sea Terrace', 'Sea View', and 'Insider', each with a 'Show Available Categories' button and associated pricing information.

Step 8

Select the cabin category and the amount of these cabins for your Circle, then select "Continue."

The screenshot shows the 'Circle Booking' interface for voyage 6470. It displays a table of available cabin categories with columns for Code, Cabin Category, Effective Date, Allotment, Reserve Type, Promotion, Capacity, Occupancy, Avail., and Price. The 'Occupancy per Cabin' is set to 2. An 'Apply' button is highlighted in yellow. Below the table, there are sections for 'Mega RockStar Quarters', 'RockStar Quarters', 'Sea Terrace', 'Sea View', and 'Insider', each with a 'Show Available Categories' button and associated pricing information. A table of selected cabins is shown at the bottom, with columns for Code, Cabin Category, Price per Room, Total Price, and # of Cabins. The selected cabins include XL Sea Terrace, Central Sea Terrace, The Sea Terrace, and Lid View Sea Terrace.

Step 9

Once you click "Save Request" your occupancy per cabin will show 2 Sailors each.

The screenshot shows the 'Circle Booking' interface for Circle #5613. The 'Occupancy per Cabin' field is highlighted in yellow and set to '2+'. Below the table, there are sections for 'Mega RockStar Quarters', 'RockStar Quarters', 'Sea Terrace', and 'Sea View', each with a 'Show Available Categories' button.

Code	Cabin Category	Effective Date	Allotment	Reserve Type	Promotion	Capacity	Occupancy	Avail.	Price
TR	The Sea Terrace	Jul 27, 2022 10:42:33 AM			Book Early Save Now! Sailor Loot, Limited Time Savings	4	3	10	USD \$ 26,910

Step 10

You may now select other cabins with your new occupancy per cabin total. You are now able to select multiple cabin or suite types, so long as they are the same occupancy per cabin. Once you have made your selections, click "Save Requests."

The screenshot shows the 'Circle Booking' interface with multiple cabin selections. The 'Occupancy per Cabin' field is still set to '2+'. The 'Save Requests' button is highlighted in yellow. The table below shows the selected cabins.

Code	Cabin Category	Effective Date	Allotment	Reserve Type	Promotion	Capacity	Occupancy	Avail.	Price
SB	Brilliant Suite				Book Early Save Now!	4	2	5	USD \$ 24,645
SS	Seriously Suite				Book Early Save Now! Exclusive \$100 Sailor Loot	2	2	10	USD \$ 37,140
TR	The Sea Terrace	Jul 27, 2022 10:42:33 AM			Book Early Save Now! Sailor Loot, Limited Time Savings	4	3	10	USD \$ 26,910

Step 11

A pop-up window will confirm that your requests were stored successfully. Click "Close."

The screenshot shows the 'Circle Booking' interface with a confirmation pop-up window that says 'Changes to Circle #5613 were stored successfully.' The 'Save Requests' button is visible at the bottom of the interface.

Step 12

You'll be taken to the Review Circle Summary page, where you can see all of your allotments.

The screenshot shows the 'Review Circle' summary page for Circle #5613. It displays the circle name, status, agency, and a table of ship requests.

Code	Category Name	Upgraded	Reserve Type	Occupancy	Qty.	Avail.
SB	Brilliant Suite			2	5	5
SS	Seriously Suite			2	10	10
TR	The Sea Terrace			3	10	10

How to add cabins to a Circle

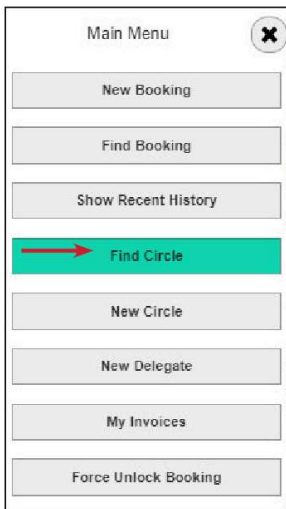
Adding a delegate who does not have an existing booking to a Circle:

Step 1

Create a New Delegate. This Sailor is asking to join an established Circle but they do not have an existing booking.

