

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.**
- **Create a booking from the Group.**

No matter where you come inyou can get to POLAR Online!

PRINCESS CRUISES
escape completely

Sign In / Register My Princess

Search: _____

HOME LEARN ABOUT OUR CRUISES FIND AND COMPARE CRUISES HOW TO BOOK PREPARE FOR YOUR CRUISE CUSTOMER CARE

Welcome Aboard

Destinations Ships Onboard

Quick Cruise Search Start Here!

Friday, May 23, 2008
Welcome to cunard.com

CUNARD

OUR SHIPS DESTINATIONS VOYAGES HOW TO BOOK ABOUT CUNARD CONTACT US

CUNARD NEWS

Marking Memorial Day, Liner Notes Takes a Poignant and Provocative Look at "War and Place"
[Read More...](#)

Bob Hope Estate Auction Announced. Tribute and Preview onboard Queen Mary 2
[Read More...](#)

Voyage Personaliser > more info...

THE LEGENDARY TRANSATLANTIC CROSSING

PRINCESS CRUISES CUNARD

TRAVEL AGENTS FAQS EMPLOYMENT LEGAL & PRIVACY SITE MAP

Voyage Finder

-- Select Ship --
-- Select Region --
-- Select Month --

FIND VOYAGES >

onesource
TRAVEL AGENT CENTER

Welcome, Mitch Kieffer of Princess-casus(test Agency!)
[Sign Out](#) | [Edit Profile](#) | [Feedback](#)

ONESOURCE HOME ACADEMY & TRAINING BOOKING TOOLS SALES & MARKETING

Summertime BALCONY BONUS

Free balcony upgrades on summer 2010 cruises and cruisetours:

PRINCESS CRUISES
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LEARN MORE

POLAR ONLINE

Award winning booking tool.
[Book Now >](#)
[Learn More >](#)

onesource ACADEMY

Learn, advance, progress, profit.
PRINCESS FIRST OFFICER GO
BEGINNING CUNARD GO

onesource ALLIANCE

Your high-quality, direct mail solution.
[Princess Alliance >](#)
[Cunard Alliance >](#)

News & Announcements

NEW GROUP FEATURE FOR POLAR ONLINE!
Now it's even easier to manage your group allowance.
[Learn More >](#)

2010 ALLIANCE SCHEDULE ANNOUNCED
Visit the Princess Alliance to review the list of upcoming high impact mailers.
[Learn More >](#)

onesource COLLATERAL

Our easy-to-use e-Catalog site.
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onesource SALES REPORTS

Analyze, manage and track your sales.
[Learn More >](#)

PRINCESS CRUISES MEDIA LIBRARY

Images for our travel partners.
[Princess Media Library > New!](#)

Logging into Polar Online



Welcome to OneSource Travel Agent Center
[Sign In](#) | [Register Agency](#)



ONESOURCE HOME

ACADEMY & TRAINING

BOOKING TOOLS

SALES & MARKETING

Sign In to OneSource

SIGN IN TO ONESOURCE

Username

Password

 SIGN IN

[Forgot username/password? »](#)

REGISTER YOUR AGENCY

Is your agency not yet taking advantage of OneSource? Agency owners can register their agencies today!

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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
[DEPOSIT LIST](#)

BANK PAYMENTS
Create Bank Accounts first
[MAKE PAYMENTS](#) [MANAGE ACCOUNTS](#)

CRUISE SALES
[CRUISE SALES](#)

1. Create Group

CREATE GROUP

Choose one of the options below to start a Cruise Group.

AGENCY INFORMATION

PRINCESS-CSSUS(TEST AGENCY)
24305 TOWNE CENTER DRIVE
SANTA CLARITA , CA 91355-1307 US

Phone: (661) 284-4425
Fax: (661) 284-4425

CREATE GROUP BY DATE AND SHIP

New ! Create a cruisetour group by providing a cruisetour number.
Use the help icon to see a list of cruisetours.

Red indicates required information

Sail Date (01JAN06)

Ship

Add Cruisetour **New !**

SUBMIT

CREATE GROUP BY VOYAGE NUMBER

New ! Create a cruisetour group by providing a cruisetour number.
Use the help icon to see a list of cruisetours.

Red indicates required information

Voyage Number ?

Add Cruisetour **New !**

SUBMIT

Start by selecting the departure on which you'll create the Cruise Only or the Cruisetour group. You have two methods for identifying the departure;

1. Date and Ship or...
2. Voyage #

RESET

2. Select Group Allotment

GROUP ALLOTMENT SELECTION

RAGT - ACON - PPRS

Provide Group Information and Select Group Allotment

GROUP INFORMATION

Group Name PRIVATE - DEARS REUNION **Number of Berths Selected** 26

Agency Group Contact: **First Name** ROBERT
Last Name SMITH

Group TRR **Nights** 15
Currency USD

Provide a name for your Group and the name of the person in your agency to contact about the group.

INVENTORY

Using EVEN Numbers, indicate the number of berths per Category up to the Maximum indicated. 10 total berths is the minimum per group.

Category	Price per Lower Berth	Maximum Lower Berths	Number of Berths
AB Suites	2,975	4	4
BA Balcony	2,645	8	8
BC Balcony	2,595	4	4
E Obstructed	2,320	4	4
FF Obstructed	2,295	6	
II Inside	2,095	6	4
I Inside	2,045	6	
J Inside	1,995	4	2

Choose your Allotment.
When selecting space, you will follow all the same policies as when you call the Group Department

[BACK](#) [SAVE & CONTINUE](#)

3. Complete Group Details

Group: **TNB** Name: **PRINCESS-CSSUS(TEST AGENCY)**
Product: B208A/12FEB12/014-CLW/CARIBBEAN/SJU1-SJU3 ?

