### **Create and Manage Groups**



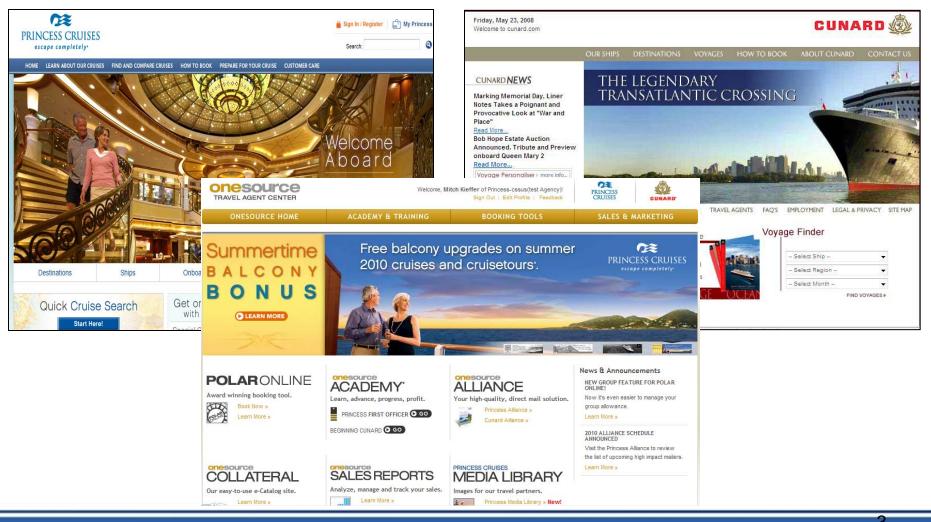
# POLAR Online Groups

- Easily set-up the group allocation.
- View your Headquarter or Consortia group allocation
- Group pricing is immediately available as soon as the group is created.
- Create a new group... then use POLAR Online, phone or GDS to book into the group.
- Select or change Group Amenities.
- Review details like Tour Conductor ratio, selected Amenities and remaining Amenity points.
- Financial and Billing Reports can be emailed/faxed on-demand.
- Important recall dates and final payment dates are readily available.
- Links to view the Group Allotment status, Financial Totals, Financial History, Group Pricing and Booking Lists.

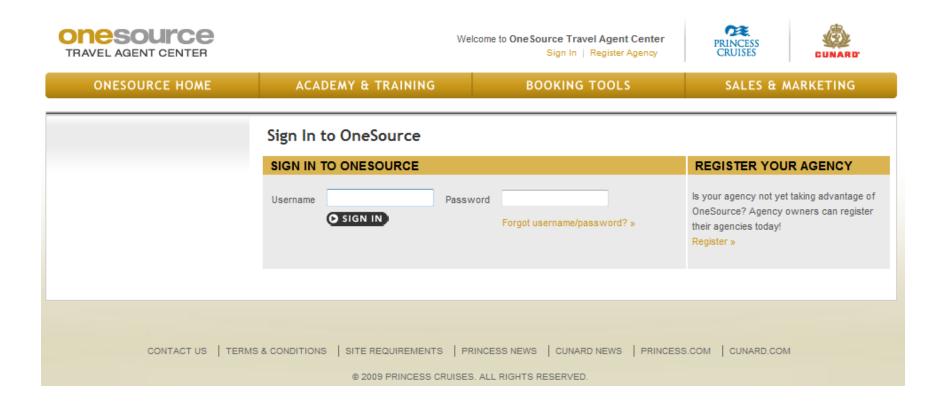
POLARONLINE

• Create a booking from the Group.

