

GOCCL NAVIGATOR: MANAGING YOUR FIT BOOKING

Quick Tips for Managing Your FIT Booking Using GoCCL Navigator

In the following instructional guide, you will understand how to:

- **Send a Booking Confirmation**
- **Add Special Requests**
- **Modify Selections for Rate Code, Category or Stateroom**
- **Add Extend Option**
- **Add Dining Cross Reference**
- **Review Cancellation Penalties and/or Cancel an FIT Booking**
- **Reactivate a Cancelled FIT Booking**
- **Add a Guest**
- **Cancel a Guest**
- **Add a Transfer**
- **Remove a Transfer**

Send a Booking Confirmation

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In (Figure 1).

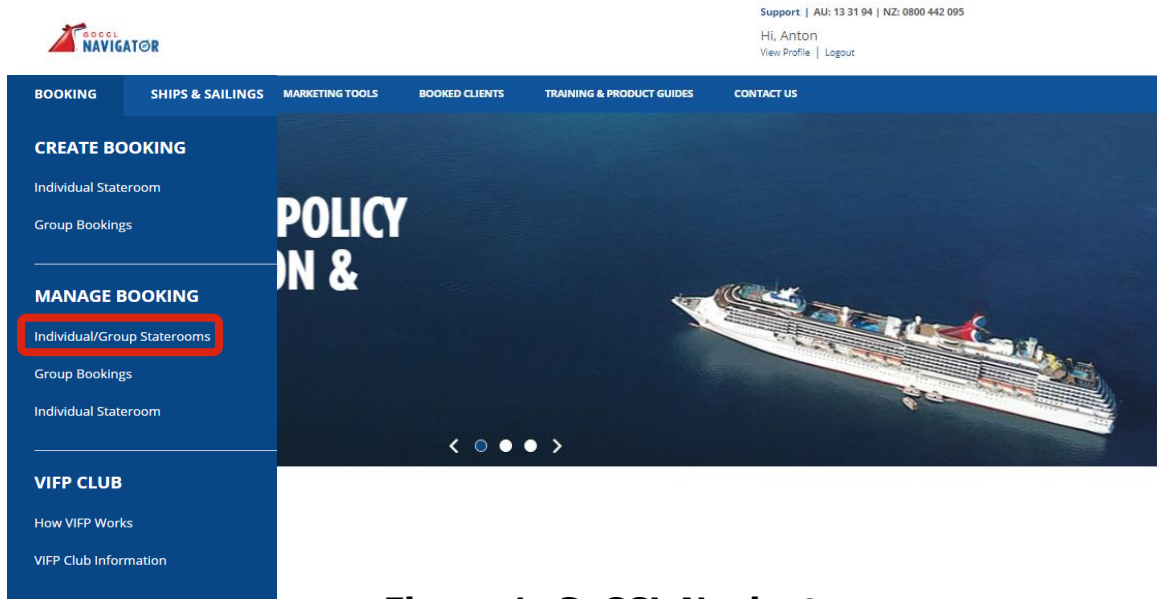


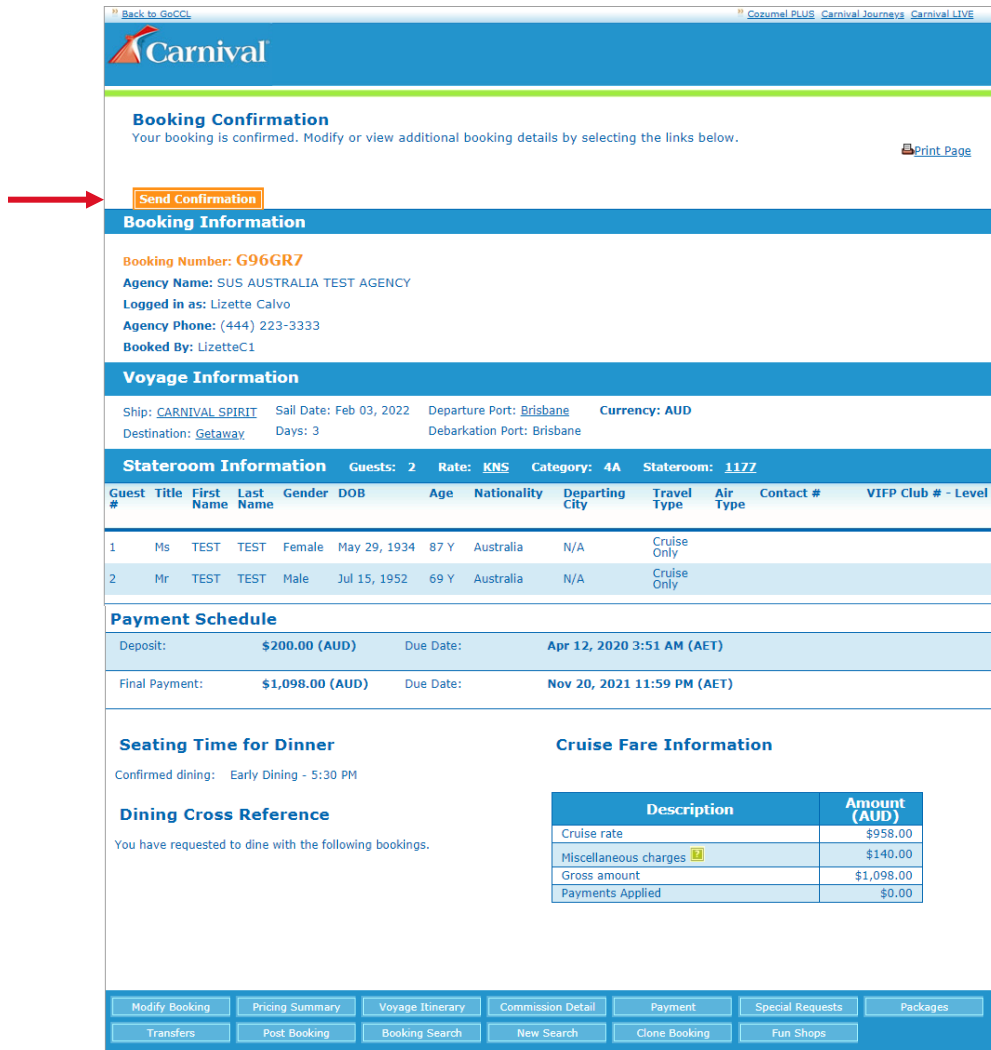
Figure 1: GoCCL Navigator

- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).

The screenshot shows the Carnival Search Booking Page. At the top, there are links: "Back to GoCCL", "Cozumel PLUS", "Carnival Journeys", and "Carnival LIVE". The page has a blue header with the Carnival logo. Below the header, there are two search sections. The first section is "Search by Booking Number" and includes a red asterisk indicating a required field, a label "Booking Number (Individual Stateroom or Group Stateroom)", a text input field, and a "Search" button. The second section is "Search by Guest Information" and includes labels for "Last Name", "First Name", and "Ship", each with a corresponding input field or dropdown menu, and a "Search" button.

