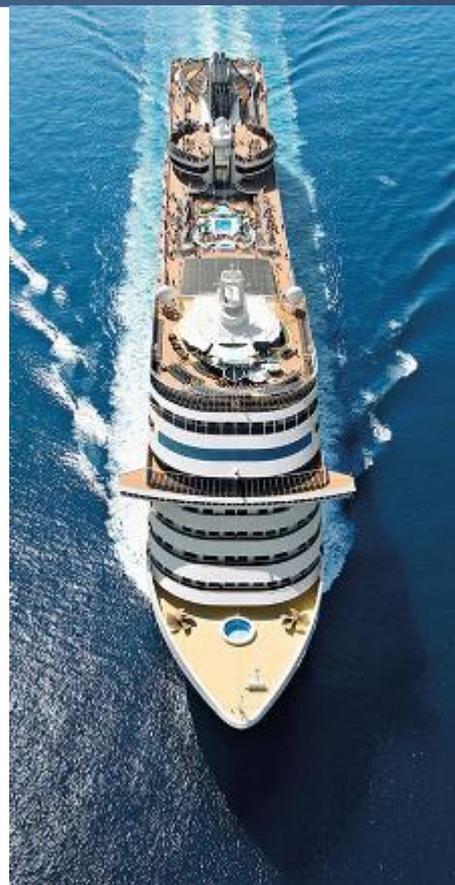


MSC Book

Quick Group Booking user guide



QUICK OVERVIEW

ALL PROMOTIONS

INDIVIDUAL RESERVATION

GROUPS RESERVATION

MANAGE BOOKING

GROUPS RESERVATION

In this section you can search all your group reservations by using the related filters

Group ID	Group Name	Departure Date Range		Ship
Group ID	Group Name	06/12/2018	10/12/2018	Ship ▼

 [Group Request Form](#)

SEE RESULTS

GROUP RESULTS

STATUS ▼	GROUP ID ▼	GROUP NAME ▼	DEPARTURE DATE ▼	EXP. DATE ▼	EMBARK ▼	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

In this section it is possible to:

- ✓ 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.



CRUISE SUMMARY

Group ID: 24547 Group Name: CRUISE PLANNERS - MEDINA 2019

Itinerary Recommended items Add to your cruise

Itinerary: United States, Jamaica, Cayman Islands, Mexico, Bahamas

Destination	Departure	Arrival	Ship	Duration
CARIBBEAN, CUBA AND ANTILLES	Miami, Florida, 06/29/2019	Miami, Florida, 07/06/2019	MSC SEASIDE	7Nights

CRUISE ITINERARY

Day	Date	Port	Arrival	Departure
Sat	6/29/2019	Miami, Florida	-	7:00 PM
Sun	6/30/2019	At Sea	-	-
Mon	7/1/2019	Ocho Rios, Jamaica	9:00 AM	5:00 PM
Tue	7/2/2019	George Town, Cayman Islands	8:00 AM	4:00 PM
Wed	7/3/2019	Coumstel, Mexico	10:00 AM	6:00 PM
Thu	7/4/2019	At Sea	-	-
Fri	7/5/2019	Nassau, Bahamas	9:00 AM	4:00 PM
Sat	7/6/2019	Miami, Florida	7:00 AM	-

Group Benefit

Name	Item description
2012/2013 \$25 Ship Board Credit Cabin	\$25 per person Ship Board Credit Maximum one per cabin

GROUP BOOKING OVERVIEW

PAYMENT TERMS

Status date: [redacted]

Terms date: 2018-12-31 Amount paid: \$1,188.00 To pay: \$1,088.00

ALLOTMENT INFORMATION

Allotment Total: 23

ALLOCATION DETAILS

Staterooms available: 12 Booked: 1 Options: 3 Agent Email Address: salvatore.morini@msccruises.com 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	-	
INTERIOR	BELLA	I1	2	4	\$886.83	-	4	▲
INTERIOR	FANTASTICA	I2	4	2	\$926.83	2	-	▲

BACK [Modify Group Inventory](#)

BOOK STATEROOMS **VIEW AND MODIFY BOOKINGS**

Single, Triple and Quad occupancy staterooms are on request. Please contact the Group Department at 1 800 666-9333 for current availability.

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

In this section it is possible to:

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

GROUP BOOKING OVERVIEW

PAYMENT TERMS

Status title

Terms date: 2018-12-31 Amount paid: \$1,188.00 Be paid: (\$1,088.00)

ALLOTMENT INFORMATION

Allotment Total: 23

ALLOCATION DETAILS

Staterooms available: 12 Booked: 1 Option: 3 Agent Email Address: salvatore.minieri@msccrociere.com [SEND](#)

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BALCONY	AUREA	B3	4	4	\$1,676.83	4	-	
INTERIOR	BELLA	I1	2	4	\$886.83	-	4	▲
INTERIOR	FANTASTICA	I2	4	2	\$926.83	2	-	▲

[BACK](#) [Modify Group Inventory](#)

[BOOK STATEROOMS](#) [VIEW AND MODIFY BOOKINGS](#)



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

GROUP BOOKING OVERVIEW > BOOK STATEROOMS

ALLOCATION DETAILS

Adult (18+)
 Child (13 - 17)
 Kids (2 - 12)
 Infant (0-1)