#### No matter where you come in ... ...you can get to POLAR Online!



#### Logging into Polar Online

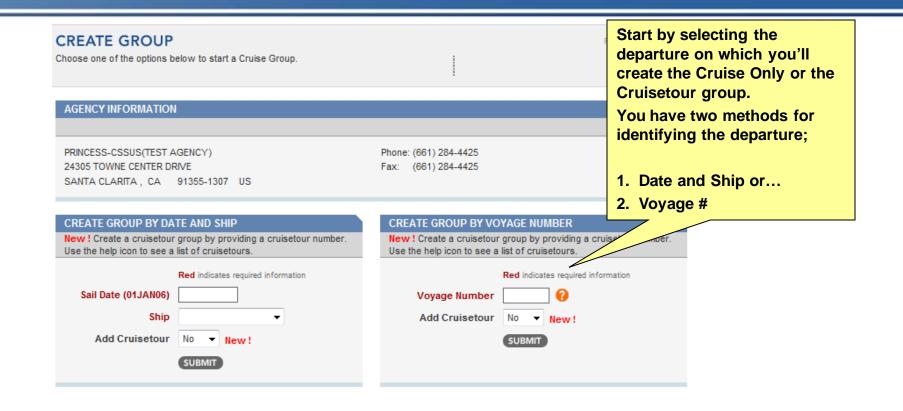


#### Polar Online's Main Menu

MAIN MENU | HELP | FEEDBACK | EXIT

	POLARONLINE
SELECT A CRUISE LINE	MXTO - PPRS
To begin, choose the cruise line for this transaction.	
Princess Cruises	
CREATE AND MANAGE BOOKINGS	
CREATE BOOKING MANAGE BOOKING	
CREATE AND MANAGE GROUPS	
CREATE GROUP VIEW GROUP LIST	
SEARCH FOR GROUP	
AGENCY OWNER TOOLS	
ONBOARD SALES	
BANK PAYMENTS	
Create Bank Accounts first MAKE PAYMENTS MANAGE ACCOUNTS	
CRUISE SALES	
CRUISE SALES	

#### 1. Create Group



RESET

#### 2. Select Group Allotment

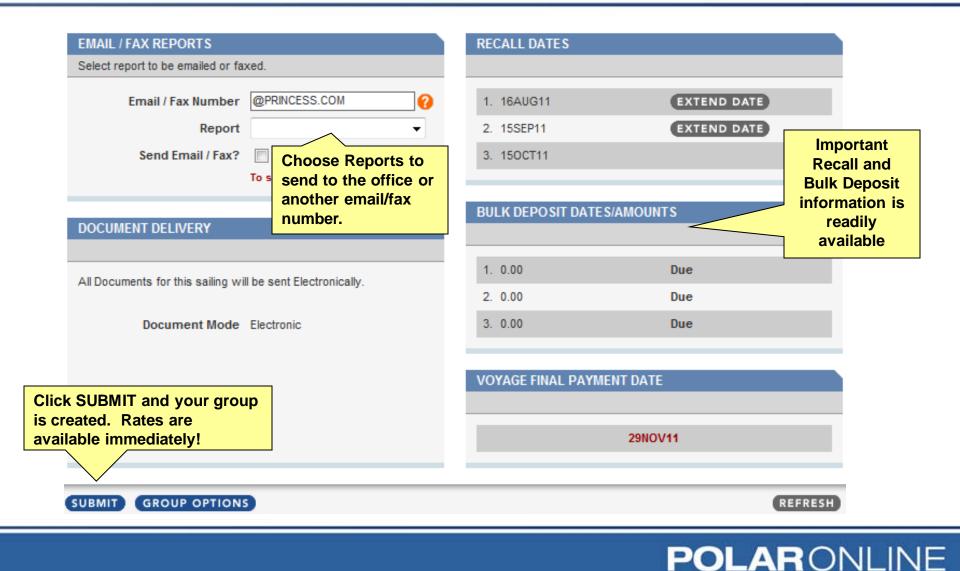
ovide Group Inform	OTMENT SELECTION			RAGT - ACON - PPRS
GROUP INFORM	ATION			
Gr	Red indicates requin		nber of Berths Selected 26	
Agency Grou	Last Name SM	BERT		Provide a name for your Group and the name of the person in your agency to
	Currency USD			contact about the group.
INVENTORY		ns per Category up to the Maximum Maximum Lower Berths	n indicated. 10 total berths is the m Number of Berths	
INVENTORY Using EVEN Numbe	ers, indicate the number of berth			
INVENTORY Using EVEN Numbe Category	ers, indicate the number of berth Price per Lower Berth	Maximum Lower Berths		
INVENTORY Using EVEN Numbe Category AB Suites	ers, indicate the number of berth Price per Lower Berth 2,975	Maximum Lower Berths 4	Number of Berths	ninimum per group.
INVENTORY Using EVEN Numbe Category AB Suites BA Balcony	ers, indicate the number of berth Price per Lower Berth 2,975 2,645	Maximum Lower Berths 4 8	Number of Berths	ninimum per group.
INVENTORY Using EVEN Number Category AB Suites BA Balcony BC Balcony	ers, indicate the number of berth Price per Lower Berth 2,975 2,645 2,595	Maximum Lower Berths 4 8	Number of Berths	hinimum per group. Choose your Allotment. When selecting space, you
INVENTORY Using EVEN Number Category AB Suites BA Balcony BC Balcony E Obstructed	ers, indicate the number of berth Price per Lower Berth 2,975 2,645 2,595 2,320	Maximum Lower Berths 4 8 4 4 4 4 4 4 4 4	Number of Berths	hinimum per group. Choose your Allotment. When selecting space, you will follow all the same
INVENTORY Using EVEN Number Category AB Suites BA Balcony BC Balcony E Obstructed FF Obstructed	ers, indicate the number of berth Price per Lower Berth 2,975 2,645 2,595 2,320 2,295	Maximum Lower Berths 4 8 4 4 4 4 4 6	Number of Berths	hinimum per group. Choose your Allotment. When selecting space, you

