GOCCL NAVIGATOR:
MANAGING A GROUP BOOKING FOR US SAILINGS

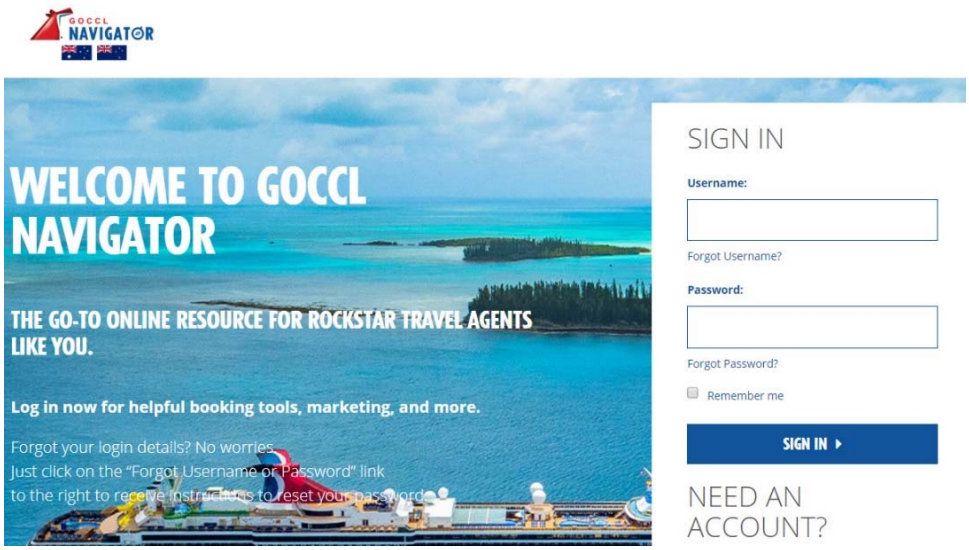
Quick Tips for Managing a Group Booking For US Sailings Using GoCCL Navigator

At the completion of this training, you will understand how to:

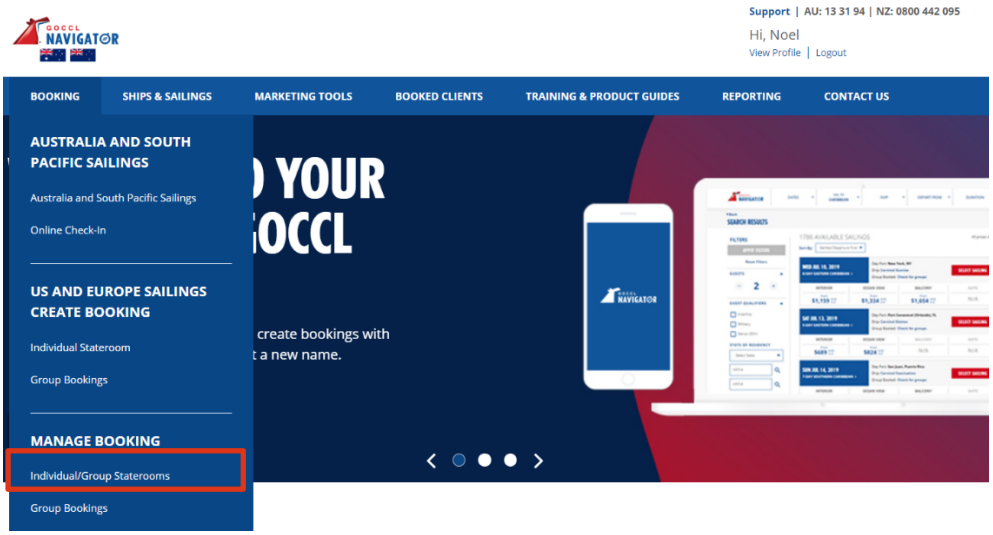
- Increase or decrease stateroom requests in an existing group reservation.
- Change your group name.

Increasing Stateroom Requests

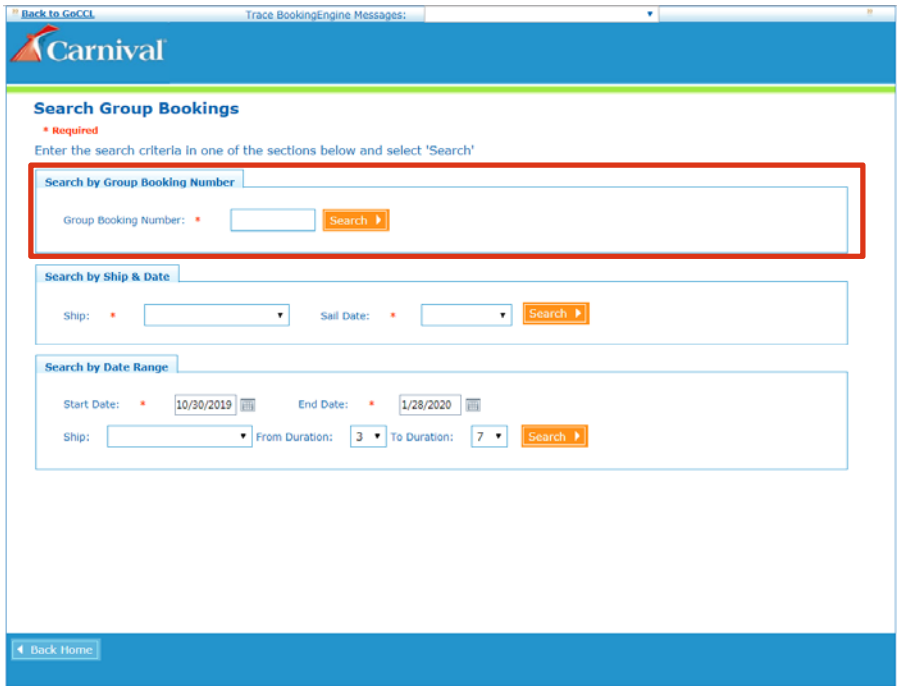
1. **Login:** Visit GoCCL Navigator and login using your username and password.