Figure 2: Search Booking Page

3. Search for Booking: You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).



Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

Send Confirmation

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: [KNS](#) Category: 4A Stateroom: [1177](#)

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			


Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

Modify Booking Pricing Summary Voyage Itinerary Commission Detail Payment Special Requests Packages
 Transfers Post Booking Booking Search New Search Clone Booking Fun Shops

Figure 3: Booking Confirmation

4. Select Send Confirmation: Select the orange Send Confirmation button on the booking confirmation page (Figure 3).

Figure 4: Confirmations Request

5. Select from the list the available confirmation options for bookings. Current confirmation options are (Figure 4):
 - a. Agent Copy – Confirmation which includes agent’s commission details.
 - Can send a copy to the email address for the main agency and the email address for the GoCCL Profile
 - b. Guest Copy
 - Can send a copy to the email address for the main agency and the email address for the GoCCL Profile
 - In addition, can send a copy directly to guests by adding any email address here.
 - c. Then select Send Confirmation.

Add Special Requests

1. **Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
2. **Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
3. **Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: **KNS** Category: **4A** Stateroom: **117Z**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			


Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 5: Booking Confirmation Page

- 4. Add Special Requests:** Select special requests at the bottom of screen (Figure 5).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

[Print page](#)

Special Requests

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT **Sail Date:** Feb 03, 2022 **Departure Port:** Brisbane **Currency:** AUD
Destination: Getaway **Days:** 3 **Debarcation Port:** Brisbane

Stateroom Information

Guests: 2 **Rate:** KNS **Category:** 4A **Stateroom:** 1177

1 - TEST TEST

Medical

☐ WHEELCHAIR ASSISTANCE ☒ ☐ DIABETIC ☐ BLIND ☐ DEAF ☐ ALLERGIES ☐ PREGNANT LESS 24 FULL WKS ☐ SHARPS CONTAINER
☐ DIALYSIS ☐ OTHER ☐ WHEELCHAIR ☐ PREG MORE THAN 24 FULL WKS ☐ OXYGEN

Occasion

☐ HONEYMOON ☐ BIRTHDAY --N/A-- ☐ ANNIVERSARY --N/A--

2 - TEST TEST

Medical

☐ WHEELCHAIR ASSISTANCE ☒ ☐ DIABETIC ☐ BLIND ☐ DEAF ☐ ALLERGIES ☐ PREGNANT LESS 24 FULL WKS ☐ SHARPS CONTAINER
☐ DIALYSIS ☐ OTHER ☐ WHEELCHAIR ☐ PREG MORE THAN 24 FULL WKS ☐ OXYGEN

Occasion

☐ HONEYMOON ☐ BIRTHDAY --N/A-- ☐ ANNIVERSARY --N/A--

[Back](#) [Save & Continue](#)

Figure 6: Add Special Requests

5. Select Special Request to add

- a. On the special request page, select the items you wish to add (Figure 6):
 - i. Medical requests -
 - Wheelchair assistance
 - Diabetic
 - Blind
 - Deaf
 - Allergies
 - Pregnant Less than 24 weeks
 - Sharps Container
 - Dialysis
 - Other
 - Oxygen
 - ii. Occasion -
 - Honeymoon
 - Birthday

- Anniversary
- b. Then select the Save & Continue button.

[Back to GoCCL](#)
[Cozumel PLUS](#)
[Carnival Journeys](#)
[Carnival LIVE](#)

Review

Review the guest and pricing information

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom 1 Guests: **2** Rate: [KNS](#) Category: [4A](#) Stateroom: [1177](#)

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$479.00	\$479.00	\$958.00
Miscellaneous charges	\$70.00	\$70.00	\$140.00
Gross amount			\$1,098.00

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#)
[Confirm Changes](#)

Figure 7: Review Page

6. Review Booking Changes: Review the changes made to the booking and select Confirm Changes (Figure 7).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Booking Contains Special Requests

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: [KNS](#) Category: [4A](#) Stateroom: [1177](#)

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

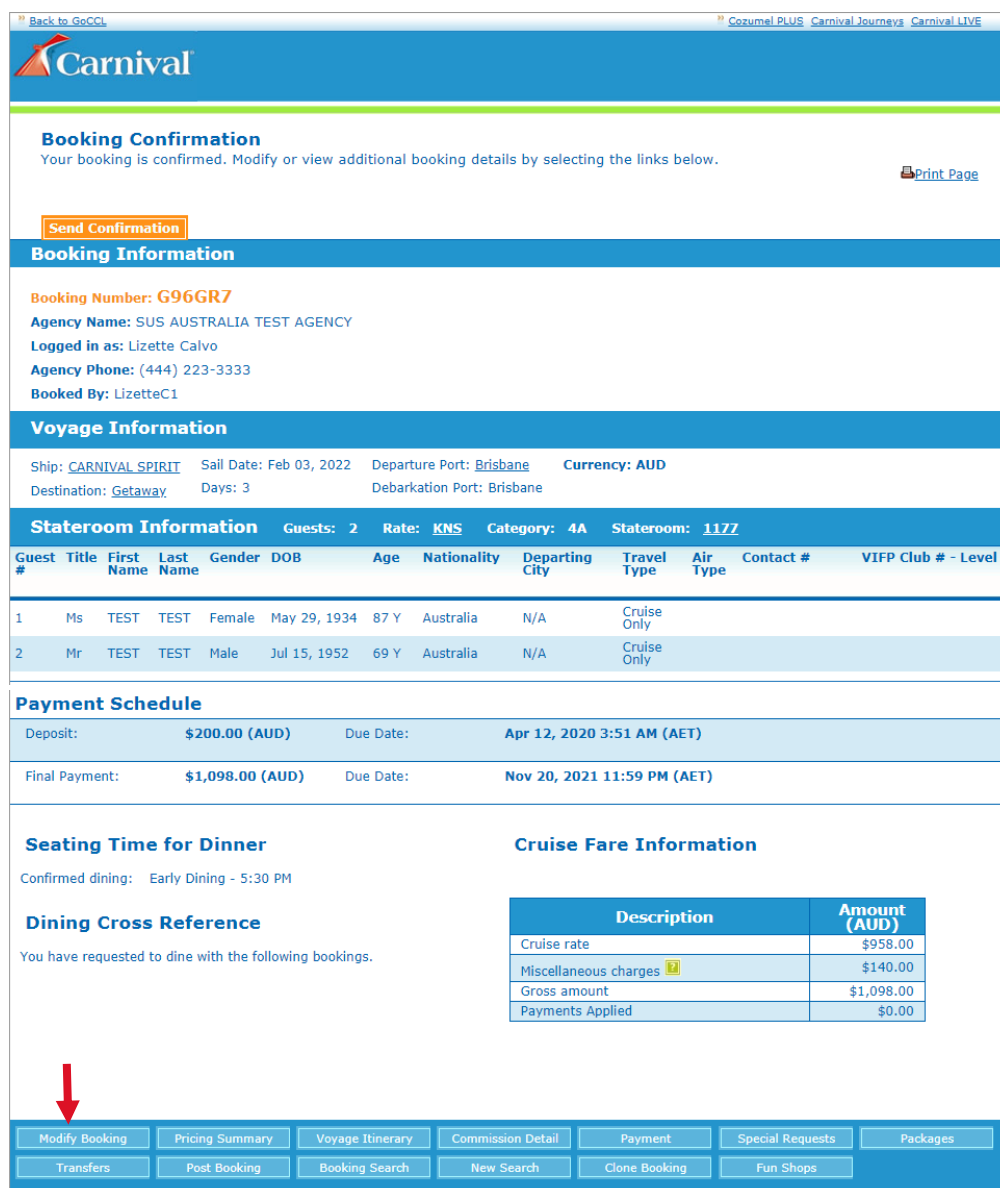
Figure 8: Booking Confirmation

- 7. Updated Booking Confirmation:** Booking Confirmation will be updated and will display a message indicating that special requests have been added to this particular booking (Figure 8).