11 AVAILABLE STATEROOMS | 1 STATEROOM IN THE PROCESS OF BEING BOOKED AT THE MOMENT

Stateroom Category
 Experience

STATEROOM CATEGORY	EXPERIENCE	AVAILABLE STATEROOMS	PRICE	ASSIGNED STATEROOM	GUARANTEED STATEROOM	INCLUDED ITEMS
BALCONY	BELLA	2	\$2,253.66	-	<input type="text"/> <input type="button" value="CLICK TO ADD"/>	▲
BALCONY	AUREA	3	\$3,353.66	<input type="text"/> <input type="button" value="CLICK TO ADD"/>	-	
INTERIOR	BELLA	4	\$1,773.66	-	<input type="text"/> <input type="button" value="CLICK TO ADD"/>	▲
INTERIOR	FANTASTICA	2	\$1,853.66	<input type="text"/> <input type="button" value="CLICK TO ADD"/>	-	▲

BOOKING CANDIDATES

If you wish to add a packaging item, please insert all mandatory passenger information

STATEROOM CATEGORY	EXPERIENCE	OCC.	PRICE	STATEROOM TYPE	INCLUDED ITEMS	STATEROOM NUMBER	
BALCONY	AUREA	4	\$3,353.66	Assigned Stateroom			<input type="button" value="SELECT STATEROOM"/> <input type="button" value="GUEST DETAILS"/> <input type="button" value="TRASH"/>

Book Cabins

In this section it is possible to:

- ✓ 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

UPDATE PASSENGER DATA ⓘ

[Update passenger data](#)

Step 1 - Download Passenger Data

DOWNLOAD

Step 2 - Upload Passenger Data

BROWSE

UPLOAD

SEARCH GROUP BOOKINGS

Booking Number:

Status:

Guest Name:

Stateroom Category:

Select/Deselect all Recently booked

RESULTS

5 BOOKINGS

● = Paid in full ● = No payments received ● = Canceled booking

	BOOKING NUMBER	STATUS	STATEROOM NUMBER	STATEROOM CATEGORY	EXP.	BOOKING DATE	NAME	GUEST	STATEROOM CATEGORY	AMOUNT PAID	NET BALANCE DUE
<input checked="" type="checkbox"/>	30580587	OPT	15029	Assigned	AUREA	2018-11-07	TBAOnline	2	BALCONY	\$ 0	\$ 2884.46
<input checked="" type="checkbox"/>	30578195	OPT	10184	Assigned	BELLA	2018-10-17	a	2	INTERIOR	\$ 0	\$ 1732.66
<input type="checkbox"/>	30576422	OPT	15009	Assigned	AUREA	2018-10-05	maria zeno	2	BALCONY	\$ 0	\$ 3611.66
<input type="checkbox"/>	30574849	BKD	15068	Assigned	FANTASTICA	2018-09-20	TESTA TEST	2	INTERIOR	\$ 0	\$ 1732.66
<input type="checkbox"/>	30574663	OPT	9182	Assigned	BELLA	2018-09-19	TESTA TEST	2	INTERIOR	\$ 0	\$ 1732.66

BACK **ADD-ON MANAGEMENT**

View Bookings section

In this section it is possible to:

- ✓ 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.



HERE BELOW YOU CAN FIND ALL THE AVAILABLE PACKAGES THAT CAN BE ADDED ON SELECTED BOOKINGS

Stateroom Category: Experience: Passenger Name:

<input checked="" type="checkbox"/>	STATUS	BOOKING NUMBER	STATEROOM CATEGORY	EXPERIENCE	GUEST	CABIN NUMBER	GUEST NAME AND LAST NAME	BOOKED SERVICES
<input checked="" type="checkbox"/>	OPT	30580587	BALCONY	AUREA	2	15029	<input checked="" type="checkbox"/> TBAOnline	AUREA - Best Deal
							<input checked="" type="checkbox"/> TBAOnline	AUREA - Best Deal
<input checked="" type="checkbox"/>	OPT	30578195	INTERIOR	BELLA	2	10184	<input checked="" type="checkbox"/> a	BELLA - Good Deal DRINKS ON US ALL-INCLUSIVE SODA PACKAGE ADULT
							<input checked="" type="checkbox"/> b	BELLA - Good Deal DRINKS ON US ALL-INCLUSIVE SODA PACKAGE ADULT

Selected Cabins:2 | Selected Passengers:4

[Reset](#)

CATALOG ITEMS

Excursions
 Food & Beverage
 Spa
 Benefit in Cabin
 Other Services
 All

ITEM TYPE	ITEM	APPLICABILITY	PRICE	INFO	
Excursion	CATAMARAN & STINGRAY CITY SANGBAR	Guest	Adult: \$40.00 pp Child: \$30.00 pp	Q	<input type="button" value="ADD"/>
Excursion	DUNNIDS RIVER FALLS EXPRESS	Guest	Adult: \$62.00 pp Child: \$43.00 pp	Q	<input type="button" value="ADD"/>
Excursion	BAMBOO BEACH CLUB VIP PACKAGE	Guest	Adult: \$80.00 pp Child: \$70.00 pp	Q	<input type="button" value="ADD"/>

Book additional items

In this section it is possible to:

- ✓ 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

