



# BOARDWALK TRAVEL

## Virgin Voyages Groups

### Requirements

- Minimum of 10 cabins
- Maximum of 150 sailors

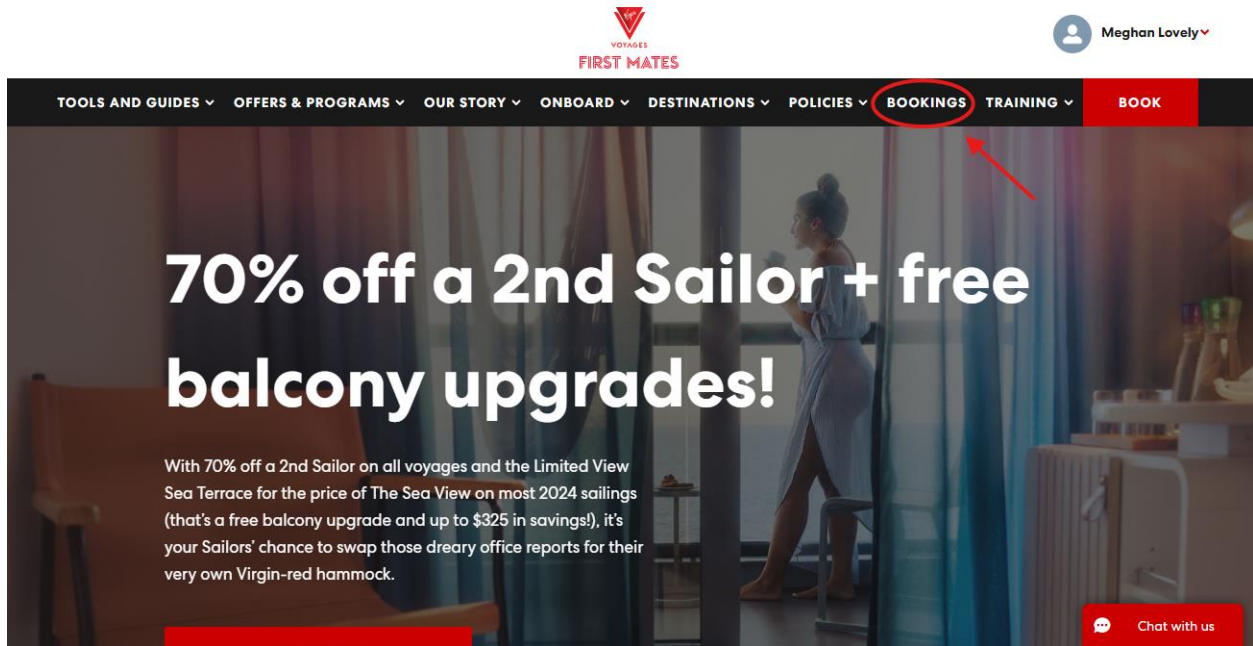
### Important Information

- Groups are referred to as “circles”
- Onboard credit are referred to as “sailor loot”
- Group benefits are not established until 120 days and all rooms are paid in full
- The shell of the circle needs to have the first person in each cabin named with deposit within 30 days of creation
- There is no double occupancy requirement, as long as the cabins are fulfilled to make a group
- Contracted group you can only make payments on a single card (cannot do payments on different cards)
- Affinity groups you can make individual payments
- The “lets go book link” can only be done with individual reservations. If you already have the group shell you have to do the reservations yourself. Once you have 10 cabins, you’ll call sailor services to turn those reservations into a group. \*\*\*if you do this then it still qualifies for group benefits\*\*\*
- The circles team at Virgin Voyages can work to get the whole group on the same shore excursion
- If the group drops below the 10-cabin minimum you will lose the group benefits
- Group benefits are provided 120 days before sailing