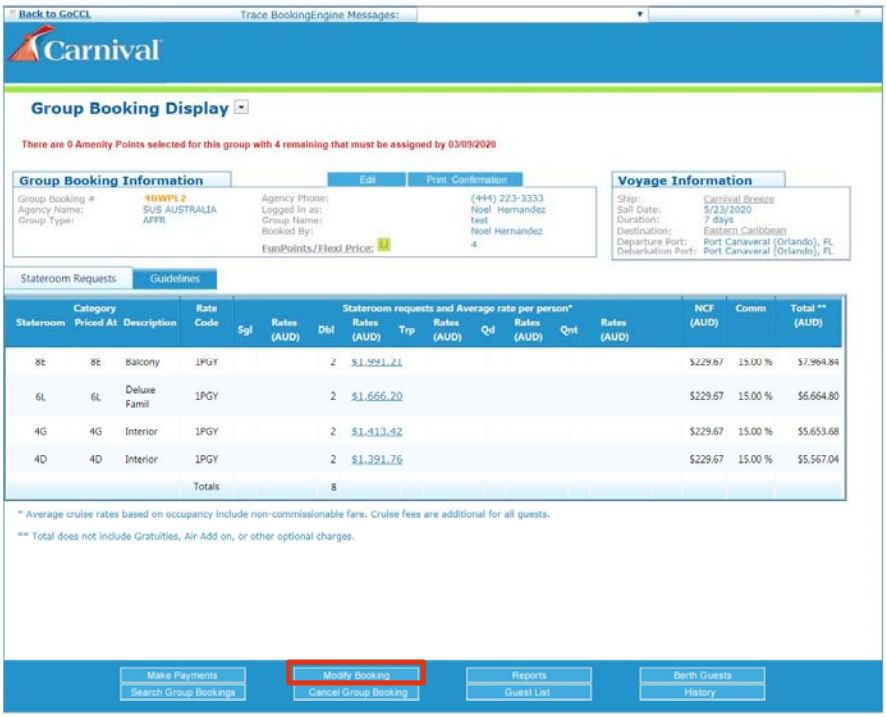
2. **Choose Group Bookings:** Select Booking from the navigation bar. Under US and Europe Sailings Manage Booking, select Individual/Group Bookings.



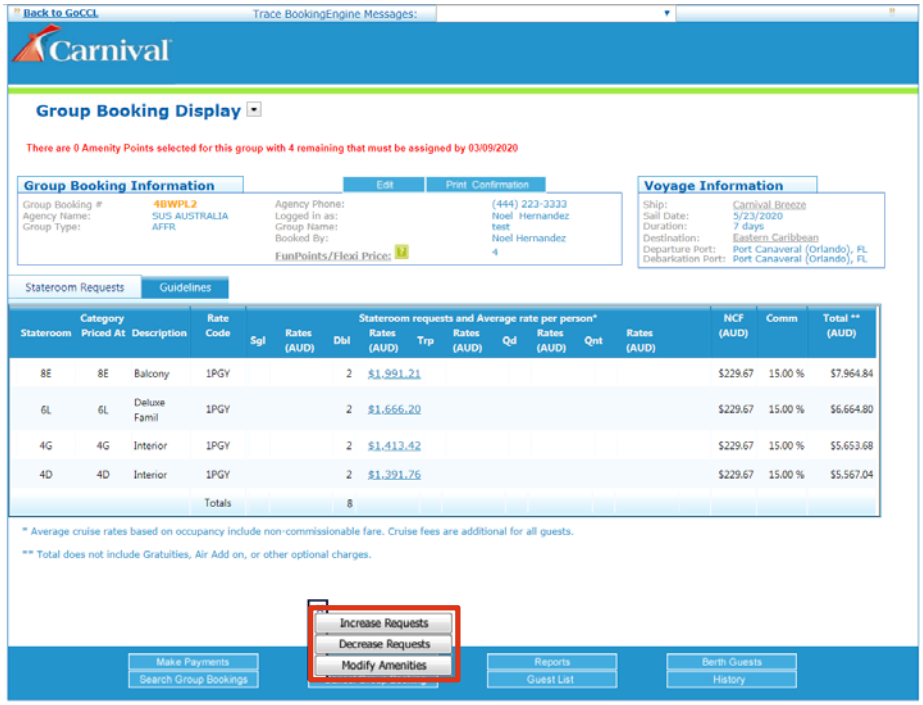
3. **Search for Group Booking:** Search for the Group by entering in the Group Booking Number and selecting Search.