Modify Selections for Rate Code, Category or Stateroom

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).

3. Search for Booking: You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).



Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information
 Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: [KNS](#) Category: [4A](#) Stateroom: [1177](#)

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			


Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 9: Booking Confirmation Page

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 9).

Modify Booking

Modify your booking by selecting one of the options listed below

* Required

[Print Page](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT **Sail Date:** Feb 03, 2022 **Departure Port:** Brisbane **Currency:** AUD
Destination: Getaway **Days:** 3 **Debarcation Port:** Brisbane

Stateroom Information

Guests: 2 **Rate:** KNS **Category:** 4A **Stateroom:** 1177

Modify Options

[Select Item To Change](#) ▼
Guest Information

Guest 1

VIFP Club Number VIFP Club # Lookup
(AKA Past Guest #)
 * **Title** * **First Name** * **Last Name** * **Gender** * **DOB** * **Age** * **Nationality**
 Ms TEST TEST Female May 29 1934 87 years Australia
 * **Contact #** **Air**
 Country + Area + Number No
☐ Cancel Guest

Guest 2

VIFP Club Number VIFP Club # Lookup
(AKA Past Guest #)
 * **Title** * **First Name** * **Last Name** * **Gender** * **DOB** * **Age** * **Nationality**
 Mr TEST TEST Male Jul 15 1952 69 years Australia
 * **Contact #** **Air**
 Country + Area + Number No
☐ Cancel Guest

[Add Guest](#)

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:
 Early Dining - 5:30 PM
 Select your preferred waitlisted dining time (optional):
 No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[add more bookings](#)

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00

[Back to Booking Confirmation](#)
[Save & Continue](#)

Figure 10: Modify Options

- 5. Modify Selections:** Under Modify Options, select Modify Selections (Figure 10).
- 6. Modify Rate Code, Category and Stateroom**

Back to GOCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Modify Selections
Select a rate code, category and stateroom

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom 1 Guests: 2 Rate: **KNS** Category: **4A** Stateroom: **1177**

Rate Code	Description	Average Lead Price Per Person (AUD)	Compare (Max. 3)
KNS	FUN SELECT CKNS - NO UPGRADES APPLY		Compare KEEP
KCH	CHOICE FARE CKCH - NO UPGRADES APPLY		Compare SELECT
I	TARIFF RATES CT - NO UPGRADES APPLY		Compare SELECT

+ **Category** ✓

+ **Stateroom** ✓

*All accommodations have been designated as non-smoking areas with smoking strictly prohibited. Guests who violate this policy will be assessed a \$250.00 (USD) reconditioning fee per stateroom.

[Back To Previous Step](#) **Save & Continue**

Figure 11: Modify Selections

- a. *Rate Code:*
 - i. Click on the orange select button for the rate code you wish to apply to this booking. For a description of the rate code select the hyperlink for the three letter rate code. If you choose to keep your current rate code, select the green keep button (Figure 11).
- b. *Category:*
 - i. Click on the orange select button for the category you wish to apply to this booking. If you choose to keep your current category, select the green keep button (Figure 11).
- c. *Stateroom:*
 - i. Click on the orange select button for the stateroom you wish to apply to this booking. For an image of the stateroom, select the hyperlink for the stateroom number. In addition, here you will see the Location, deck, stateroom type, accommodations (i.e. convertible twin/king) and additional miscellaneous information (i.e. shower), and if the cabin is a connecting stateroom. If you choose to keep your current rate code, select the green keep button (Figure 11).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

1215 All staterooms, inclusive of balconies, are an entirely smoke-free environment. Smoking is prohibited in all staterooms and balconies. Guest who smoke in these areas will be assessed a \$500 AUD cleaning and refreshing fee on their Sail and Sign account.

Review
Review the guest and pricing information

Booking Information


Booking Number: **G96GR7**
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: Brisbane Currency: **AUD**
Destination: Getaway Days: 3 Debarkation Port: Brisbane

Stateroom 1 Guests: **2** Rate: KNS Category: **4A** Stateroom: 1177

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$479.00	\$479.00	\$958.00
Miscellaneous charges 	\$70.00	\$70.00	\$140.00
Gross amount			\$1,098.00

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#) [Confirm Changes](#)

Figure 12: Modify Selections

7. Review Booking Changes: Review the changes made to the booking and select Confirm Changes (Figure 12).

Add Extend Option

This option is only available if applicable for the particular booking. This would allow the option to extend the deposit due date for the particular booking.

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information
 Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: Brisbane Currency: AUD
 Destination: Getaway Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: KNS Category: 4A Stateroom: 1177

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Payment Schedule
 Deposit: \$200.00 (AUD) Due Date: Apr 12, 2020 3:51 AM (AET)
 Final Payment: \$1,098.00 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 12	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

↓

[Modify Booking](#)
[Pricing Summary](#)
[Voyage Itinerary](#)
[Commission Detail](#)
[Payment](#)
[Special Requests](#)
[Packages](#)
[Transfers](#)
[Post Booking](#)
[Booking Search](#)
[New Search](#)
[Clone Booking](#)
[Fun Shops](#)

Figure 13: Booking Confirmation Page

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 13).

Carnival

Modify Booking
Modify your booking by selecting one of the options listed below
* Required [Print Page](#)

Booking Information
Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information
 Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: Brisbane Currency: AUD
 Destination: Getaway Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: KNS Category: 4A Stateroom: 1177

Modify Options
[Select Item To Change](#)

Guest Information
Guest 1

VIFP Club Number [] VIFP Club # Lookup
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Ms TEST TEST Female May 29 1934 87 years Australia

* Contact # Air
 Country + Area + Number No

Select Item To Change ▼
 Select Item To Change
 Modify Selections
 Cancel Booking
 Extend Option

☐ Cancel Guest

Guest 2

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* **Title** * **First Name** * **Last Name** * **Gender** * **DOB** **Age** * **Nationality**

Mr TEST Male Jul 15 1952 69 YEARS Australia

* **Contact #** Air

Country * Area * Number No

☐ Cancel Guest

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:
 Early Dining - 5:30 PM

Select your preferred waitlisted dining time (optional):
 No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

[add more bookings](#)

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges <input type="text"/>	\$140.00
Gross amount	\$1,098.00

Figure 14: Modify Options

- 5. Select Extend Option:** Under modify options, select extend option. You will be directed to the bottom of the page where you will need to select the extend option check box. If the box is disabled or does not appear then this option is not available. Then select Save & Continue to proceed (Figure 14).

[Back to GoCCL](#) [Cozumel PLUS](#) [Carnival Journeys](#) [Carnival LIVE](#)

Carnival

1215 All staterooms, inclusive of balconies, are an entirely smoke-free environment. Smoking is prohibited in all staterooms and balconies. Guest who smoke in these areas will be assessed a \$500 AUD cleaning and re-freshing fee on their Sail and Sign account.

