# GOCCL NAVIGATOR: MAKING A GROUP BOOKING FOR US SAILINGS

Quick Tips for Making a Group Booking For US Sailings Using GoCCL Navigator

1. Login: Visit GoCCL Navigator and login using your username and password.



2. Choose Group Bookings: Select Booking from the navigation bar. Under US and Europe Sailings Create Booking, select Group Bookings.



- **3.** Search for an Available Sailing: On the Search for available sailings section below, enter the following details for the corresponding fields:
  - a. Select your date range using the **From Date** and **To Date** Fields
  - b. Select the **duration** of the cruise
    - 2-5 Days
    - 6-9 days
    - 10+ days
  - c. Select the Group Type
    - Affinity Group
    - Holiday Sailings
    - Group Promotion
  - d. Select the Ship or Destination
  - e. Select Departure Port (Optional)
  - f. You can filter your search for **All Sailings** or specifically for those sailings that offer Fun Points/Amenity Points
  - g. Select **Search** button to continue with the booking.

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Sailing Sear Search for availa	r <b>ch</b> ble sailings below			
			Currency: AUE	•
From Date: 💌	5/16/2020	To Date: •	6/14/2020 Maximum date range is 90 days.	
	AFFINITY GROUP			
Ship: •	Carnival Breeze	OR Destination:	Caribbean	
Duration:	2-5 days 6-9 days 10+	davai		
		raka		
Departure Port:	ř			
Departure Port: FunPoints/Amenities: A minimum of <b>0 stat</b> <b>* Required Fields</b>	All Sallings teroom requests is required for a Gro	© FunPoints Only up Booking	Bearch	
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Departure Port: un:Points/Amanities: A minimum of B stat * Required Fields	All Sallings teroom requests is required for a Gro	PrunPoints Only up Booking	Search	

#### 4. Review Sailing Availability:

- a. The compare column allows you to compare 3 different ships.
- b. The following details are provided about each sailing:
  - Ship Name
  - Destination
  - Sail Date
  - Duration

Updated: 1 December 2019

- Departure Port
- Groups Booked
- FunPoints/Amenities
- Average Lead Price

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<b>X</b> Ca	arnival	Sear	ch		Sailing	Rate	● es & Allotm	ient	R	eview & Confirm
Sailir Select	ng Availat a sailing to co	ntinue the bo	oking proc	cess.				Display a	ll sailings (Av.	ailable and closed)
Compare 🔛	Ship 🔻	Destination *	Sail Date 🔻	Duration T	Departure Port 👻	Groups Booked	FunPoints/ Amenties *	+ Average Lead Rate (AUD)	Specialty Cruise *	Select Sailing
	Carnival Breeze	Eastern Caribbean	5/16/2020	7 Days	Port Canaveral (Orlando). FL	No	Yes	\$1.182.31		Select
	Carnival Breeze	Eastern Caribbean	5/23/2020	7 Days	Port Canaveral (Orlando), FL	No	Yes	\$1,377.31		Select
	Carnival Breeze	Western Caribbean	5/30/2020	7 Days	Port Canaveral (Orlando), FL	No	Yes	\$1.320.99	Cozumel PLUS	Select
	Carnival Breeze	Eastern Caribbean	6/6/2020	7 Days	Port Canaveral (Orlando). FL	No	No	\$1,514.54		Select
	Carnival Breeze	Eastern Caribbean	6/13/2020	7 Days	Port Canaveral (Orlando), FL	No	Yes	\$1,528.98		Select
Compare	cc Back									
Compare										

### 5. Compare Group Sailings:

- **a.** Compare the sailings.
- **b.** The links under the **ship name, destination, and itinerary** will give you detailed information when you click on one of them.
- **c.** You can also add, remove or increase the Amenity Points when you click on the modify link for FunPoints.
- **d.** When you decide which sailing you wish to book, click on the blue **Create Group Bookings** button at the bottom of the ship column.