4. **Modify Booking:** Select Modify Booking button.



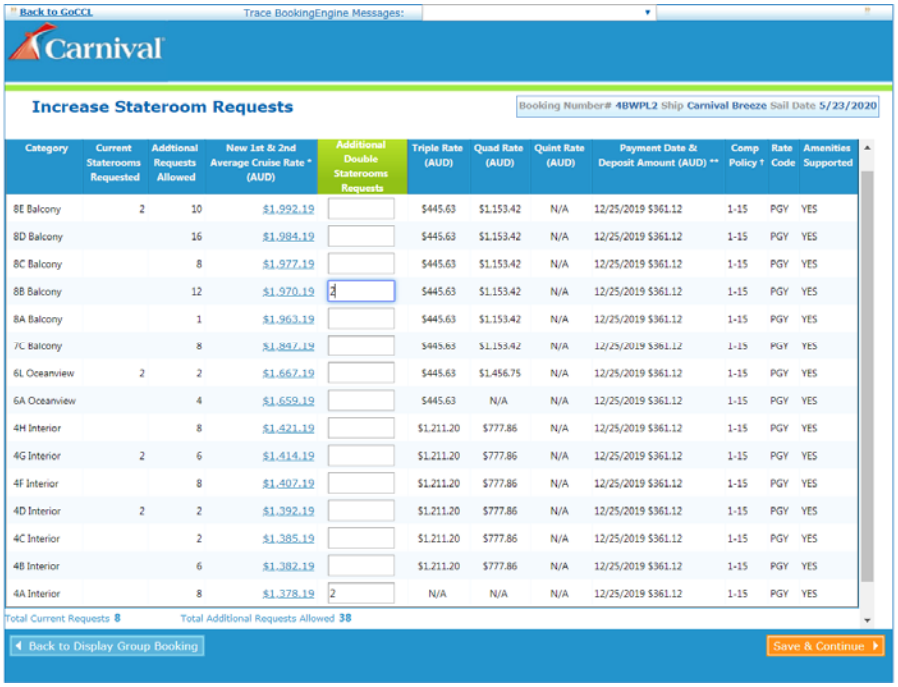
5. **Modify Stateroom Requests:** The pop up menu will give you the option to increase or decrease your current stateroom requests. For this example, select increase stateroom requests.



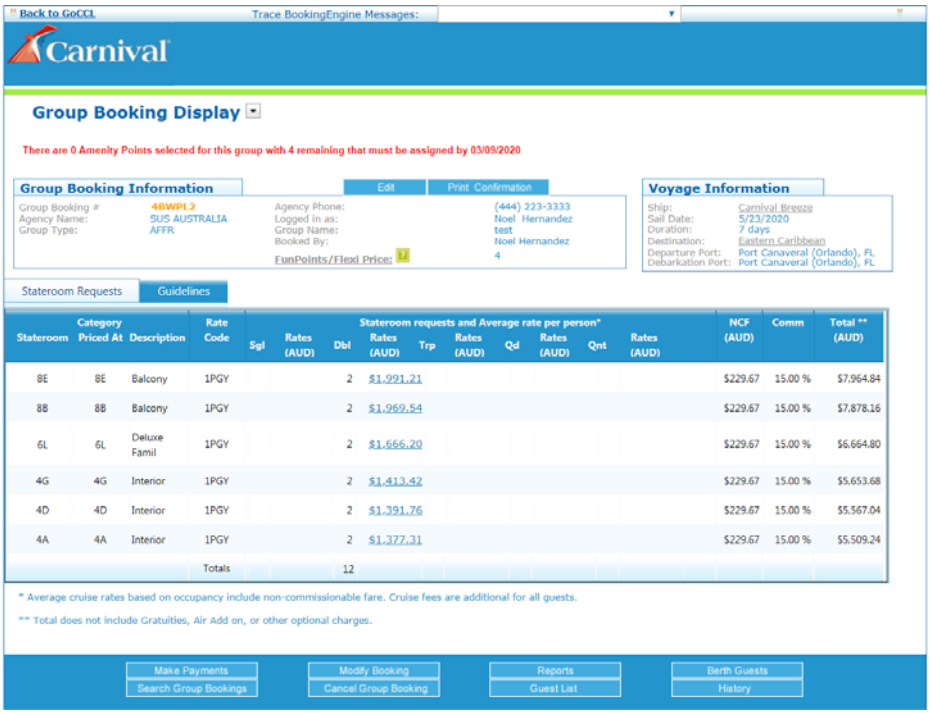
6. **Increase Stateroom Requests:**
   a. Currently, we are holding a total of 8 staterooms; 2 in category 8E, 2 in category 6L, 2 in category 4G, and 2 in category 4D.

b. In this first example, we will increase our total stateroom requests from 8 to 12 by adding two staterooms from categories 8B and 4A. Type in 2 in the fields under Additional Double Staterooms Request matrix for categories 8B and 4A.

c. Select **Save & Continue** Button.