Review
 Review the guest and pricing information

Booking Information


Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [BRISBANE, AUSTRALIA](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom 1 Guests: 2 Rate: KNS Category: 4A Stateroom: 117Z

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only		(305) 599-2600	

Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$479.00	\$479.00	\$958.00
Miscellaneous charges 	\$70.00	\$70.00	\$140.00
Gross amount			\$1,098.00

Payment Schedule			
Final Payment:	\$898.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#)
[Confirm Changes](#)


Figure 15: Confirm Changes

6. Review Booking Changes: Review the changes made to the booking and select Confirm Changes (Figure 15).

Add Dining Cross Reference

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

[Back to GoCCL](#)
[CruiseMPLUS](#)
[Carnival Journeys](#)
[Carnival LIVE](#)



Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below.

[Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) **Sail Date:** Feb 03, 2022 **Departure Port:** [Brisbane](#) **Currency:** AUD
Destination: [Getaway](#) **Days:** 3 **Debarcation Port:** Brisbane

Stateroom Information

Guests: 2 **Rate:** KNS **Category:** 4A **Stateroom:** 1177

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Payment Schedule	
Deposit:	\$200.00 (AUD) Due Date: Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner

Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference

You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges ¹	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

Modify Booking	Pricing Summary	Voyage Itinerary	Commission Detail	Payment	Special Requests	Packages
Transfers	Post Booking	Booking Search	New Search	Clone Booking	Fun Shops	

Figure 16: Booking Confirmation Page

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 16).

Modify Booking

Modify your booking by selecting one of the options listed below [Print Page](#)

* Required

Booking Information

Booking Number: **G96GR7**

Agency Name: SUS AUSTRALIA TEST AGENCY

Logged in as: Lizette Calvo

Agency Phone: (444) 223-3333

Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: Brisbane Currency: AUD

Destination: Getaway Days: 3 Debarkation Port: Brisbane

Stateroom Information Guests: 2 Rate: KNS Category: 4A Stateroom: 1122

Modify Options

Select Item To Change ▼

Guest Information

Guest 1

VIFP Club Number 1 [VIFP Club # Lookup](#)

(AKA Past Guest #)

* **Title** * **First Name** * **Last Name** * **Gender** * **DOB** ¹ **Age** ¹ * **Nationality**

Ms ▼ TEST TEST Female ▼ May ▼ 29 ▼ 1934 ▼ 87 years Australia ▼

* **Contact #** **Air**

Country + Area + Number No ▼

☐ Cancel Guest

Guest 2

VIFP Club Number VIFP Club # Lookup

(AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality

Mr TEST TEST Male Jul 15 1952 69 Years Australia

* Contact # Air

Country + Area + Number No

☐ Cancel Guest

Payment Schedule

Deposit: \$200.00 (AUD) Due Date: Apr 12, 2020 3:51 AM (AET)

Final Payment: \$1,098.00 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:

Early Dining - 5:30 PM

Select your preferred waitlisted dining time (optional):

No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

[add more bookings](#)

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00

Figure 17: Modify Options

5. Update Dining Preferences and Add Dining Cross Referencing:

- Under Dining Preferences, you will see your client's preferred dining time that is selected. To change the dining preferences, select an option from the dropdown (Figure 17).
- Under Dining Cross Referencing, add the booking numbers you wish to cross reference. You can have up to 20 bookings cross referenced (Figure 17).
- Then select Save & Continue to proceed.

[Back to GoCCL](#) [Cozumel PLUS](#) [Carnival Journeys](#) [Carnival LIVE](#)

Carnival

1215 All staterooms, inclusive of balconies, are an entirely smoke-free environment. Smoking is prohibited in all staterooms and balconies. Guest who smoke in these areas will be assessed a \$500 AUD cleaning and refreshing fee on their Sail and Sign account.

Review

Review the guest and pricing information

Booking Information

Booking Number: **G96GR7**

Agency Name: SUS AUSTRALIA TEST AGENCY

Logged in as: Lizette Calvo

Agency Phone: (444) 223-3333

Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD

Destination: Getaway Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom 1 Guests: 2 Rate: **KNS** Category: 4A Stateroom: **117Z**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only		(305) 599-2600	

Updated: 15 April 2020


Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$479.00	\$479.00	\$958.00
Miscellaneous charges 	\$70.00	\$70.00	\$140.00
Gross amount			\$1,098.00
Payment Schedule			
Final Payment:	\$898.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)
Please refer to the Payment History for payment status. Click here to make a payment.			
Back To Previous Step		Confirm Changes	

Figure 18: Confirm Changes

6. Review Booking Changes: Review the changes made to the booking and select Confirm Changes (Figure 18).

Review Cancellation Penalties and/or Cancel an FIT Booking

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

Back to GoCCs Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information

Guests: 2 Rate: [KNS](#) Category: 4A Stateroom: 1177

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Payment Schedule


Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner

Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference

You have requested to dine with the following bookings.



Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 11	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 19: Booking Confirmation Page

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 19).

Modify Booking

Modify your booking by selecting one of the options listed below

* Required

[Print Page](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information

Guests: 2 Rate: KNS Category: 4A Stateroom: 1177

Modify Options

Select Item To Change ▼

Guest Information

Guest 1

VIFP Club Number [VIFP Club # Lookup](#)
(AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB Age * Nationality

Ms TEST TEST Female May 29 1934 87 years Australia

* Contact # Air

Country + Area + Number No

☐ Cancel Guest

Guest 2

VIFP Club Number [VIFP Club # Lookup](#)
(AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB Age * Nationality

Mr TEST TEST Male Jul 15 1952 69 years Australia

* Contact # Air

Country + Area + Number No

☐ Cancel Guest

[Add Guest](#)

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:

Early Dining - 5:30 PM

Select your preferred waitlisted dining time (optional):

No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

[add more bookings](#)

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges <input type="text"/>	\$140.00
Gross amount	\$1,098.00

[Back to Booking Confirmation](#) [Save & Continue](#)

Figure 20: Modify Options

5. Cancel Booking: Under Modify Options, select cancel booking (Figure 20).

Are you sure you want to cancel this reservation?

Penalty Amount: \$0.00 (AUD)

Penalty amount is inclusive of Cruise Fare, Air Supplement, Transfers Services and Pre/Post Cruise Vacation Packages.

Yes No

Any additional funds will be automatically refunded 5 to 10 business days after cancellation. Please be advised for Group Bookings, if any cash was allocated, it will be returned back to the group level.

Figure 21: Cancellation Popup

- 6. Cancel Cabin:** When you click on cancel booking, a pop-up with a breakdown of any penalties applicable if booking is cancelled will appear. This pop-up will have a Yes or No button for you to select. Selecting Yes will proceed with cancelling your booking. You will be directed back to the Search by Booking number page (Figure 21).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

This booking is cancelled

Search by Booking Number

* Required
Booking Number (Individual Stateroom or Group Stateroom) * g96gr7 Search

REACTIVATE BOOKING SEARCH FOR ANOTHER BOOKING CANCELLATION CONFIRMATION

Figure 22: Search by Booking Number – This Booking is Cancelled

7. Receiving a Cancellation Confirmation:

- If you need a cancellation confirmation, enter the booking number on the search page.
- Select Cancellation Confirmation (Figure 22).

