MSC Book

Quick Group Booking user guide







QUICK O	K OVERVIEW ALL PR		. PROMOTIONS INDIVIDUAL F		RESERVATION GROUPS RESER		MANAGE BOO	KING
GROUPS R In this section	ESERVATION you can search all you	r group reservations by us	ing the related filters					
Group ID		Group Name		Departure Date	Range	Ship		
Group ID		Group Name		06/12/2018	10/12/2018	Ship		-
Group Ree	<u>quest Form</u>						SEE RESU	ILTS
GROUP RE	SULTS							
STATUS 🖵	GROUP ID 🔶	GROUP NAME 🖵	DEPARTURE DATE 🖵	EXP. DATE 🖵		DEST 🗸	SHIP 🗸	
OPT	231630	MSC Cruises SA	11/24/2018		Miami	Caribbean, Cuba And Antilles	MSC Seaside	OPEN
OPT	238398	MSC Cruises SA	10/20/2018		Miami	Caribbean, Cuba And Antilles	MSC Seaside	OPEN

Group Reservation tab overview

- Manage Group reservations directly from the Homepage
- Request a Group through the Group Request form link
- 1. Enter your search criteria and then press "SEE RESULTS".
- 2. Click "OPEN" in order to display the desired booking.







MSC

Group Booking

inerany United States	lamaica Cavm	an Island	tinerary	Recomm	ended items	Add to your cruise		
	,,,							
CARIBBEAN, CUBA AN ANTILLES	D Mian	nture: ni, Florida,	06/29/2019	Miami, Fl	lorida, 07/06/2019	MSC SEASIDE	7Nights	
RUISE ITINERARY								
lay Date Port		Arrival	Departure				USA	Alberto Const.
at 6/29/2019 Miami, Flor	da		7:00 PM				3222.	CALL OF COMPANY
un 6/30/2019 At Sea								Balance
fon 7/1/2019 Ocho Rios,	amaica	9:00 AM	5:00 PM				COLUMN Corrections	
ue 7/2/2019 George To	m, Cayman Islands	8:00 AM	4:00 PM				Heating Caribben for Car	540.805
Ved 7/3/2019 Cozumel, N	lexico	10:00 AM	6:00 PM					bertaica
nu //4/2019 ALSea	ham be	-	-					
at 7/6/2019 Miami, Ro	ida	7:00 AM						
roup Benefit								
lame:			Item desc	ription:				
iame: 1012/2013 \$25 Ship Board	Credit Cabin		item deso \$25 per p	ription: erson Ship Board	l Credit Maximum on	e per cabin		
Name: 2012/2013 525 Ship Board ROUP BOOKING O	Credit Cabin		ltem desc \$25 per p	ription: erson Ship Board	l Credit Maximum on	e per cabin		
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lame. 012/2013 525 Ship Board ROUP BOOKING O' AYMENT TERMS Statua title Terms date: 2018-12-31	Credit Cabin /ERVIEW Amount paid: 51, ATION	,188.00 I	Item desc \$25 per p	ription: erson Ship Board	I Credit Maximum on	e per cabin		
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AND CONTRACT TRANS	Credit Cabin /ERVIEW /ERVIEW Amount paid: 51, ATION Booked: 1 Optio PEBETACE EDLA ALISCA EDLA	188.00 I Cont 3 CATEGORY B1 0.3	Item desc \$25 per p Be paid: (\$1,080 0000 2 4	rppon: erson Ship Board 1.00) AVAILABILITY 2 4	I Credit Maximum on	e per cabin Agent Enuil Address Agent Enuil Address Assayto STATEBOOK	Lubarar minini (Imaurupara Image States) 2 2	
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Cruise Summary

In this page is possible to visualize all info about the selected Group id:

- ✓ Itinerary Info
- ✓ Group items
- ✓ Group Benefit
- ✓ Payment terms info
- Allotment Information, how many cabins have been allocated on this specific group
- Allotment information, how many cabins are still available, already optioned and booked





Group Booking Overview – Allocation details

AYMENT TERM Status title Terms date: 2018-1:	S 2-31 Amount paid	k:\$1,188.00 ₿4	e paid: (\$1,088	.00)				
Allotment Total: 23	ORMATION							
LLOCATION DE	TAILS	Option: 3				Agent Email Address	salvatore.minieri@msccr	ociere. SEND
STATEROOM CATEGORY	EXPERIENCE	CATEGORY CODE	occ	AVAILABILITY	PRICE 1ST GUEST	ASSIGNED STATEROOM	GUARANTEED STATEROOM	INCLUDED ITEMS
BALCONY	BELLA	B1	2	2	\$1,126.83		2	•
BALCONY	AUREA	B3	4	4	\$1,676.83	4		
	BELLA	11	2	4	\$886.83		4	
INTERIOR								

- Check the status of all allocated cabins
- Check the cabins configuration (Experience, category, occupancy, availability, price, included items)
- ✓ Book the available cbns
- View and modify the cbns already booked