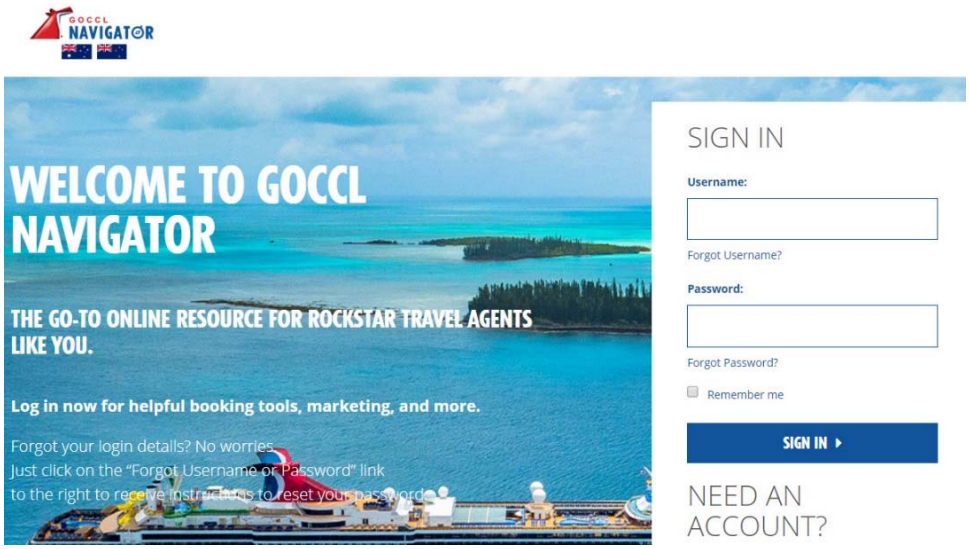


7. You have now successfully increased the total of stateroom requests to 12.

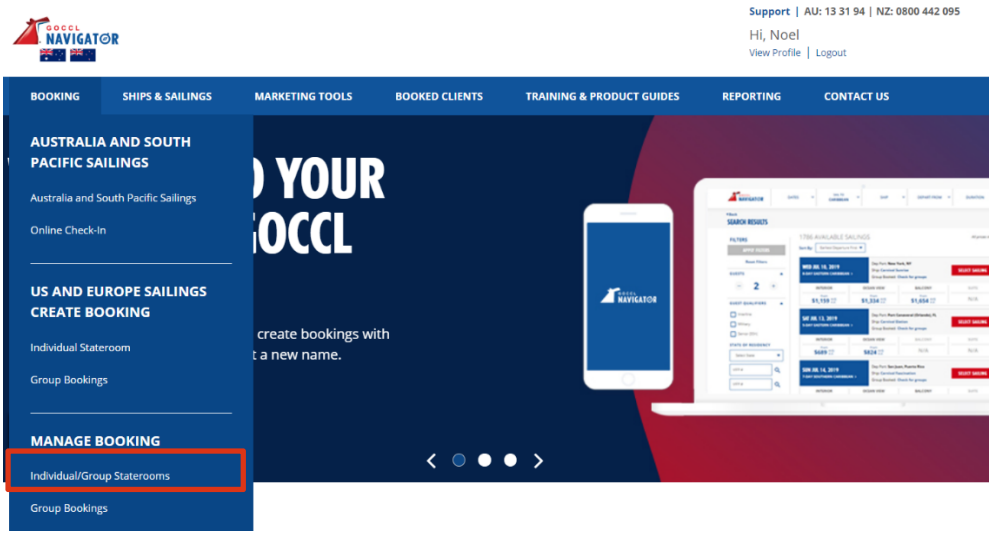


Decreasing Stateroom Requests

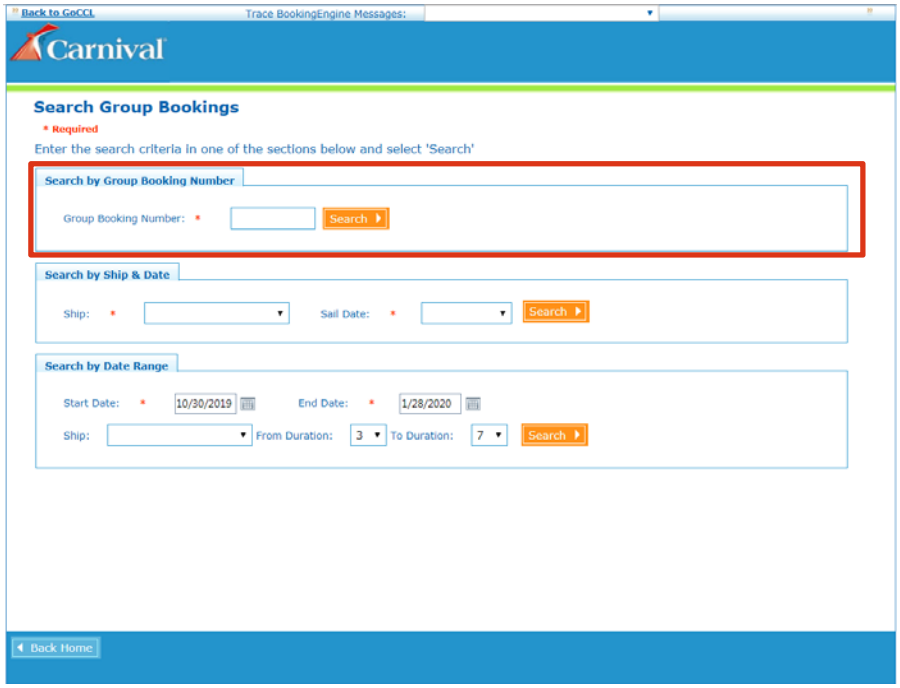
1. **Login:** Visit GoCCL Navigator and login using your username and password.