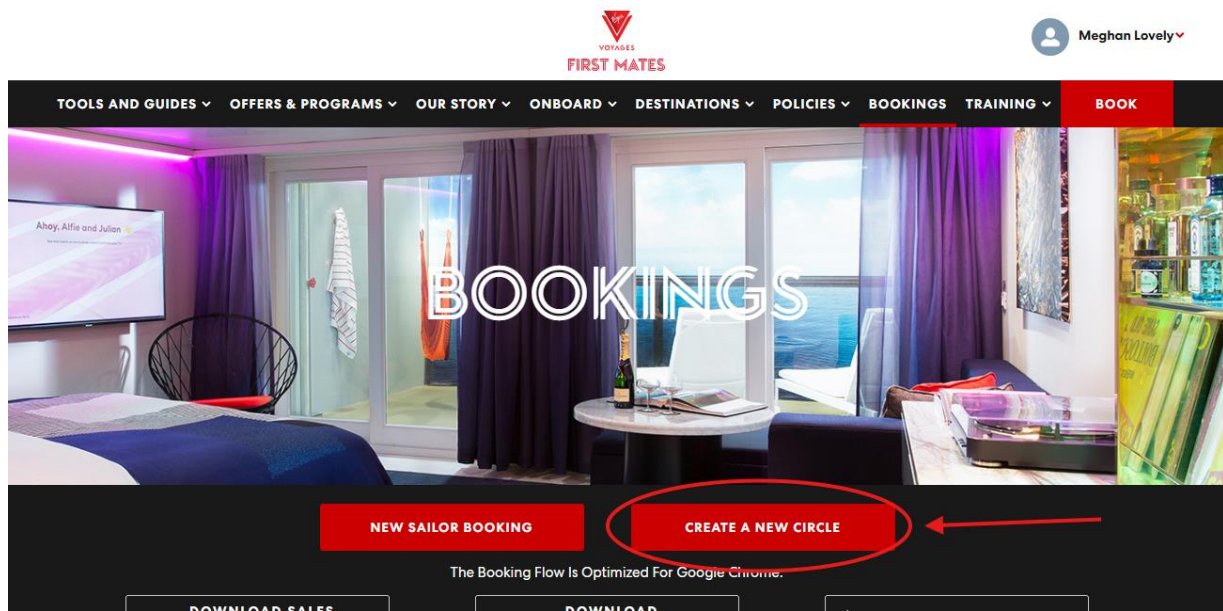


## How to book a group on firstmates.com

1. On the main page after logging in, you will click on “bookings” on the top of the right-hand side of the page



2. Next you will book the cabins individually as you would a regular individual reservation





- Next, you will want to fill out the circle name and select the circle type. After you fill both these out you will scroll to the bottom of the page and select “continue.”

The screenshot shows the 'Circle Booking' page. At the top, there is a navigation bar with 'BOOK' highlighted in red. Below the navigation bar, the user is logged in as 'MEGZ102187@GMAIL.COM'. The main content area is titled 'Circle Booking' and contains a form with the following fields:

- Circle Name \*
- Circle Type \* (dropdown menu)
- Circle Coordinator (text input with a search icon)
- Currency (dropdown menu, currently set to USD)
- Alt Group ID (text input)

- On the next page, you will search for the itinerary. If you are not sure of the full details, you can select the destination, port, and month/year then search for the itinerary.





The screenshot shows the 'Find Voyages' search page. The user is logged in as 'MEGZ102187@GMAIL.COM'. The main content area is titled 'Find Voyages' and contains a search form with the following fields:

- Brand (dropdown menu)
- Ship (dropdown menu)
- Month (dropdown menu, currently set to October)
- Year (dropdown menu, currently set to 2025)
- Destination (dropdown menu, currently set to CARIBBEAN)
- Port From (dropdown menu, currently set to MIA Miami)
- Port To (dropdown menu)
- From (calendar icon, currently set to 10/01/2025)
- To (calendar icon, currently set to 10/31/2025)
- Trip Duration (radio buttons for 2-5 Days, 6-9 Days, 10+ Days; 6-9 Days is selected)
- Duration Min. (text input, currently set to 6)
- Duration Max. (text input, currently set to 9)
- Promotion (dropdown menu)
- Reserve Type (dropdown menu)
- Pkg.Classification Code (dropdown menu)
- Enforce Category Occupancy (checkbox, checked)

At the bottom of the form, there are buttons for 'Clear' and 'Search Voyages'.



- Once you select “search voyages” it will provide you with a list of all the available voyages for that time frame. The price per room will also be reflected as well.