Group ID: 245647 Group Name: CRUISE PLANNERS - MEDINA 2019

GROUP BOOKING OVERVIEW > BOOK STATEROOMS

ALLOCATION	DETAILS					
Adult (18+)	Chi	ld (13 - 17)	Kids (2 -	12) Infant (0-1)	¥	_
STATEROOM	EROOMS 1 STATE	AVAILABLE	PRICE	ASSIGNED STATEROOM	Experience V GUARANTEED STATEROOM	SEARCH
BALCONY	BELLA	2	\$2,253.66	-	V CLICK TO ADD	
BALCONY	AUREA	3	\$3,353.66	CLICK TO ADD	· ·	
INTERIOR	BELLA	4	\$1,773.66	-	▼ CLICK TO ADD	•
INTERIOR	FANTASTICA	2	\$1,853.66	▼ CLICK TO ADD		^
BOOKING CAN	IDIDATES					
f you wish to add	a packaging item, p	please insert all mai	ndatory passenger in	formation		
CATEGORY	EXPERIENCE	occ.	PRICE T	PE ITEMS NUMBER		
BALCONY	AUREA	4	\$3,353.66 Assi State	gned room	SELECT STATEROOM GUES	T DETAILS
ACK					QUICK OPTION	CREATE WITH SERVICES

Book Cabins

- ✓ Book a new cabin
- Chose the cabin on interactive deckplan
- Insert passenger data
- Insert additional items
- ✓ Make a quick option
- 1. Pre-select the properties of your desired cabin(s) and press "SEARCH".
- 2. Pick the number of cabins to be booked and click "ADD CABINS".
- 3. Choose "SELECT CABIN" to choose a cabin number.
- 4. Enter "GUEST DETAILS" if applicable.
- 5. Click "CREATE WITH SERVICES" to book enrichment items.







GROUP BOOKING OVERVIEW > VIEW BOOKINGS

UPDA Update	TE PASSENGER DAT	A 🕖									
Step ③	1 - Download Passenger	Data	Step 2 - Upload F BROWSE	Passenger Data Passengers Data	File	Email	Address		• UPLOAD		
SEAR	CH GROUP BOOKIN	IGS									
Booki	ng Number			Status			•	Guest Na	ame		
State	room Category		٣								
□ s	elect/Deselect all	Recently	/ booked								RESULTS
5 ВООКІ	NGS						• -	Paid in full	e No payments	received 🔴 :	Canceled booking
	BOOKING NUMBER	STATUS	STATEROOM NUMBER	STATEROOM CATEGORY	EXP.	BOOKING DATE	NAME	GUEST	STATEROOM CATEGORY	AMOUNT PAID	NET BALANCE DUE
	30580587	OPT	15029	Assigned	AUREA	2018-11-07	TBAOnline	2	BALCONY	\$ 0	\$ 2884.46
	30578195	OPT	10184	Assigned	BELLA	2018-10-17	a	2	INTERIOR	\$ 0	\$ 1732.66
	30576422	OPT	15009	Assigned	AUREA	2018-10-05	mara zeno	2	BALCONY	\$ 0	\$ 3611.66
	30574849	BKD	15068	Assigned	FANTASTICA	2018-09-20	TESTA TEST	2	INTERIOR	\$ 0	\$ 1732.66
	30574663	OPT	9182	Assigned	BELLA	2018-09-19	TESTA TEST	2	INTERIOR	\$ 0	\$ 1732.66
BACK										ADD-ON M	ANAGEMENT

View Bookings section

- Update passengers data by filling the update passenger data form or by uploading an Excel file with all passengers information.
- Select one or more references in order to book additional items
- 1. You can see what items to add under "CATALOG ITEMS".
- 2. Choose the type and category of the item.
- 3. Click "ADD" for the desired service.
- 4. If applicable, choose the respective passengers in the pop-uå and continue with "CONFIRM".
- 5. The added items then show in the column of "BOOKED SERVICES"
- 6. Click "PROCEED TO CHECKOUT" to confirm the booking in the next step or to create an option.







Statero	om V	• Experience		٣	Passenger Name		SEARCH
STATU	S BOOKING NUMBER	STATEROOM CATEGORY	EXPERIENCE	GUEST	CABIN NUMBER	GUEST NAME AND LAST NAME	BOOKED SERVICES
ОРТ	30580587	BALCONY	AUREA	2	15029	✓ TBAOnline	AUREA - Best Deal
						Image: BAOnline	AUREA - Best Deal
OPT	30578195	INTERIOR	BELLA	2	10184	⊠a	BELLA - Good Deal DRINKS ON US ALL-INCLUSIVE SODA PACKAGE ADULT
						⊗ P	BELLA - Good Deal DRINKS ON US ALL-INCLUSIVE SODA PACKAGE ADULT

CATALOG ITEMS

S Exc	ursions X Food & Beve	rage 🖹 Spa	 Benefit in Cabin 	Other Services	II All
ITEM TYPE	ІТЕМ	APPLICABILITY	PRICE	INFO	
Excursion	CATAMARAN & STINGRAY CITY SANDBAR	Guest	Adult: \$40.00 PP Child: \$30.00 PP	۹	ADD
Excursion	DUNNUS RIVER FALLS EXPRESS	Guest	Adult: \$62.00 pp Child: \$43.00 pp	۹	ADD
Excursion	BAMBOO BEACH CLUB VIP PACKAGE	Guest	Adult: \$80.00 pp Child: \$70.00 pp	۹	ADD
BACK				PR	

Book additional items

- Add Excursions
- Add On board Packages
- The add on selection could be done reference by reference or in a massive way by selecting more cabins/pax