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elect Create N	lew Booking	, or select Go	TO BOOKIN	g to proceed	to an existin	g booking.			
oyage Informati	on								
	Ship	Carnival Breeze		Ship	Carnival Breeze		Ship	Carnival Breeze	
	SailDate	5/16/2020		SailDate	5/23/2020		SailDate	5/30/2020	
	Destination	Eastern Caribbe	an	Destination	Eastern Caribbe	lan	Destination	Western Caribbe	an
	DeparturePort	Port Canaveral	(Orlando), FL	DeparturePort	Port Canavera	l (Orlando), FL	DeparturePort	Port Canaveral	(Orlando), FL
	DebarkationPor	t Port Canaveral	(Orlando), FL	DebarkationPort	t Port Canavera	I (Orlando), FL	DebarkationPort	Port Canaveral	(Orlando), FL
	FunPoints 🚹	4 Modify		FunPoints 🚹	4 Modify		FunPoints 🚹	3 Modify	
			_						_
Category / Type	Average Cru	iise Rate (AUD)	Fun Points 🗾	Average Cru	ise Rate (AUD)	Fun Points 🔛	Average Cru	ise Rate (AUD)	Fun Points 💄
8E Balcony	\$1.	760.19	4	\$1.9	992.19	4	\$1.9	957.42	3
8D Balcony	\$1.	753.19	4	\$1.9	84.19	4	\$1.9	949.42	3
8C Balcony	51.	746.19	4	\$1.9	977.19	4	\$1.5	342.42	3
8B Balcony			N/A	\$1.9	970.19	4	\$1.9	135.42	3
RA Ralennu		722.10			62.10			Ch 95	
ow balcony	31.	132.19	-	31.3	103-13	-	31.3	120.42	3
7C Balcony	\$1.0	645.19	4	\$1.8	547.19	4	\$1.8	356.42	3
6M Oceanview	\$1.5	500.19	4			N/A	\$1.6	582.42	3
6L Oceanview			N/A	\$1.6	567.19	4	\$1.6	575.42	3
6A Oceanview			N/A	\$1.6	559.19	4			N/A
				GRAD			200		

Carnivai	Search	Si	ailing			
Compare Sailing Select Create New Bo	S oking, or Select G	o To Booking	to proceed to an exist	ing booking.		
8D Balcony	\$1.753.19	4	\$1.984.19	4	\$1,949.42	3
8C Balcony	\$1.746.19	4	\$1.977.19	4	\$1.942.42	3
8B Balcony		N/A	\$1.970.19	4	\$1.935.42	3
8A Balcony	\$1.732.19	4	\$1.963.19	4	\$1.928.42	3
7C Balcony	\$1.645.19	4	\$1.847.19	4	\$1.856.42	3
6M Oceanview	\$1.500.19	4		N/A	\$1,682.42	3
6L Oceanview		N/A	\$1.667.19	4	\$1.675.42	3
6A Oceanview		N/A	\$1,659.19	4		N/A
4H Interior	\$1.226.19	4	\$1.421.19	4	\$1.364.42	3
4G Interior	\$1,219,19	4	\$1.414.19	4	\$1.357.42	3
4F Interior	\$1.212.19	4	\$1.407.19	4	\$1.350.42	3
4E Interior	\$1,204.19	4		N/A	\$1,343.42	3
4D Interior	\$1.197.19	4	\$1.392.19	4	\$1.336.42	3
4C Interior	\$1,190.19	4	\$1,385.19	4	\$1,328.42	3
4B Interior	\$1.187.19	4	\$1.382.19	4	\$1.325.42	3
4A Interior	\$1.183.19	4	\$1.378.19	4	\$1.321.42	3
Cret	te Group Bookings		Create Group Bookings		Create Group Bookings	