Carnival

April 07, 2020

SUS AUSTRALIA TEST AGENCY
3655 SW 87TH AVE
SYDNEY , XX NSW 2060

RE: Cancelled Booking Confirmation

Figure 23: Cancelled Booking Confirmation

- c. A pdf cancellation confirmation will appear. You can print or save the document (Figure 23).

Reactivate a Cancelled FIT Booking

1. Items to consider when reactivating a booking:
 - a. You cannot reactivate a cancelled Group booking or a Group Individual Booking Record (IBR) in GoCCL
 - b. You cannot reactivate a cancelled individual stateroom booking that was subject to a penalty
 - c. You are not able to reactivate a booking where the original booked stateroom and or rate code is no longer available, you will need to re-book these types of booking as new reservations in GoCCL at the current prevailing rates
 - d. When the above items exist on a cancelled booking and you attempt to reactivate the reservation, the screen will display the cancelled FIT booking option with a red advisory message **The booking is cancelled and cannot be reactivated**
2. Enter the booking on the search page (Figure 2).
3. Click on the Reactivate Booking button (Figure 23).

Carnival

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
 Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1
 Booking Contains Special Requests

Voyage Information
 Ship: CARNIVAL SPIRIT | Sail Date: Feb 03, 2022 | Departure Port: Brisbane | Currency: AUD
 Destination: Getaway | Days: 3 | Debarcation Port: Brisbane

Stateroom Information
 Guests: 2 | Rate: KNS | Category: 4A | Stateroom: 1122

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			

Payment Schedule
 Deposit: \$200.00 (AUD) | Due Date: Apr 11, 2020 2:00 PM (AET)
 Final Payment: \$1,098.00 (AUD) | Due Date: Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

Dining Cross Reference
You have requested to dine with the following bookings.


[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 24: Booking Confirmation

4. The booking will reactivate and then appear in the booking display mode
 - a. If the same stateroom and rate code is available, the option will reinstate with the same stateroom number and the same rate code.
 - b. Please review the rates to determine if the rates changed, there is no advisory about rate changes.
5. Booking cannot be reinstated:
 - a. If the original stateroom number booked is not available and/ or the original rate code that was booked is now closed, an advisory message will appear, informing you that the Booking cannot be reinstated
 - b. In this case, you will need to create a new FIT booking option

Add a Guest

1. **Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
2. **Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
3. **Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).



Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below.

[Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Booking Contains Special Requests

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information

Guests: 2 Rate: KNS Category: 4A Stateroom: 1177

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	Australia	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	Australia	N/A	Cruise Only			


Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 11, 2020 2:00 PM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner


Confirmed dining: Early Dining - 5:30 PM

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges 	\$140.00
Gross amount	\$1,098.00
Payments Applied	\$0.00

Dining Cross Reference

You have requested to dine with the following bookings.




[Modify Booking](#)
[Pricing Summary](#)
[Voyage Itinerary](#)
[Commission Detail](#)
[Payment](#)
[Special Requests](#)
[Packages](#)

[Transfers](#)
[Post Booking](#)
[Booking Search](#)
[New Search](#)
[Clone Booking](#)
[Fun Shops](#)

Figure 25: Booking Confirmation

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 25).



Modify Booking

Modify your booking by selecting one of the options listed below

* Required

[Print Page](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [Brisbane](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: Brisbane

Stateroom Information

Guests: 2 Rate: KNS Category: 4A Stateroom: 1177

Modify Options

Select Item To Change

Guest Information

Guest 1

VIFP Club Number [VIFP Club # Lookup](#)
(AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Ms TEST TEST Female May 29 1934 87 years Australia

* Contact # Air
 Country + Area + Number No

☐ Cancel Guest

Guest 2

VIFP Club Number [VIFP Club # Lookup](#)
(AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Mr TEST TEST Male Jul 15 1952 69 years Australia

* Contact # Air
 Country + Area + Number No

☐ Cancel Guest

[Add Guest](#)

Payment Schedule

Deposit:	\$200.00 (AUD)	Due Date:	Apr 12, 2020 3:51 AM (AET)
Final Payment:	\$1,098.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:

Early Dining - 5:30 PM

Select your preferred waitlisted dining time (optional):

No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[add more bookings](#)

Cruise Fare Information

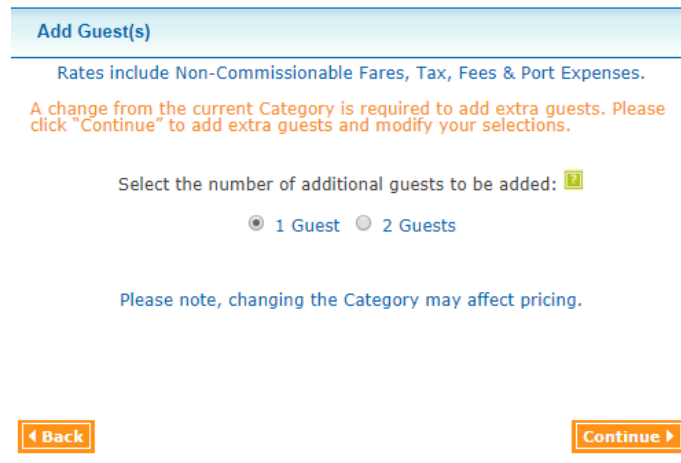
Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00

[Back to Booking Confirmation](#)

[Save & Continue](#)

Figure 26: Modify Options

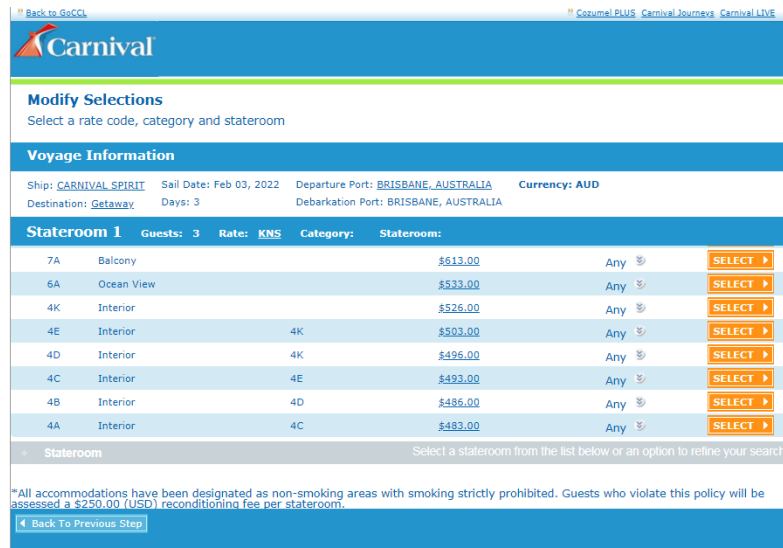
5. Add Guest: Select Add Guest to continue (Figure 269).