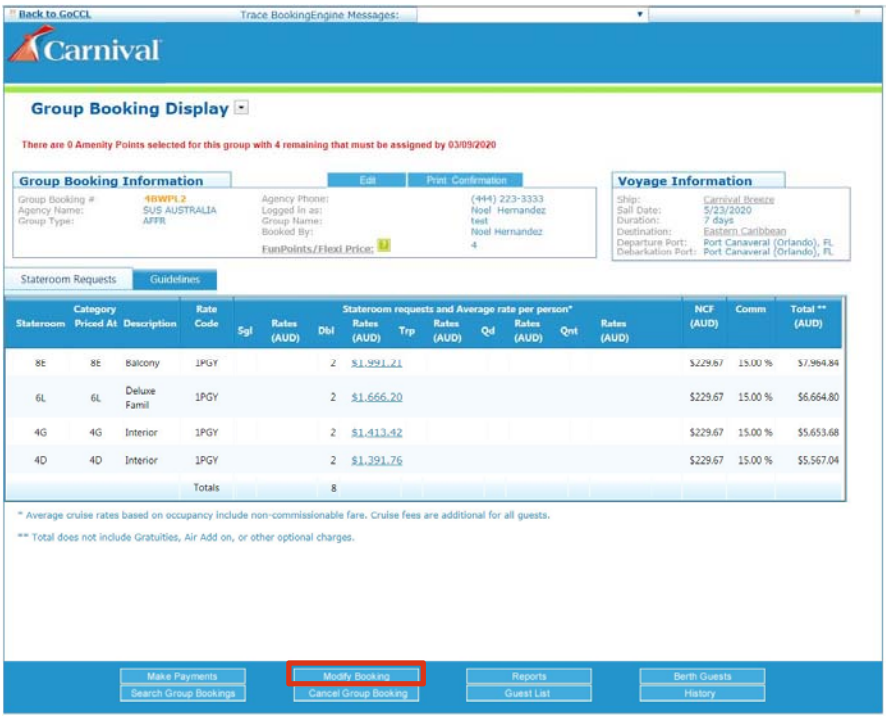
2. **Choose Group Bookings:** Select Booking from the navigation bar. Under US and Europe Sailings Manage Booking, select Individual/Group Bookings.



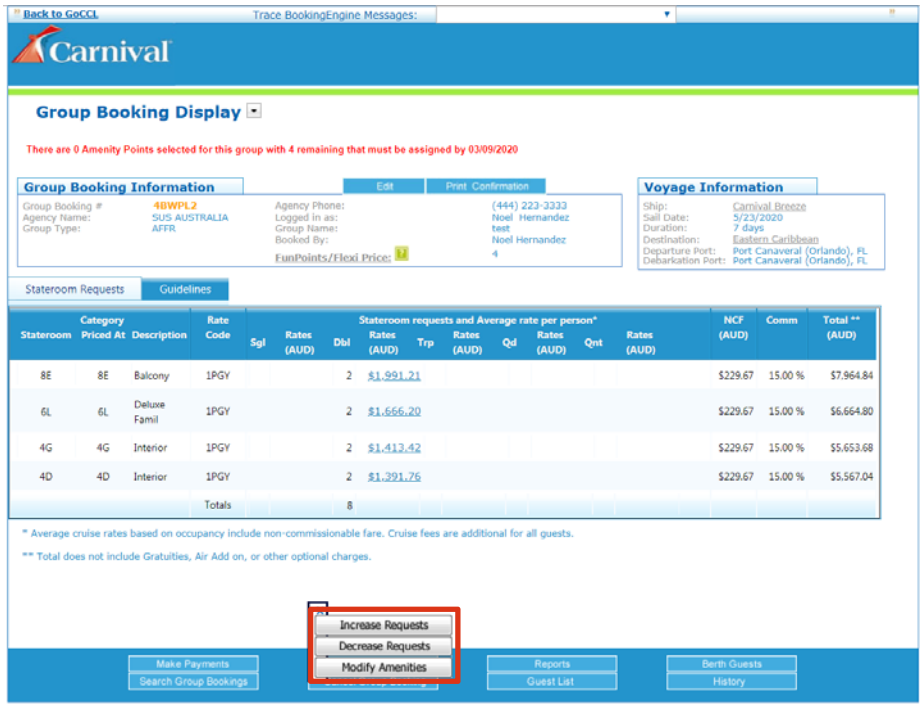
3. **Search for Group Booking:** Search for the Group by entering in the Group Booking Number and selecting Search.



4. **Modify Booking:** Select Modify Booking button.



5. **Modify Stateroom Requests:** The pop up menu will give you the option to increase or decrease your current stateroom requests. For this example, select decrease stateroom requests.