6. Select Sailing: Select available sailing.

Annonic Integration       Rate (AUD)       Cruise *       Annentiles *       Rate (AUD)       Cruise *         Impart Carribal Breeze       Eastern Carlbbean       S/16/2020       7 Days       Port Canaveral (Orlando), FL       No       Yes       S1.182.31       Impart *       Impart *         Impart Carlbbean       S/23/2020       7 Days       Port Canaveral (Orlando), FL       No       Yes       S1.377.31       Impart *       Impart *	e (AUD) Cruise >	Rate (AUD)	Amenties *		LICONTING	Duration *	Sail Date 🔻	Destination T	Shin 🔻	D
Carnival BreezeEastern Caribbean5/16/20207 DaysPort Canaveral (Orlando), FLNoYesS1.182.31Carnival BreezeEastern Caribbean5/23/20207 DaysPort Canaveral (Orlando), FLNoYesS1.377.31Image: CaribbeanCarnival BreezeWestern Caribbean5/30/20207 DaysPort Canaveral (Orlando), FLNoYesS1.320.99Cozumer PLUSImage: CaribbeanCarnival BreezeEastern Caribbean6/6/20207 DaysPort Canaveral (Orlando), FLNoNoS1.514.54Image: CaribbeanCarnival BreezeEastern Caribbean6/13/20207 DaysPort Canaveral (Orlando), FLNoNoS1.518.98Image: Caribbean	.31 Select				Port *					impare 🖴
Carnival BreezeEastern Carlibbean5/30/20207 DaysPort Canaveral (Orlando), FLNoYes\$1.377.31Carnival BreezeMestern Carlibbean5/30/20207 DaysPort Canaveral (Orlando), FLNoYes\$1.320.99Cozumel PLUSPLUSCarnival BreezeEastern Carlibbean6/6/20207 DaysPort Canaveral (Orlando), FLNoNo\$1.514.54Image: CarlibbeanCarnival BreezeEastern Carlibbean6/13/20207 DaysPort Canaveral (Orlando), FLNoYes\$1.528.98Image: Carlibbean	Calant	\$1,182.31	Yes	No	Port Canaveral (Orlando), FL	7 Days	5/16/2020	<u>Eastern</u> <u>Caribbean</u>	Carnival Breeze	
Carnival BreezeWestern Carlibbean5/30/20207 DaysPort Canaveral (Orlando), FLNoYes\$1.320.99Cozume PLUSCarnival BreezeEastern Carlibbean6/6/20207 DaysPort Canaveral (Orlando), FLNoNoS1.51.51.454Image: CarlibbeanCarnival BreezeEastern Carlibbean6/13/20207 DaysPort Canaveral 	31 Select	\$1,377.31	Yes	No	Port Canaveral (Orlando), FL	7 Days	5/23/2020	<u>Eastern</u> Caribbean	Carnival Breeze	
Carnival Breeze     Eastern Carlibbean     6/6/2020     7 Days     Port Canaveral (Orlando), FL     No     No     \$1,514.54       Carnival Breeze     Eastern Carlibbean     6/13/2020     7 Days     Port Canaveral (Orlando), FL     No     Yes     \$1,528.98	.99 <u>Cozumel</u> Select Select	\$1,320.99	Yes	No	Port Canaveral (Orlando), FL	7 Days	5/30/2020	<u>Western</u> <u>Caribbean</u>	Carnival Breeze	
Carnival Breeze Eastern Carlbbean 6/13/2020 7 Days Port Canaveral (Orlando), FL No Yes \$1.528.98	.54 Select	\$1,514.54	No	No	Port Canaveral (Orlando), FL	7 Days	6/6/2020	<u>Eastern</u> <u>Caribbean</u>	Carnival Breeze	
	.98 Select	\$1,528.98	Yes	No	Port Canaveral (Orlando), FL	7 Days	6/13/2020	<u>Eastern</u> <u>Caribbean</u>	Carnival Breeze	

### 7. Select Allotment for Group:

- a. Enter the Group Name
- b. Remember that for Group bookings we base stateroom requests on double occupancy space. You can convert your double occupancy spaces to triples, quads, or quints (if applicable) when you collect full deposit and names and create your individual booking record (IBR)
- c. The column titles provide the following information:
  - Category/Type
  - Max Requests Allowed You cannot exceed booking the maximum number of staterooms listed in this column
  - Average Lead Rate Shows the average price per person based on double occupancy (you will need to click on the link under the price to see the complete stateroom total that includes all government taxes and fees)
  - **Double Stateroom Requests** Enter in the allotments per category that you wish to hold for the group. Remember you must have a minimum of 8 staterooms (minimum category 4b) to qualify as a Group booking
  - Select Save and Continue.