44668 | Circle Booking  Editing  Discard  

Circle **Voyages** Cabins Hotels Shore Things Onboard Activities Addons Voyage Protection Spec.Requests Review Circle

> Find Voyages Refine Search Voyage#  GO ...


Select the voyage you prefer from the list below Grid Calendar Tiles

Show 10 entries Filter

	Voyage#	Ship	Voyage Name	Port From	Departure Date	Port To	End Date	Price per Room	Promotion
<input type="checkbox"/>	 SC2510317NMX	<a href="#">Scarlet Lady</a>	<a href="#">Honduras, Mexico &amp; Bahamas</a>	Miami	Fri, Oct 31, 2025, 5:00 PM	Miami	Fri, Nov 07, 2025, 6:30 AM	USD \$ 4,940	<a href="#">Affinity Group Loot, Limited Time Offer</a>

- Once you find a sailing that fits the group, you will want to select it and click continue

Show 10 entries Filter

	Voyage#	Ship	Voyage Name	Port From	Departure Date	Port To	End Date	Price per Room	Promotion
<input checked="" type="checkbox"/>	 SC2510317NMX	<a href="#">Scarlet Lady</a>	<a href="#">Honduras, Mexico &amp; Bahamas</a>	Miami	Fri, Oct 31, 2025, 5:00 PM	Miami	Fri, Nov 07, 2025, 6:30 AM	USD \$ 4,940	<a href="#">Affinity Group Loot, Limited Time Offer</a>

Showing 1 of 1 of 1 entries First Previous 1 Next Last

Back Continue



# BOARDWALK TRAVEL

- Once you select continue, the next page will show you the cabins available. It is here that you will want to select how many staterooms that you will need (just a reminder, a circle requires a minimum of 10 cabins).


This page also offers a lot of information. It tells you how many cabins are available, the occupancy of the room, the promotion type, the total price per cabin, and the # of cabins that you will select.

Circle Voyages **Cabins** Hotels Shore Things Onboard Activities Addons Voyage Protection Spec.Requests Review Circle


Voyage#	Ship	Voyage Name	Duration	Departure	Arrival
SC2510317NMX	Scarlet Lady	Honduras, Mexico & Bahamas	6d 14h	Fri, Oct 31, 2025, 5:00 PM, Miami	Fri, Nov 07, 2025, 6:30 AM, Miami

> **Current Cabins** **Circle Booking Code #44769** ⓘ Total # of Sailors: 0 Avail. Cabins: 0 Selected: 0 Total Price: **USD \$ 0.00**

Promotion Allotment  Reserved  Occupancy per Cabin   Enforce Category Occupancy

 **Sea Terrace** Price From: USD \$ 4,940 Selected: 0 Total Price: USD \$ 0.00

				Default Promotions	Price per Room	Total Price	# of Cabins
<b>TC</b>	Central Sea Terrace	20+	3	Affinity Group Loot, Limited Time Offer	<input checked="" type="checkbox"/> USD \$ 4,940		<input type="text" value="0"/>





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- Once you select the number of cabins the page will update according to the number of cabins you selected. It will provide you with the total price of all cabins at the top of the page. It also will allow you to adjust the occupancy as well. Once you confirm that you have select the amount of cabins you will need and the occupancy you will want to click continue at the bottom right hand side of the screen.

Circle Voyages **Cabins** Hotels Shore Things Onboard Activities Addons Voyage Protection Spec.Requests Review Circle

Voyage#	Ship	Voyage Name	Duration	Departure	Arrival
SC2510317NMX	Scarlet Lady	Honduras, Mexico & Bahamas	6d 14h	Fri, Oct 31, 2025, 5:00 PM, Miami	Fri, Nov 07, 2025, 6:30 AM, Miami

Current Cabins Circle Booking Code #44769 Total # of Sailors: 20 Avail. Cabins: 10 Selected: 10 Total Price: **USD \$ 49,400**

Promotion Allotment Reserved Occupancy per Cabin **2** Enforce Category Occupancy Apply Clear

Sea Terrace Price From: USD \$ 4,940 Selected: 10 Total Price: USD \$ 49,400

TC	Central Sea Terrace	20+	3	Affinity Group Loot, Limited Time Offer	USD \$ 4,940	USD \$ 49,400	10
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- Next you will be brought to the review page. Here you will want to confirm that all information on the page is correct