The 'Add Guest(s)' popup window has a light blue header with the title 'Add Guest(s)'. Below the header, it states 'Rates include Non-Commissionable Fares, Tax, Fees & Port Expenses.' in blue. A warning message in orange text says: 'A change from the current Category is required to add extra guests. Please click "Continue" to add extra guests and modify your selections.' Below this, it asks 'Select the number of additional guests to be added:' followed by a small icon of a person. There are two radio button options: '1 Guest' (which is selected) and '2 Guests'. A blue note at the bottom says 'Please note, changing the Category may affect pricing.' At the bottom of the window are two orange buttons: 'Back' with a left arrow and 'Continue' with a right arrow.

Figure 27: Add Guest(s) Popup Window

6. Add Guest(s): A popup window will appear. Asking you how many additional guest you wish to add to the booking. Select 1 or 2 Guests and then Select Continue (Figure 27).



The 'Modify Selections' screenshot shows the Carnival website interface. At the top is the Carnival logo. Below it is the 'Modify Selections' section with the instruction 'Select a rate code, category and stateroom'. The 'Voyage Information' section displays: Ship: CARNIVAL SPIRIT, Sail Date: Feb 03, 2022, Departure Port: BRISBANE, AUSTRALIA, Currency: AUD, Destination: Gatway, Days: 3, and Debarkation Port: BRISBANE, AUSTRALIA. Below this is a table for 'Stateroom 1' with columns: Guests (3), Rate (KNS), Category, Stateroom, Price, and a 'SELECT' button. The table lists several stateroom options with their respective prices and categories. At the bottom, there is a note about non-smoking areas and a 'Back To Previous Step' button.

Stateroom 1	Guests: 3	Rate: KNS	Category	Stateroom	Price	SELECT
7A	Balcony				\$613.00	Any
6A	Ocean View				\$533.00	Any
4K	Interior				\$526.00	Any
4E	Interior	4K			\$503.00	Any
4D	Interior	4K			\$496.00	Any
4C	Interior	4E			\$493.00	Any
4B	Interior	4D			\$486.00	Any
4A	Interior	4C			\$483.00	Any

Figure 28: Modify Selections

7. Modify Selections: For this example, a change from the current category is required to add extra guests. Select a new category (Figure 28).

Back to GoCCS Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Modify Selections
Select a rate code, category and stateroom

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD
Destination: Getaway Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom 1 Guests: 3 Rate: KNSK44 Category: 7A Stateroom:

5155	Midship Starboard	<u>UPPER_-7A</u>	Oceanview Midship Starboard	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5183	Midship Starboard	<u>UPPER_-7A</u>	Oceanview Midship Starboard	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5182	Midship Port	<u>UPPER_-7A</u>	Oceanview Midship Port	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5171	Midship Starboard	<u>UPPER_-7A</u>	Oceanview Midship Starboard	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5170	Midship Port	<u>UPPER_-7A</u>	Oceanview Midship Port	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5175	Midship Starboard	<u>UPPER_-7A</u>	Oceanview Midship Starboard	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT
5174	Midship Port	<u>UPPER_-7A</u>	Oceanview Midship Port	TWIN/KING,SINGLE SOFA	P, Shower, OBSTRUCTED VIEW	SELECT

*All accommodations have been designated as non-smoking areas with smoking strictly prohibited. Guests who violate this policy will be assessed a \$250.00 (USD) reconditioning fee per stateroom.

Back To Previous Step

Figure 29: Modify Selections – Select a Stateroom

- 8. Select a Stateroom:** Review the list of staterooms and select a stateroom from the available list (Figure 29).

[Back to GoCC](#)
[Carnival PLUS](#)
[Carnival Journeys](#)
[Carnival LIVE](#)

Carnival

Modify Booking

Modify your booking by selecting one of the options listed below

* Required [Print Page](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: [CARNIVAL SPIRIT](#) | Sail Date: Feb 03, 2022 | Departure Port: [BRISBANE, AUSTRALIA](#) | Currency: AUD
 Destination: [Getaway](#) | Days: 3 | Debarkation Port: BRISBANE, AUSTRALIA

Stateroom Information

Guests: 3 | Rate: [KNSK44](#) | Category: 7A | Stateroom: [5171](#)

Modify Options

Select Item To Change ▼

Guest Information

Guest 1

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Ms TEST TEST Female May 29 1934 87 years United States

* Contact # Air
 Country + Area + Number No

☐ Cancel Guest

Guest 2

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Mr TEST TEST Male Jul 15 1952 69 years United States

* Contact # Air
 305592000 No

☐ Cancel Guest

Guest 3

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Mr Male years United States

* Contact # Air
 Country + Area + Number No

Payment Schedule

Final Payment: \$898.00 (AUD) | Due Dates: Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:

Select your preferred waitlisted dining time (optional):

No Waitlisted Dining Times Are Available

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

[add more bookings](#)


Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$958.00
Miscellaneous charges	\$140.00
Gross amount	\$1,098.00

[Back to Booking Confirmation](#)
[Save & Continue](#)

Figure 30: Modify Options

- Complete Guest Field:** An additional guest field will appear. Enter in the guest details and select Save & Continue to proceed (Figure 30).



1215 All staterooms, inclusive of balconies, are an entirely smoke-free environment. Smoking is prohibited in all staterooms and balconies. Guest who smoke in these areas will be assessed a \$500 AUD cleaning and refreshing fee on their Sail and Sign account.

Review

Review the guest and pricing information

Number of guests have changed, please review pricing details below.

Booking Information

Booking Number: G96GR7

Agency Name: SUS AUSTRALIA TEST AGENCY

Logged in as: Lizette Calvo

Agency Phone: (444) 223-3333

Booked By: LizetteC1

Voyage Information


Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD

Destination: Getaway Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom 1

Guests: 3 Rate: KNSK44 Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	
3	Mr	test	test	FEMALE	Jul 06, 1923	98 Y	United States	N/A	Cruise Only		(305) 599-2600	

Description	Guest #1 (AUD)	Guest #2 (AUD)	Guest #3 (AUD)	Total (AUD)
Cruise rate	\$699.00	\$699.00	\$229.00	\$1,627.00
Miscellaneous charges 	\$70.00	\$70.00	\$70.00	\$210.00
Gross amount				\$1,837.00

Payment Schedule

Deposit:	\$300.00 (AUD)	Due Date:	Apr 15, 2020 2:00 PM (AET)
Final Payment:	\$1,637.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

Back To Previous Step
Confirm Changes

Figure 31: Review Information

- 10. Review Information:** Review booking changes and select Confirm Changes to continue (Figure 31).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1
 Booking Contains Special Requests

Voyage Information

Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [BRISBANE, AUSTRALIA](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom Information Guests: 3 Rate: **KNS** Category: **7A** Stateroom: **5171**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	
3	Mrs	TEST	TEST	Female	Jul 06, 1923	98 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule

Deposit:	\$300.00 (AUD)	Due Date:	Apr 15, 2020 2:00 PM (AET)
Final Payment:	\$1,637.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,627.00
Miscellaneous charges	\$210.00
Gross amount	\$1,837.00
Payments Applied	\$200.00

[Modify Booking](#)
[Pricing Summary](#)
[Voyage Itinerary](#)
[Commission Detail](#)
[Payment](#)
[Special Requests](#)
[Packages](#)

[Transfers](#)
[Post Booking](#)
[Booking Search](#)
[New Search](#)
[Clone Booking](#)
[Fun Shops](#)

Figure 32: Booking Confirmation

- 11. Booking Confirmation:** Booking confirmation will appear. Select Send Confirmation if you wish to send a copy of the booking confirmation to your client (Figure 32).