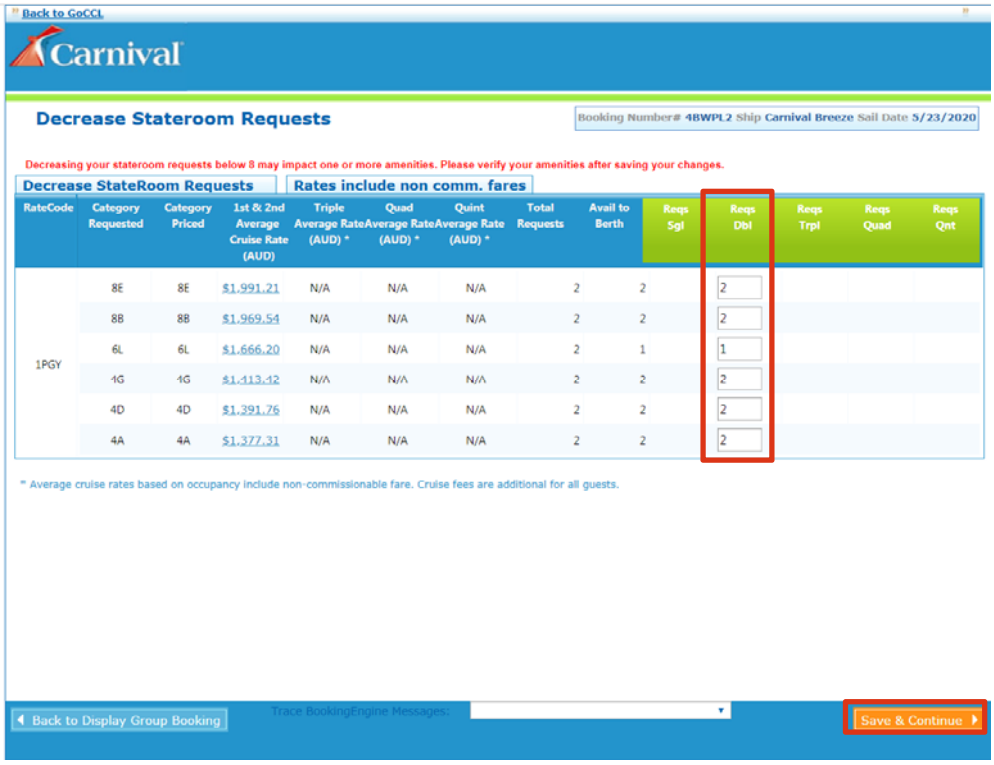


6. Decrease Stateroom Requests:

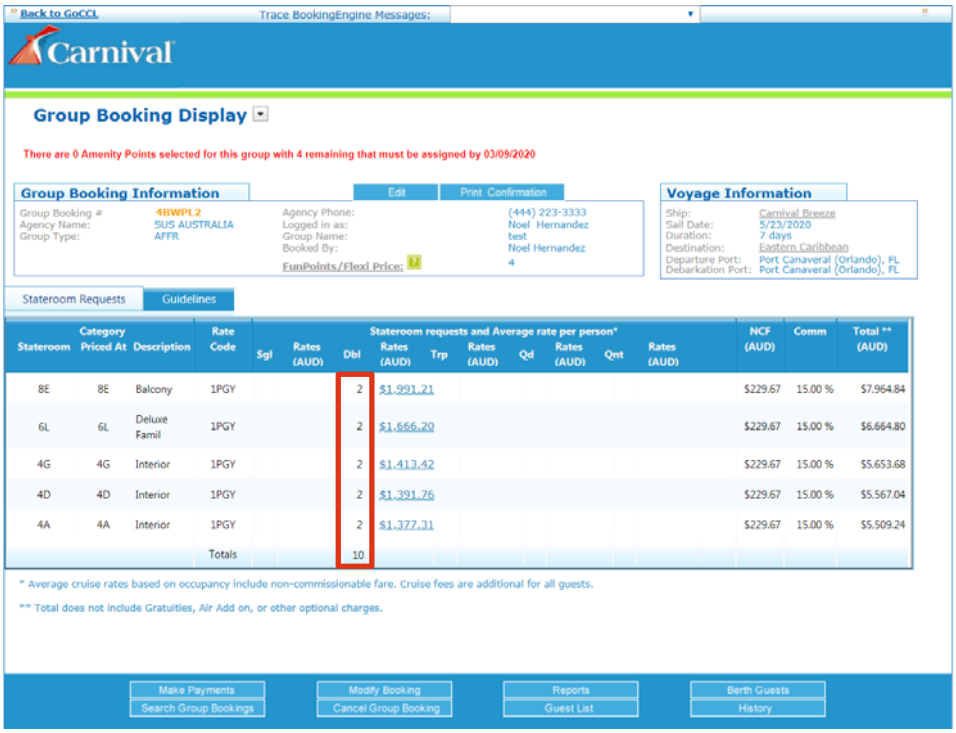
a. Currently, we are holding a total of 12 staterooms; 2 in category 8E, 2 in category 8B, 2 in category 6L, 2 in category 4G, 2 in category 4D, and 2 in category 4A.

b. In this first example, we will decrease our total stateroom requests from 12 to 10 by decreasing our stateroom totals from category 8B from 2 to 0.

c. Select **Save & Continue** Button.