44769 | Circle Booking Editing Discard

Circle Voyages Cabins Hotels Shore Things Onboard Activities Addons Voyage Protection Spec.Requests **Review Circle**

Circle Amount Due: USD \$ 49,400

Circle # 44769 Status: OFFER Collapse All

Circle Name: MEGHAN LOVELY Circle Type: AFFINITY

Process as whole Entity Currency: USD Alt Group ID

Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Total # of Cabins: 10 Total # of Sailors: 20

Ship Requests:

Code	Category Name	Upgraded	Reserve Type	Occupancy	Qty.	Avail.
TC	Central Sea Terrace			2	10	10

Bookings: Expand All

Booking	Status	Code	Cabins	Upgraded	Reserve Type	Full Name
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10. Once you confirm everything is correct you will scroll down to the bottom of the page. Here you will be able to have things added such as, special requests, gratuities, shore things, etc. If the sail date is over a year away the shore things, onboard activities, etc. may not be available to add yet.

Booking	Status	Code	Cabins	Upgraded	Reserve Type	Full Name			
No data available in table									
								Previous	Next
>		<b>Voyage Protection:</b>	Nothing Booked						
>		<b>Special Requests:</b>	Nothing Booked						
>		<b>Addons:</b>							
	Add-on Code	Add-on Name	Delivery From	Delivery To	Qty.	Avail.			
	<b>CREDIT</b>								
	GRATUITIES	Gratuities	Oct 31, 2025	Nov 7, 2025	20	20			
	<b>PROMOTIONAL</b>								
	SL 100 (PR)	Sailor Loot \$100 (PR)	Oct 31, 2025	Nov 7, 2025	10	10			
>		<b>Shore Things:</b>	Nothing Booked						
>		<b>Onboard Activities:</b>	Nothing Booked						
>		<b>Eateries:</b>	Nothing Booked						
>		<b>Hotel Requests:</b>	Nothing Booked						



11. To add sailors to the group you are going to go to the section where it says "bookings". To the right of this will be three dots. You want to click those three dots

Circle # 44770 Status: OFFER

Circle Name: MEGHAN LOVELY-TEST Circle Type: AFFINITY

Process as whole Entity Currency: USD Alt Group ID

Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Total # of Cabins: 10 Total # of Sailors: 20

Ship Requests:

**Bookings:** Expand All

Booking	Status	Code	Cabins	Upgraded	Reserve Type	Full Name
No data available in table						

Previous Next

Voyage Protection: Nothing Booked

Special Requests: Nothing Booked

Addons:

Add-on Code	Add-on Name	Delivery From	Delivery To	Qty.	Avail.
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12. When you click those three dots you will get two options: include booking or new delegate. You will want to click new delegate.

Circle # 44770 Status: OFFER

Circle Name: MEGHAN LOVELY-TEST Circle Type: AFFINITY

Process as whole Entity Currency: USD Alt Group ID

Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Total # of Cabins: 10 Total # of Sailors: 20

Ship Requests:

**Bookings:** Expand All

Booking	Status	Code	Cabins	Upgraded	Reserve Type	Full Name
No data available in table						

Previous Next

Voyage Protection: Nothing Booked

Special Requests: Nothing Booked

Addons:

Add-on Code	Add-on Name	Delivery From	Delivery To	Qty.	Avail.
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13. The next screen that pops up is the rooms that you have previously chosen. You will want to select the room category that you are assigning the delegate to. After you select the room category you are going to click create delegate.

TOOLS AND GUIDES ▾ OFFERS & PROGRAMS ▾ OUR STORY ▾ ONBOARD ▾ DESTINATIONS ▾ POLICIES ▾ BOOKINGS TRAINING ▾ **BOOK**

Create Delegate for Group ID 44769

1 Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami

	Code	Category Name	Upgraded	Cabin #	Reserve Type	Occupancy	Qty.	Used	Avail.
<input type="checkbox"/>	TC	Central Sea Terrace		GTY		2	10		10

Back Create Delegate



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14. Once you click create delegate, it will bring you to the individual booking page. This is where you are going to add sailor 1 and sailor 2. To add each sailor, you are going to click on the pencil and notepad on the right hand side under the sailor row.