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Group Bo	oking 1	information							Voya	ge Inf	ormat	tion
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Stateroo	m requ	ests based on	double oc	cupancy Ra	tes incl	ude non	comm.	fares		1		
Category / Type	Max Requests Allowed	Average Lead Double Rate (AUD)	Commission %	Double Stateroom Requests*	Triple Rate (AUD)	Quad Rate (AUD)	Quint Rate (AUD)	Payment Date & D Amount (AUD) ****	eposit	Comp Policy†	Rate Code	FunPoints / Amenities Supported
E Balcony	12	\$ <u>1.992.19</u>	15.00 %		\$445.63	\$1.153,42	N/A	12/25/2019 \$36	1.12	1-15	PGY	Yes
D Balcony	16	\$1,984.19	15.00 %		\$445.63	\$1.153.42	N/A	12/25/2019 \$36	1.12	1-15	PGY	Yes
C Balcony	8	\$1,977.19	15.00 %		\$445.63	\$1,153.42	N/A	12/25/2019 \$36	1.12	1-15	PGY	Yes
B Balcony	12	\$1.970.19	15.00 %		\$445.63	\$1.153.42	N/A	12/25/2019 \$36	1.12	1-15	PGY	Yes
A Balcony	1	\$1,963.19	15.00 %		\$445.63	\$1.153.42	N/A	12/25/2019 \$36	1.12	1-15	PGY	Yes
A Balcony	1	\$1.963.19 <u>\$1.847.19</u>	15.00 % 15.00 %		\$445.63 \$445.63	\$1.153.42 \$1.153.42	N/A N/A	12/25/2019 \$36 12/25/2019 \$36	1.12	1-15 1-15	PGY PGY	Yes Yes
A Balcony C Balcony L Oceanview	1 8 4	\$1.963.19 <u>\$1.847.19</u> \$ <u>1.667.19</u>	15.00 % 15.00 % 15.00 %		\$445.63 \$445.63 \$445.63	\$1.153.42 \$1.153.42 \$1.456.75	N/A N/A N/A	12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36	1.12 1.12 1.12	1-15 1-15 1-15	PGY PGY PGY	Yes Yes Yes
A Balcony C Balcony C Oceanview	1 8 4 4	\$1.963.19 <u>\$1.847.19</u> <u>\$1.667.19</u> <u>\$1.659.19</u>	15.00 % 15.00 % 15.00 % 15.00 %		\$445.63 \$445.63 \$445.63 \$445.63	\$1.153.42 \$1.153.42 \$1.456.75 N/A	N/A N/A N/A N/A	12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36	1.12 1.12 1.12 1.12	1-15 1-15 1-15 1-15	PGY PGY PGY PGY	Yes Yes Yes Yes
A Balcony C Balcony L Oceanview A Oceanview H Interior	1 8 4 4 8	\$1.963.19 \$1.847.19 \$1.667.19 \$1.659.19 \$1.421.19	15.00 % 15.00 % 15.00 % 15.00 %		\$445.63 \$445.63 \$445.63 \$445.63 \$1.211.20	\$1.153.42 \$1.153.42 \$1.456.75 N/A \$777.86	N/A N/A N/A N/A	12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36	1.12 1.12 1.12 1.12 1.12	1-15 1-15 1-15 1-15 1-15	PGY PGY PGY PGY PGY	Yes Yes Yes Yes Yes
A Balcony C Balcony L Oceanview A Oceanview H Interior G Interior	1 8 4 8 8	\$1.963.19 \$1.847.19 \$1.657.19 \$1.659.19 \$1.421.19 \$1.424.19	15.00 % 15.00 % 15.00 % 15.00 % 15.00 %		\$445.63 \$445.63 \$445.63 \$445.63 \$1.211.20 \$1.211.20	\$1.153.42 \$1.153.42 \$1.456.75 N/A \$777.86 \$777.86	N/A N/A N/A N/A N/A	12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36	1.12 1.12 1.12 1.12 1.12 1.12 1.12	1-15 1-15 1-15 1-15 1-15 1-15	PGY PGY PGY PGY PGY PGY	Yes Yes Yes Yes Yes Yes
A Balcony C Balcony L Oceanview A Oceanview H Interior G Interior	1 8 4 8 8 8	\$1.963.19 \$1.847.19 \$1.657.19 \$1.659.19 \$1.421.19 \$1.421.19 \$1.414.19 \$1.407.19	15.00 % 15.00 % 15.00 % 15.00 % 15.00 % 15.00 %		\$445.63 \$445.63 \$445.63 \$1.211.20 \$1.211.20 \$1.211.20	\$1.153.42 \$1.153.42 \$1.456.75 N/A \$777.86 \$777.86 \$777.86	N/A N/A N/A N/A N/A N/A	12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36 12/25/2019 \$36	1.12 1.12 1.12 1.12 1.12 1.12 1.12	1-15 1-15 1-15 1-15 1-15 1-15 1-15	PGY PGY PGY PGY PGY PGY	Yes Yes Yes Yes Yes Yes Yes