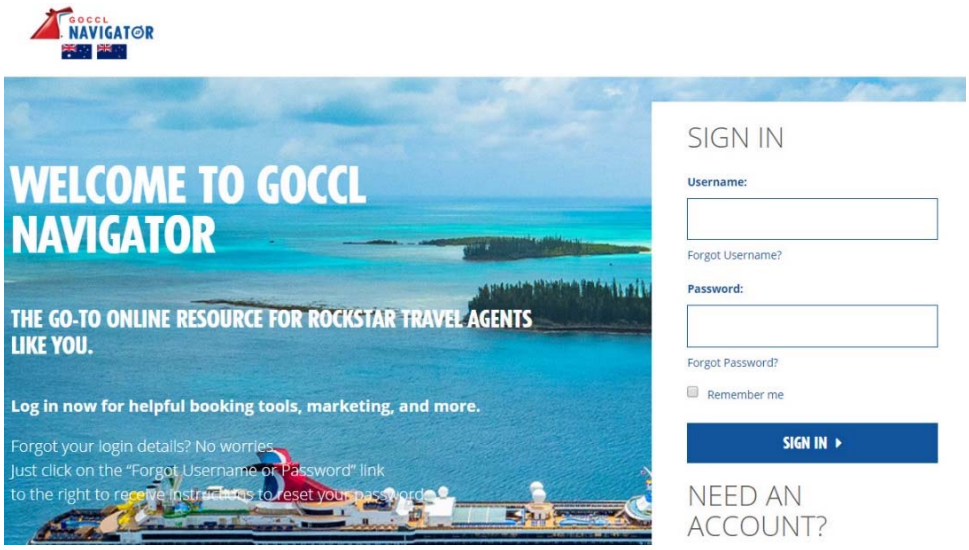


7. You have now successfully decreased the total of stateroom requests to 10.

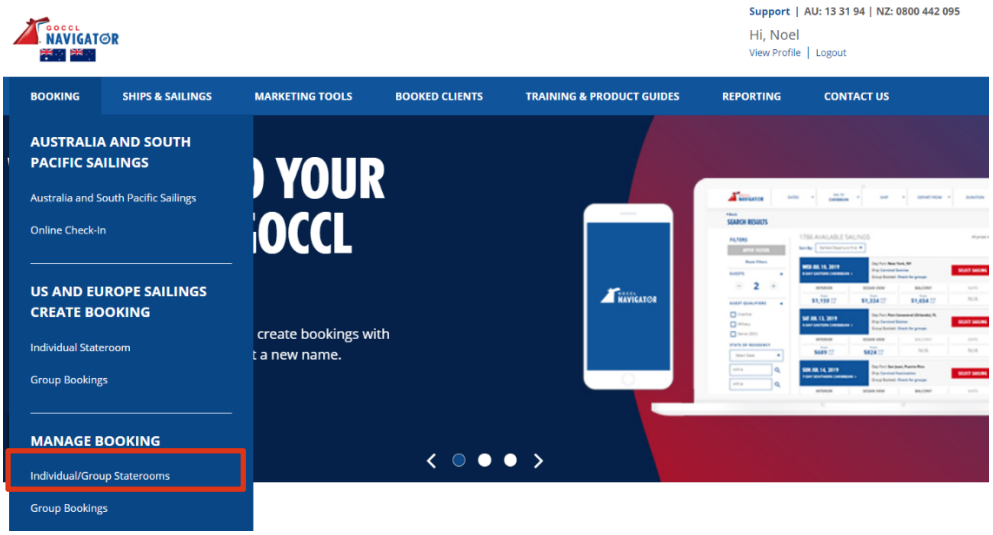


Group Name Change

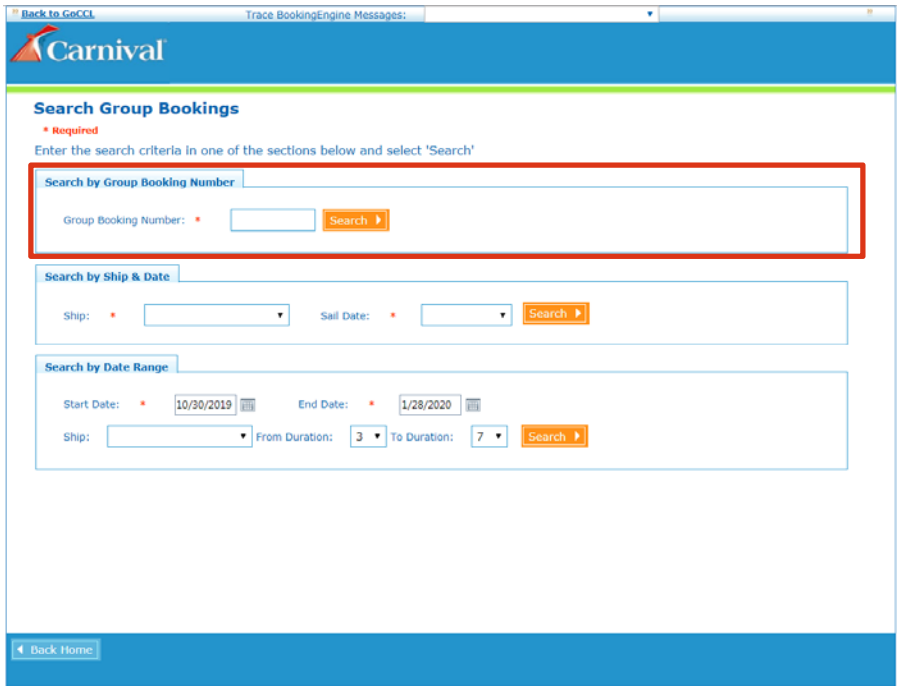
1. Login: Visit GoCCL Navigator and login using your username and password.