NEW | Booking [Circle # 44769](#) Discard ✕ 🛒

Sailing Party Voyages Cabins Sailors Air Voyage Protection Spec.Requests Addons Shore Things Onboard Activities Eateries Hotels **Summary**

**Booking** Amount Due: USD \$ 4,940

> Booking # **NEW** First Mate Ref# ✎ Status: SHOPPING 📄 Circle # 44769 INT-AGENT Collapse All ⋮

> Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721 ⋮ ✎

> Sailors: Adults: 2 ⋮ ✎ ✎

① Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Sailors: 1,2

▼ Total # of Cabins: 1 ⋮ ✎

Code	Category Name	Capacity	Reserve Type	Cabins	Occupancy	Sailors
TC	Central Sea Terrace	2		<span>🔒</span> <span>📄</span> 14150A	2	1,2

> Air: Nothing Booked ✎

> Voyage Protection: Nothing Booked ✎

> Special Requests: Nothing Booked ✎

▼ Addons: ✎



15. Once you click the pencil and notepad, it'll bring you to the page to enter sailor 1 and 2. You will want to fill out the information as it pertains to each client. After filling out the client information for sailor 1 you are going to click next at the bottom of the screen. You will want to fill out the same information for sailor 2 as well

Adult #1
Adult #2
+ Add Sailor
...

🔍 Find Sailor
📄 Client Info
Delete Sailor
Clear All

Title	First Name *	Middle	Last Name *	Suffix	Gender	Birth Date	Age
Mrs	meghan		lovely		Male Female Other	10/21/1987	38

Client Type: REGULAR

Citizenship	Place of Birth	Country of Birth	Email	Intl. Code	Telephone	Telephone Type
US United States		US United States				HOME

SMS Can Contact

Country	Address	Address line 2	Postal Code	City	State

Mailing  Shipping

- > Household
- > Guest Telephones
- > Guest Addresses
- > Document Information

16. Once you fill out sailor 2 information you are going to click "save & continue" at the bottom of the screen. This will bring you back to the individual booking. To see the sailors in the room number that they were assigned to you will click on the row where it says "sailors". This will provide a drop-down list of all the sailors in that room.

Sailing Party Voyages Cabins Sailors Air Voyage Protection Spec.Requests Addons Shore Things Onboard Activities Eateries Hotels **Summary**

Booking
Amount Due: USD \$ 4,940

> Booking # **NEW** First Mate Ref# - 📄 Status: SHOPPING 📄 Circle # 44769 INT-AGENT Collapse All ...

> 🏢 Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721 ... 📄

▼ 👤 Sailors: Adults: 2 ... 📄

	Sailor Type	Client ID	Full Name	Gender	Birth Date	Age	Email	Intl. Code	Telephone	Client Type	Cabin #	Voyage	Air Out	Air Return	Class of Servi
1	Adult	REGULAR -35846130	meghan lovely	Female	██████	38				REGULAR	14150A	1			
2	Adult	REGULAR -35846132	██████	Male	██████	36				REGULAR	14150A	1			

🔔 Voyage#: SC2510317NMX Ship: Scarlet Lady  
 Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
 Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
 Sailors: 1,2

▼ 🏠 Total # of Cabins: 1 ... 📄

Code	Category Name	Capacity	Reserve Type	Cabins	Occupancy	Sailors
TC	Central Sea Terrace	2		🔒 14150A	2	1,2



17. To edit a sailor or their information you will click the pencil and notepad on the right-hand side of the screen. This will bring you back to the sailor information.