#### 3. Complete Group Details

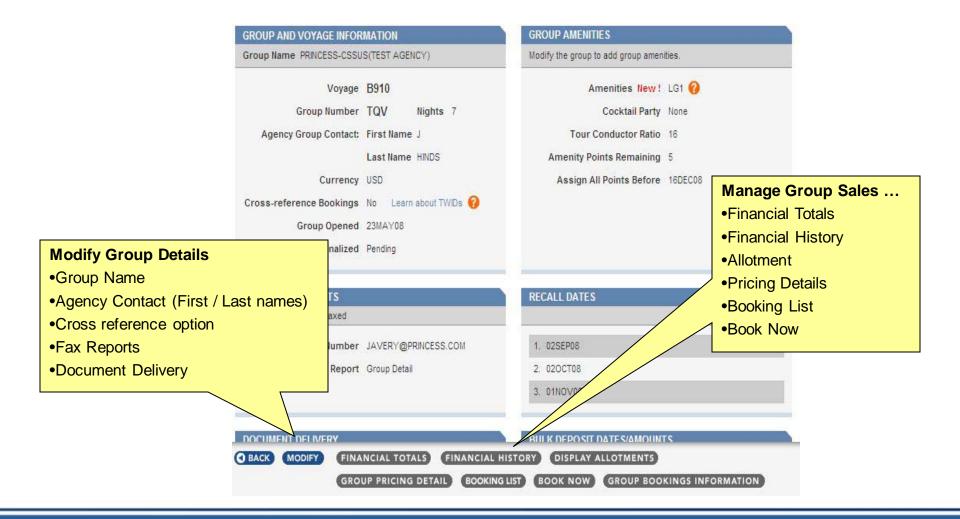
Group: TNB Name: PRINCESS-CSSUS(TEST AGENCY) Product: B208A/12FEB12/014-CLW/CARIBBEAN/SJU1-SJU3 ?	You can now select & change
GROUP DETAILS Complete Group Details, fax Group Reports, and determine where Cruise be delivered.	your Group Amenities! For the list of codes to input,
GROUP AND VOYAGE INFORMATION	GROUP AMENITIES
Make selections and click SUBMIT. Group Name PRINCESS-(TEST AGENCY)	View the amenity codes to see the number of points required for each amenity. You may add or modify amenities at any time up until the "Assign All Points Before" date.
You may edit the Group Name, Agency Contact here. Agency Group Contact: First Name J Last Name Jones	New ! Add & Modify Amenities LG1 GS2
Currency USD -	Tour Conductor Ratio 16 -
Group Opened 06MAY11	Amenity Points Remaining 2
Multi Agency No 👻 🕜	Assign All Points Before 29NOV11
Finalized Pending	SUBMIT
CANCEL GROUP To save changes, click SUBMIT	