Step 2

Once in Seaware, click the Vessel/ship icon on top and select Find Circle from the ship menu in the upper-left corner.



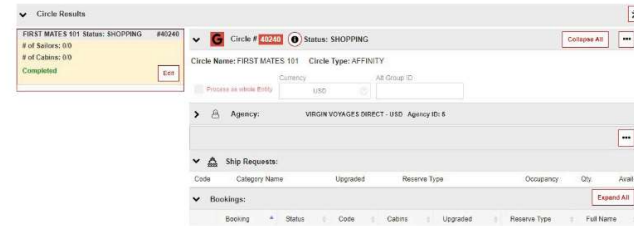
Step 3

Search for the existing Circle using the Circle Number, Circle Name, or sail dates. Click Search.

The image shows the 'Find Circle' search form with fields for Circle #, Status, Agency, Circle Name, Circle Type, Ship, Port From, Port To, Package Type, Delegate #, and Sail Date From/To. A search button is visible.

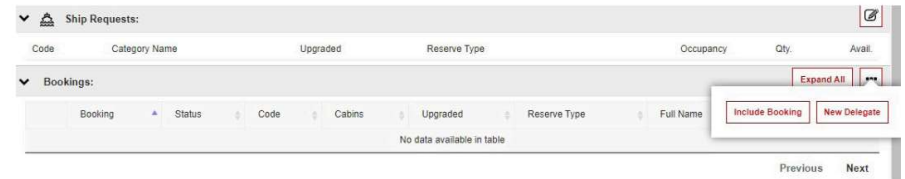
Step 4

From the search results, click Edit on the Circle you're looking for.



Step 5

From the Bookings ribbon, click the three-dot menu and select New Delegate.



Step 6

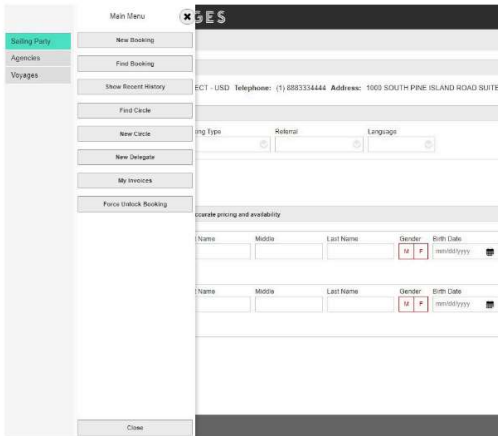
Follow standard booking flow and collect payment.

How to include a booking in a Circle

Adding an existing booking to your Circle

Step 1

Once in Seaware, click the Vessel/ship icon on top and select Find Circle from the ship menu in the upper left corner.



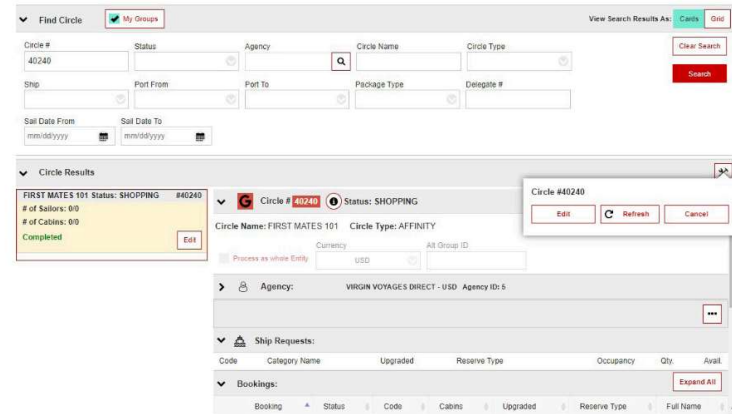
Step 2

Search for the existing Circle using the Circle Number, Circle Name or sail dates. Click Search.



Step 3

From the search results, click Edit on the Circle you're looking for.



Step 4

From the Bookings ribbon, click the three-dot menu and select "Include Booking".



Step 5

A window will pop-up. Select the bookings you wish to add to your Circle and click continue.