Sailing Party Voyages Cabins Sailors Air Voyage Protection Spec.Requests Addons Shore Things Onboard Activities Eateries Hotels Summary

Booking Amount Due: USD \$ 4,940

Booking # **NEW** First Mate Ref# -- Status: SHOPPING Circle # 44769 INT-AGENT Collapse All

Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721

Sailors: Adults: 2

	Sailor	Client	Full	Gender	Birth	Age	Email	Intl.	Telephone	Client	Cabin	Voyage	Air	Air	Class
	Type	ID	Name		Date			Code		Type	#		Out	Return	of
															Servi
1	Adult	REGULAR	-35846130	meghan lovely	Female	██████	38			REGULAR	14150A	1			
2	Adult	REGULAR	-35846132	stephen lovely	Male	██████	36			REGULAR	14150A	1			

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Sailors: 1,2

Total # of Cabins: 1

Code	Category Name	Capacity	Reserve Type	Cabins	Occupancy	Sailors
TC	Central Sea Terrace	2		14150A	2	1,2

18. Once all sailor information is entered. You will scroll to the bottom of the screen and select either pay now or store.

1	Adult	REGULAR	-35846130	meghan lovely	Female	Oct 21 1987	38			REGULAR	14150A	1			
2	Adult	REGULAR	-35846132	stephen lovely	Male	Sep 27 1989	36			REGULAR	14150A	1			

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Sailors: 1,2

Total # of Cabins: 1

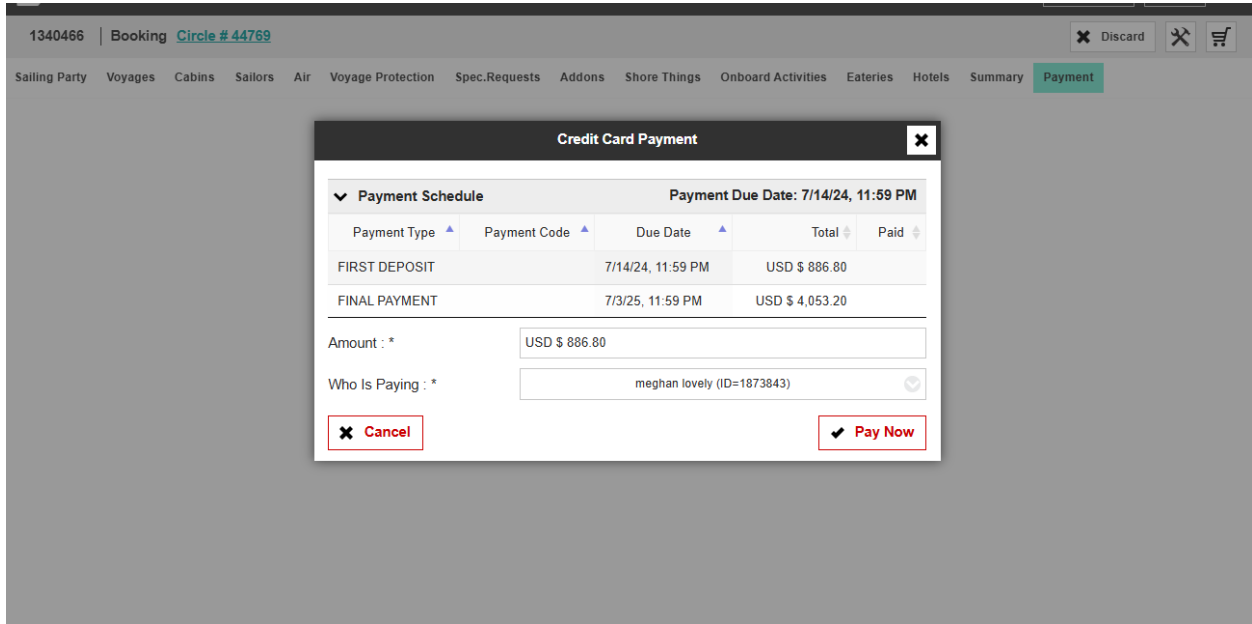
Code	Category Name	Capacity	Reserve Type	Cabins	Occupancy	Sailors
TC	Central Sea Terrace	2		14150A	2	1,2