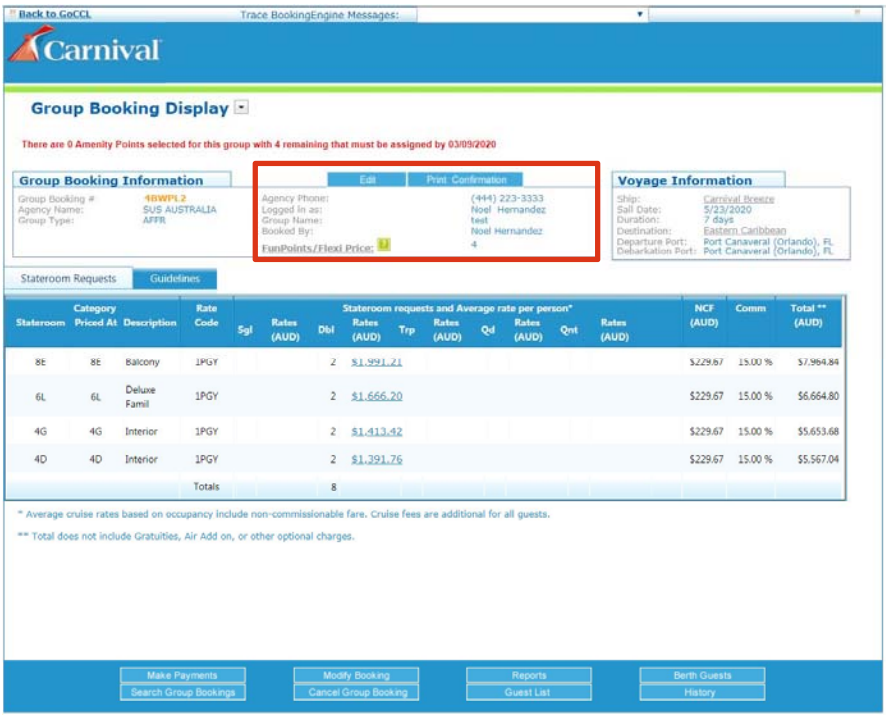
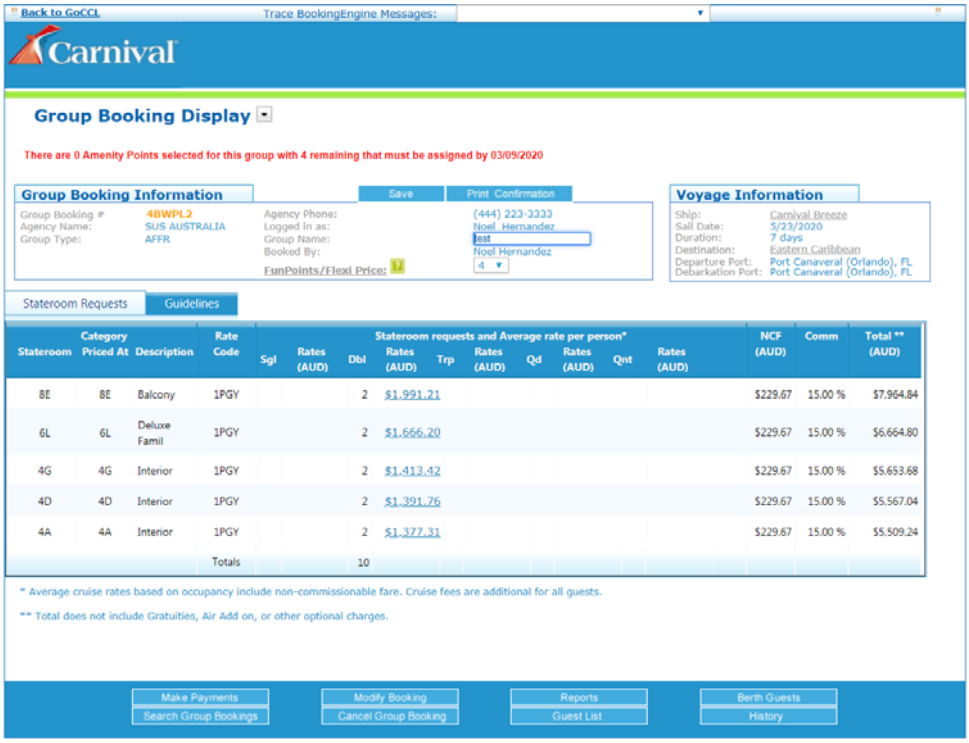
2. Choose Group Bookings: Select Booking from the navigation bar. Under US and Europe Sailings Manage Booking, select Individual/Group Bookings.



3. **Search for Group Booking:** Search for the Group by entering in the Group Booking Number and selecting Search.



4. Select the **Edit** button to modify the group information.



5. Edit the name of the group and select the **Save** button to save your changes.