## 8. Review and Confirm Page:

- a. The **Guidelines tab** will display the **Payment Guidelines, Cancellation Guidelines** and **Complimentary Tour Conductor** polices when you click and expand it
- b. Check off the box to agree to the marketing guidelines and terms and conditions
- c. Click on the orange **Confirm Booking** to create your Group Booking

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iroup Bookin Igency Name Iroup Type:	g #	SUS AUST AFFINITY	GROUP	Agency Logged Group N Booked EunPob	Phone: in as: ume: Dy: nts/Flexi Price:	1	(444) 223 Noel Her test Noel Her 4	I-3333 nandez nandez	Ship: Sail Date Duration Destinati Departur Debaricat	carnival J 5/23/202 7 days on: <u>Baitum C</u> e Port: Port Canview Port	O O Caribbean overal (Orl overal (Orl	ando), FL ando), FL
tateroom R	equests	Guidelin	nes						191			
C tateroom P	ategory riced At	Description	Rate	Sal	ры	Stateroo	m Requests Od	Ont	Tet	Double Average Cruise Rates *	NCF (AUD)	Comm
interest and the	19237RE178	and the second	ALC: NO	200	1000			1. NO 10		(AUD)		
8E	8E	Balcony	PGY		2				2	\$1,992.19	\$229.67	15.00 %
6L	6L	Oceanview	PGY		2				2	\$1.667.19	\$229.67	15.00 %
4G	4G	Interior	PGY		2				2	\$1.414.19	\$229.67	15.00 %
4D	4D	Interior	PGY		2				2	\$1.392.19	\$229.67	15.00 %
			Totals		8				8			
Average cru * Total does l Yes, I have	ise rates i not includ read and	based on occu de Gratuities, i agree with th	pancy inclus Air Add on, s e <u>marketin</u>	le non-commi or other option g guidelines	ssionable fare. O nal charges. and terms and	conditions of	additional for all Carnival Cruise	guests. Lines.				

## 9. Group Booking Display Page:

- **a.** All of the service action buttons that will allow you to manage your Group Booking will appear at the bottom of the Group Booking Display Page.
- **b.** Once you collect the full deposit and complete names of your clients, you can begin berthing your Individual Booking Records (IBRs) by clicking on the Berth Guests button.

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Group Boo Agency Na Group Typ	king # me: e:	TRALIA	Agency Phone: Logged in as: Group Name: Booked By: FunPoints/Flexi Price:					Phan Con	(444) 3 Noel H test Noel H 4	23-3333 emandez mandez		Ship: Caminal Breeze Sail Data: 5/23/2020 Duration: 7 days Destination: Eastern Caribbean Departure Part: Port Canaveral (Orland Debarkation Port: Port Canaveral (Orland			D Drlando), FL Drlando), FL		
Stateroon	n Requests	Guideli	nes														
itateroom	Category Priced At	Description	Rate Code	Sgi	Rates (AUD)	ры	Stateroom r Rates (AUD)	eques Trp	ts and Ave Rates (AUD)	rage r Qd	te per per Rates (AUD)	son* Qnt	Rates (AUD)	NCF (AUD)	Comm	Total ** (AUD)	
8E	88	Balcony	1PGY			z	\$1.991.2	c)						\$229.67	15.00 %	\$7,964.84	
6L	6L	Deluxe Famil	1PGY			2	\$1.666.20	2						\$229.67	15.00 %	\$6,664.80	
4G	4G	Interior	1PGY			2	\$1.413.42	2						\$229.67	15.00 %	\$5.653.68	
4D	4D	Interior	1PGY			2	\$1.391.70	ş						\$229.67	15.00 %	\$5.567.04	
			Totals			8											