Air: Nothing Booked

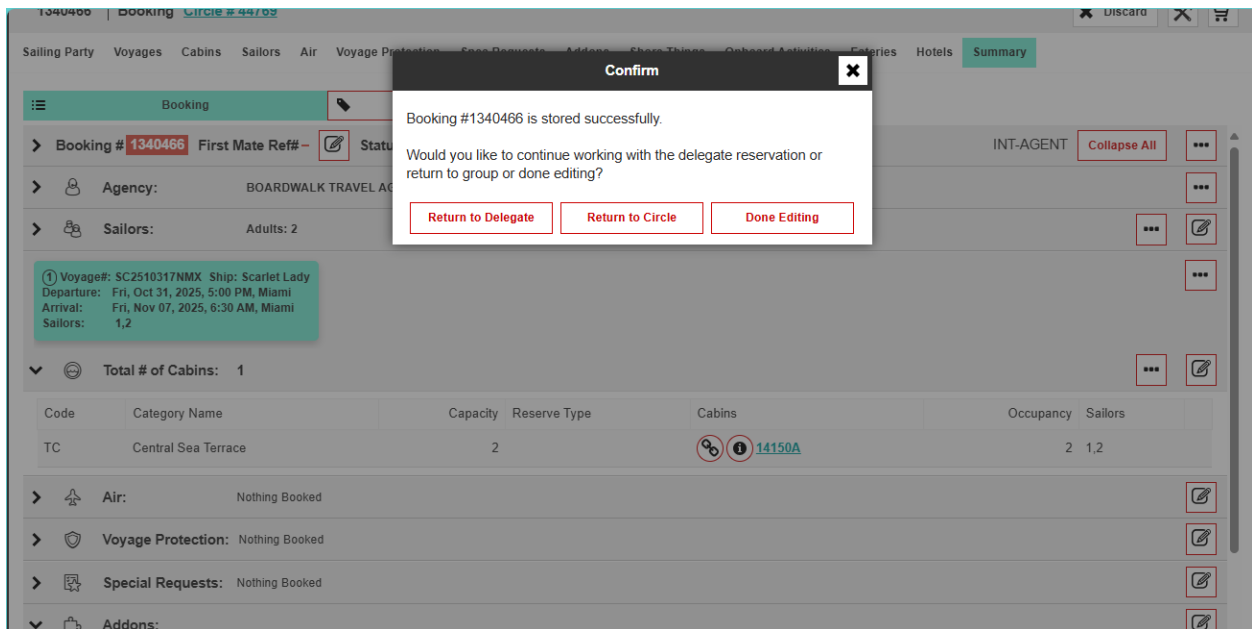
Store Pay Now



19. If you select pay now, it will prompt you to pay the deposit. On this screen it will give you the amount that is currently due and it will also show you the payment schedule with the payment due date of the deposit.



20. If you chose to skip the pay now option and select store it will store the booking. This will provide a popup of options that you can proceed with next. Once you are done with the cabin booking and it is stored successfully, you will click “return to circle”.





21. Once you click return to circle it will bring you back to your circle booking. You will now see that booking under the bookings row. Note how the booking # is different from the circle #. This is because this is an individual booking within the group. If you need to edit the booking a cabin at any time you will want to click “edit” next to the sailor name and it will bring you back to the individual booking to edit the information.

Circle Amount Due: USD \$ 49,400

Circle # **44769** Status: OFFER Collapse All

Circle Name: MEGHAN LOVELY Circle Type: AFFINITY

Process as whole Entity  Currency  Alt Group ID

Agency: BOARDWALK TRAVEL AGENCY Agency ID: 15721

Voyage#: SC2510317NMX Ship: Scarlet Lady  
Departure: Fri, Oct 31, 2025, 5:00 PM, Miami  
Arrival: Fri, Nov 07, 2025, 6:30 AM, Miami  
Total # of Cabins: 10 Total # of Sailors: 20

Ship Requests:

Code	Category Name	Upgraded	Reserve Type	Occupancy	Qty.	Avail.
TC	Central Sea Terrace			2	10	9

Bookings: Expand All

Booking	Status	Code	Cabins	Upgraded	Reserve Type	Full Name		
1340466	OF	TC	14150A			meghan lovely	Edit	Cancel Detach

Previous 1 Next

22. You will complete steps 11 to 21 to add each cabin to the group booking. Once all the bookings are entered and paid for the status will change from “offer” to booked. Congratulations on booking your circle!

### Additional Resources:

- Boardwalk Travel Agency Facebook Group
- Boardwalk Travel Agency Groups email: [groups@boardwalktravelagency.com](mailto:groups@boardwalktravelagency.com)
- Firstmates.com