Cancel a Guest

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

[Back to GoCCL](#)
[Cozumel PLUS](#)
[Carnival Journeys](#)
[Carnival LIVE](#)

Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below.

[Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Booking Contains Special Requests

Voyage Information

Ship: [CARNIVAL SPIRIT](#) **Sail Date:** Feb 03, 2022 **Departure Port:** [BRISBANE, AUSTRALIA](#) **Currency:** AUD
Destination: [Getaway](#) **Days:** 3 **Debarcation Port:** BRISBANE, AUSTRALIA

Stateroom Information

Guests: 3 **Rate:** [KNS](#) **Category:** 7A **Stateroom:** [5171](#)

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	
3	Mrs	TEST	TEST	Female	Jul 06, 1923	98 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule

Deposit:	\$300.00 (AUD)	Due Date:	Apr 15, 2020 2:00 PM (AET)
Final Payment:	\$1,637.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner

Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference

You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,627.00
Miscellaneous charges 12	\$210.00
Gross amount	\$1,837.00
Payments Applied	\$200.00

[Modify Booking](#)
[Pricing Summary](#)
[Voyage Itinerary](#)
[Commission Detail](#)
[Payment](#)
[Special Requests](#)
[Packages](#)

[Transfers](#)
[Post Booking](#)
[Booking Search](#)
[New Search](#)
[Clone Booking](#)
[Fun Shops](#)

Figure 33: Booking Confirmation

4. Modify Bookings: Select modify booking at the bottom of screen (Figure 33).

Back to GoCCL Cosmel PLUS Carnival Journeys Carnival LIVE

Carnival

Modify Booking

Modify your booking by selecting one of the options listed below

* Required [Print Page](#)

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Voyage Information

Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: AUD
 Destination: **Getaway** Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom Information

Guests: 3 Rate: KNS Category: 7A Stateroom: 5171

Modify Options

Select Item To Change ▾

Guest Information

Guest 1

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Ms TEST TEST Female May 29 1924 87 years United States ▾

* Contact # Air
 Country * Area * Number No ▾
☐ Cancel Guest

Guest 2

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Mr TEST TEST Male Jul 15 1922 99 years United States ▾

* Contact # Air
 3055962800 No ▾
☐ Cancel Guest

Guest 3

VIFP Club Number [VIFP Club # Lookup](#)
 (AKA Past Guest #)

* Title * First Name * Last Name * Gender * DOB * Age * Nationality
 Mrs TEST TEST Female Jul 8 1923 98 years United States ▾

* Contact # Air
 3055962800 No ▾
☐ Cancel Guest

[Add Guest](#)

Payment Schedule

Deposit:	\$300.00 (AUD)	Due Date:	Apr 15, 2020 2:00 PM (AET)
Final Payment:	\$1,637.00 (AUD)	Due Date:	Nov 20, 2021 11:59 PM (AET)

Dining Request

Select your preferred confirmed dining time:
 Early Dining - 5:30 PM ▾

Select your preferred waitlisted dining time (optional):
 No Waitlisted Dining Times Are Available ▾

Dining Cross Reference

If you wish to dine with another guest not in your reservation party, please provide the reservation number(s). Please note dining is on a request. Not supported by Group Reservations.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[add more bookings](#)

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,027.00
Miscellaneous charges <input type="checkbox"/>	\$210.00
Gross amount	\$1,837.00

[Back to Booking Confirmation](#) [Save & Continue](#)

Figure 34: Cancel Guest

- 5. Cancel Guest:** Select cancel guest under the particular guest information and then select Save & Continue to proceed (Figure 34).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

1215 All staterooms, inclusive of balconies, are an entirely smoke-free environment. Smoking is prohibited in all staterooms and balconies. Guest who smoke in these areas will be assessed a \$500 AUD cleaning and refreshing fee on their Sail and Sign account.

Review
Review the guest and pricing information.
Number of guests have changed, please review pricing details below.

Booking Information
Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information
 Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [BRISBANE, AUSTRALIA](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom 1 Guests: 2 Rate: KNS Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$699.00	\$699.00	\$1,398.00
Miscellaneous charges 1	\$70.00	\$70.00	\$140.00
Gross amount			\$1,538.00

Payment Schedule
 Final Payment: \$1,338.00 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#) [Confirm Changes](#)

Figure 35: Review

- 6. Review Changes:** Review the changes to the booking and select Confirm Changes to proceed (Figure 35).

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo Booking Contains Special Requests
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information
 Ship: [CARNIVAL SPIRIT](#) Sail Date: Feb 03, 2022 Departure Port: [BRISBANE, AUSTRALIA](#) Currency: AUD
 Destination: [Getaway](#) Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom Information Guests: 2 Rate: KNS Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule
 Final Payment: \$1,338.00 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,398.00
Miscellaneous charges 14	\$140.00
Gross amount	\$1,538.00
Payments Applied	\$200.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 36: Booking Confirmation

- 7. Booking Confirmation:** Booking confirmation will appear. Select Send Confirmation if you wish to send a copy of the booking confirmation to your client (Figure 36).

Add Transfers

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
 Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteCl
 Booking Contains Special Requests

Voyage Information
 Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: **AUD**
 Destination: **Getaway** Days: 3 Debarkation Port: **BRISBANE, AUSTRALIA**

Stateroom Information Guests: **2** Rate: **KNS** Category: **7A** Stateroom: **5171**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule
 Final Payment: **\$1,338.00 (AUD)** Due Date: **Nov 20, 2021 11:59 PM (AET)**

Seating Time for Dinner
 Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
 You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,398.00
Miscellaneous charges	\$140.00
Gross amount	\$1,538.00
Payments Applied	\$200.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 37: Booking Confirmation

4. Transfers: Select transfers at the bottom of screen (Figure 37).

Transfers [Print page](#)

Booking Information
 Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteCl

Voyage Information
 Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: **AUD**
 Destination: **Getaway** Days: 3 Debarkation Port: **BRISBANE, AUSTRALIA**

Stateroom Information Guests: **2** Rate: **KNS** Category: **7A** Stateroom: **5171**

1 - TEST TEST
☐ PRE-CRUISE-TRANSFER (BNE) (AUD 25.99) ☐ POST-CRUISE-TRANSFER (BNE) (AUD 25.99)

2 - TEST TEST
☐ PRE-CRUISE-TRANSFER (BNE) (AUD 25.99) ☐ POST-CRUISE-TRANSFER (BNE) (AUD 25.99)

[Back](#) [Save & Continue](#)

Figure 38: Add Transfers

5. Add Transfers: Check the transfers you wish to add and then select Save & Continue (Figure 38).



Review

Review the guest and pricing information

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD
 Destination: Getaway Days: 3 Debarcation Port: BRISBANE, AUSTRALIA

Stateroom 1

Guests: 2 Rate: KNS Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Description	Guest #1 (AUD)	Guest #2 (AUD)	Total (AUD)
Cruise rate	\$699.00	\$699.00	\$1,398.00
Miscellaneous charges 	\$70.00	\$70.00	\$140.00
Pre-cruise ground transfer	\$25.99		\$25.99
Post-cruise ground transfer	\$25.99		\$25.99
Gross amount			\$1,589.98

Payment Schedule


Final Payment: \$1,389.98 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#) [Confirm Changes](#)

Figure 39: Confirm Changes

6. Review Changes: Review the changes that have been made. You will notice the transfers have been added. Select Confirm Changes to proceed (Figure 39).



Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Booking Contains Special Requests

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD
 Destination: Getaway Days: 3 Debarcation Port: BRISBANE, AUSTRALIA

Stateroom Information

Guests: 2 Rate: KNS Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule


Final Payment: \$1,389.98 (AUD) Due Date: Nov 20, 2021 11:59 PM (AET)

Seating Time for Dinner

Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference

You have requested to dine with the following bookings.

Description	Amount (AUD)
Cruise rate	\$1,398.00
Miscellaneous charges 	\$140.00
Pre-cruise ground transfer	\$25.99
Post-cruise ground transfer	\$25.99
Gross amount	\$1,589.98
Payments Applied	\$200.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 40: Booking Confirmation

- 7. Booking Confirmation:** Booking confirmation will appear. Select Send Confirmation if you wish to send a copy of the booking confirmation to your client (Figure 40).

Remove Transfers

- 1. Visit GoCCL Navigator:** Log into GoCCL Navigator, www.goccl.com.au, using your Username and password and select Sign In.
- 2. Manage Booking:** Select Individual/Group Staterooms under Manage Booking from the Booking drop down menu (Figure 1).
- 3. Search for Booking:** You can search for the booking two ways: by booking number or by guest information. For this example, we will search by booking number. In the search field, enter the booking number and then select Search (Figure 2).

Booking Confirmation
Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information
Booking Number: **G96GR7**
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo
Agency Phone: (444) 223-3333
Booked By: LizetteC1
Booking Contains Special Requests

Voyage Information
Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: **AUD**
Destination: **Getaway** Days: 3 Debarkation Port: **BRISBANE, AUSTRALIA**

Stateroom Information Guests: **2** Rate: **KNS** Category: **7A** Stateroom: **5171**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule
Final Payment: **\$1,338.00 (AUD)** Due Date: **Nov 20, 2021 11:59 PM (AET)**

Seating Time for Dinner
Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference
You have requested to dine with the following bookings.

Description	Amount (AUD)
Cruise rate	\$1,398.00
Miscellaneous charges	\$140.00
Gross amount	\$1,538.00
Payments Applied	\$200.00

[Modify Booking](#) [Pricing Summary](#) [Voyage Itinerary](#) [Commission Detail](#) [Payment](#) [Special Requests](#) [Packages](#)
[Transfers](#) [Post Booking](#) [Booking Search](#) [New Search](#) [Clone Booking](#) [Fun Shops](#)

Figure 41: Booking Confirmation

- 4. Transfers:** Select transfers at the bottom of screen (Figure 41).

Transfers

Booking Information

Booking Number: **G96GR7**
 Agency Name: SUS AUSTRALIA TEST AGENCY
 Logged in as: Lizette Calvo
 Agency Phone: (444) 223-3333
 Booked By: LizetteC1

Voyage Information

Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: **AUD**
 Destination: **Getaway** Days: 3 Debarkation Port: **BRISBANE, AUSTRALIA**

Stateroom Information Guests: 2 Rate: **KNS** Category: **7A** Stateroom: **5171**

1 - TEST TEST
☒ PRE-CRUISE-TRANSFER (BNE) (AUD 25.99) ☒ POST-CRUISE-TRANSFER (BNE) (AUD 25.99)

2 - TEST TEST
☐ PRE-CRUISE-TRANSFER (BNE) (AUD 25.99) ☐ POST-CRUISE-TRANSFER (BNE) (AUD 25.99)

[Back](#) [Save & Continue](#)

Figure 42: Removing Transfers

- 5. Remove Transfers:** Uncheck the transfers you wish to remove and then select Save & Continue (Figure 42).

Review
 Review the guest and pricing information

Voyage Information

Ship: **CARNIVAL SPIRIT** Sail Date: Feb 03, 2022 Departure Port: **BRISBANE, AUSTRALIA** Currency: **AUD**
 Destination: **Getaway** Days: 3 Debarkation Port: **BRISBANE, AUSTRALIA**

Stateroom 1 Guests: 2 Rate: **KNS** Category: **7A** Stateroom: **5171**

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	FEMALE	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	MALE	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Description	Guest # 1 (AUD)	Guest # 2 (AUD)	Total (AUD)
Cruise rate	\$699.00	\$699.00	\$1,398.00
Miscellaneous charges M	\$70.00	\$70.00	\$140.00
Gross amount			\$1,538.00

Payment Schedule

Final Payment: **\$1,338.00 (AUD)** Due Date: **Nov 20, 2021 11:59 PM (AET)**

Please refer to the Payment History for payment status.
[Click here to make a payment.](#)

[Back To Previous Step](#) [Confirm Changes](#)

Figure 43: Review

- 6. Review Changes:** Review the changes that have been made. You will notice the transfers have been removed. Select Confirm Changes to proceed (Figure 43).

Back to GoCCL Cozumel PLUS Carnival Journeys Carnival LIVE

Carnival

Booking Confirmation

Your booking is confirmed. Modify or view additional booking details by selecting the links below. [Print Page](#)

[Send Confirmation](#)

Booking Information

Booking Number: G96GR7
Agency Name: SUS AUSTRALIA TEST AGENCY
Logged in as: Lizette Calvo Booking Contains Special Requests
Agency Phone: (444) 223-3333
Booked By: LizetteC1

Voyage Information

Ship: CARNIVAL SPIRIT Sail Date: Feb 03, 2022 Departure Port: BRISBANE, AUSTRALIA Currency: AUD
 Destination: Getaway Days: 3 Debarkation Port: BRISBANE, AUSTRALIA

Stateroom Information

Guests: 2 Rate: KNS Category: 7A Stateroom: 5171

Guest #	Title	First Name	Last Name	Gender	DOB	Age	Nationality	Departing City	Travel Type	Air Type	Contact #	VIFP Club # - Level
1	Ms	TEST	TEST	Female	May 29, 1934	87 Y	United States	N/A	Cruise Only			
2	Mr	TEST	TEST	Male	Jul 15, 1952	69 Y	United States	N/A	Cruise Only		(305) 599-2600	

Payment Schedule

Final Payment: **\$1,338.00 (AUD)** Due Date: **Nov 20, 2021 11:59 PM (AET)**

Seating Time for Dinner

Confirmed dining: Early Dining - 5:30 PM

Dining Cross Reference

You have requested to dine with the following bookings.

Cruise Fare Information

Description	Amount (AUD)
Cruise rate	\$1,398.00
Miscellaneous charges	\$140.00
Gross amount	\$1,538.00
Payments Applied	\$200.00

[Modify Booking](#)
[Pricing Summary](#)
[Voyage Itinerary](#)
[Commission Detail](#)
[Payment](#)
[Special Requests](#)
[Packages](#)

[Transfers](#)
[Post Booking](#)
[Booking Search](#)
[New Search](#)
[Clone Booking](#)
[Fun Shops](#)

Figure 44: Booking Confirmation

- Booking Confirmation:** Booking confirmation will appear. Select Send Confirmation if you wish to send a copy of the booking confirmation to your client (Figure 44).