#### F

#### 3. Complete Group Details, cont.



#### **Group Management Options**



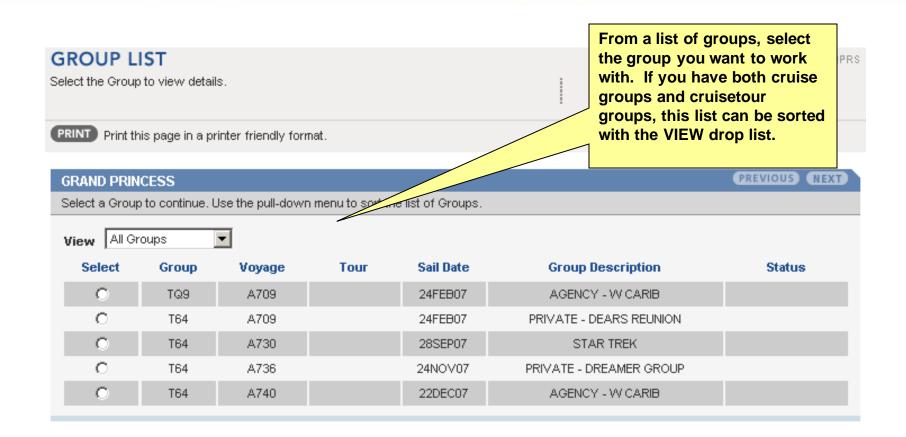
## **Display or Search for Existing Groups**



#### **Group Search**

GROUP SEARCH Search for Groups for your agency using one of the Options below. AGENCY INFORMATION	3 choices to display your groups: 1. Group and Voyage 2. Ship and Sail Date 3. Ship and Date Range
GRAND TRAVEL 347 RESS ST BOSTON , MA 02210-1280 US	Phone: (617) 350-7535 Fax: (617) 346-6535
REQUEST BY GROUP AND VOYAGE         Red indicates required information         Group         Voyage         SUBMIT	REQUEST BY DATE AND SHIP  Red indicates required information Sail Date (01 JAN06) Ship Ship SUBMIT
LIST OF GROUPS BY SHIP Enter a Start Date and End Date with a Ship Name	
Red indicates required information         Start Date (01JAN06)       15nov06       End Date       1feb08         Ship       Grand Princess       Image: Comparison of the start	

#### **Group By Ship & Date Range**



View Gr Main Menu   Help   Feedback   e	oups List	This list now Consortia m in the Orar	ade groups		
	POLARONLIN				
	Iso sort your search results based on date, de			filters, you can	
	Destination All Destinations		SORT LIST	sort groups by group type, date,	
New ! Group Type All Groups	*Groups in ORANGE are Consortia n	nade and some information may be withheld.		destination, and by	
Sel Sail Date Group Voyage Tour		Group Description Berths	s Sold Points	ship.	
O 19JAN11 T1U K103	Pacific Princess World Cruise	TRAVELSAVERS	0		
22FEB11 TSF K103	Pacific Princess World Cruise	TRAVELSAVERS	0		
O 13MAR11 TSG K103	Pacific Princess World Cruise	TRAVELSAVERS	0		
O 12APR11 TSH K103	Pacific Princess World Cruise	TRAVELSAVERS	0		
O 18MAY11 TQG 2113	Island Princess Alaska / Northbound		0		
O 18MAY11 TT5 2113 HA5			0		
O 18MAY11 TT6 2113	Island Princess Alaska / Northbound		0		
O 18MAY11 T1U 2113 CA3			0		
O 26MAY11 T1U B122	Caribbean Princess Caribbean	TRAVELSAVERS	0		
O 11JUN11 T1U M114	Diamond Princess Alaska / Northbound		0		
O 11JUN11 T1U 9114	Star Princess Europe	TRAVELSAVERS	0		
○ 17JUL11 TQS H131	Sapphire Princess Alaska	CENTRAL TRAVEL	0		
O 23JUL11 T1U 6123 BB3			0		
24SEP11 T1U M129	Diamond Princess Orient	TRAVELSAVERS	0		
<ul> <li>19NOV11 T1U 2137</li> <li>28DEC11 T1U E201</li> </ul>		TRAVELSAVERS	0		
O 28DEC11 T1U E201 O 30DEC11 T1U K201	Emerald Princess Caribbean Pacific Princess South America	TRAVELSAVERS	0		
O 13JAN12 T1U K202	Pacific Princess South America Pacific Princess World Cruise	TRAVELSAVERS	0		
- 133AH12 110 N202	radio milesa wond citise	THAT LESAVERS	0		
		Ð			
		PC	JLAH	ONLINE	



# Enjoy POLAR Online Groups!