GROUP DETAILS

Complete Group Details, fax Group Reports, and determine where Cruise Documents are to be delivered.

You can now select & change your Group Amenities! For the list of codes to input, click on the “?” icon.

GROUP AND VOYAGE INFORMATION

Make selections and click SUBMIT.

Group Name

You may edit the Group Name, Agency Contact here.

Red indicates required information

Agency Code **B208A**
Agency **TNB** Nights **14**

Agency Group Contact: **First Name**

Last Name

Currency

Group Opened 06MAY11

Multi Agency ?

Finalized Pending

CANCEL GROUP

To save changes, click **SUBMIT**

GROUP AMENITIES

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.

New! Add & Modify Amenities

View Amenity Codes ?

Cocktail Party

Tour Conductor Ratio

Amenity Points Remaining 2

Assign All Points Before 29NOV11

SUBMIT

3. Complete Group Details, cont.

EMAIL / FAX REPORTS
Select report to be emailed or faxed.

Email / Fax Number ?

Report

Send Email / Fax?

To s

DOCUMENT DELIVERY

All Documents for this sailing will be sent Electronically.

Document Mode Electronic

Choose Reports to send to the office or another email/fax number.

Click **SUBMIT** and your group is created. Rates are available immediately!

RECALL DATES

1. 16AUG11	EXTEND DATE
2. 15SEP11	EXTEND DATE
3. 15OCT11	

BULK DEPOSIT DATES/AMOUNTS

1. 0.00	Due
2. 0.00	Due
3. 0.00	Due

VOYAGE FINAL PAYMENT DATE

29NOV11

Important Recall and Bulk Deposit information is readily available

SUBMIT **GROUP OPTIONS** **REFRESH**

Group Management Options

The screenshot displays the 'GROUP AND VOYAGE INFORMATION' and 'GROUP AMENITIES' sections of the Polar Online system. The 'GROUP AND VOYAGE INFORMATION' section includes fields for Group Name (PRINCESS-CSSUS(TEST AGENCY)), Voyage (B910), Group Number (TQV), Nights (7), Agency Group Contact (First Name J, Last Name HINDS), Currency (USD), Cross-reference Bookings (No), and Group Opened (23MAY08). The 'GROUP AMENITIES' section includes Amenities (New! LG1), Cocktail Party (None), Tour Conductor Ratio (16), Amenity Points Remaining (5), and Assign All Points Before (16DEC08). Below these sections are 'DOCUMENT DELIVERY' and 'RECALL DATES' sections. The 'RECALL DATES' section lists three dates: 02SEP08, 02OCT08, and 01NOV08. At the bottom, there is a navigation bar with buttons for BACK, MODIFY, FINANCIAL TOTALS, FINANCIAL HISTORY, DISPLAY ALLOTMENTS, GROUP PRICING DETAIL, BOOKING LIST, BOOK NOW, and GROUP BOOKINGS INFORMATION.

GROUP AND VOYAGE INFORMATION	
Group Name	PRINCESS-CSSUS(TEST AGENCY)
Voyage	B910
Group Number	TQV
Nights	7
Agency Group Contact: First Name	J
Last Name	HINDS
Currency	USD
Cross-reference Bookings	No
Group Opened	23MAY08

GROUP AMENITIES	
Modify the group to add group amenities.	
Amenities	New! LG1
Cocktail Party	None
Tour Conductor Ratio	16
Amenity Points Remaining	5
Assign All Points Before	16DEC08

RECALL DATES	
1.	02SEP08
2.	02OCT08
3.	01NOV08

Modify Group Details

- Group Name
- Agency Contact (First / Last names)
- Cross reference option
- Fax Reports
- Document Delivery

Manage Group Sales ...

- Financial Totals
- Financial History
- Allotment
- Pricing Details
- Booking List
- Book Now

Display or Search for Existing Groups

Group Search

GROUP SEARCH

Search for Groups for your agency using one of the Options below.

AGENCY INFORMATION

GRAND TRAVEL
347 RESS ST
BOSTON , MA 02210-1280 US

Phone: (617) 350-7535
Fax: (617) 346-6535

3 choices to display your groups:

1. Group and Voyage
2. Ship and Sail Date
3. Ship and Date Range

REQUEST BY GROUP AND VOYAGE

Red indicates required information

Group

Voyage

REQUEST BY DATE AND SHIP

Red indicates required information

Sail Date (01JAN06)

Ship

LIST OF GROUPS BY SHIP

Enter a Start Date and End Date with a Ship Name

Red indicates required information

Start Date (01JAN06) **End Date**

Ship

Group By Ship & Date Range

GROUP LIST

Select the Group to view details.

PRINT Print this page in a printer friendly format.

From a list of groups, select the group you want to work with. If you have both cruise groups and cruisetour groups, this list can be sorted with the VIEW drop list.

GRAND PRINCESS

PREVIOUS NEXT

Select a Group to continue. Use the pull-down menu to sort the list of Groups.

View

Select	Group	Voyage	Tour	Sail Date	Group Description	Status
<input type="radio"/>	TQ9	A709		24FEB07	AGENCY - W CARIB	
<input type="radio"/>	T64	A709		24FEB07	PRIVATE - DEARS REUNION	
<input type="radio"/>	T64	A730		28SEP07	STAR TREK	
<input type="radio"/>	T64	A736		24NOV07	PRIVATE - DREAMER GROUP	
<input type="radio"/>	T64	A740		22DEC07	AGENCY - W CARIB	

View Groups List

MAIN MENU | HELP | FEEDBACK | EXIT

This list now shows you Consortia made groups in the Orange color!

By using the four filters, you can sort groups by group type, date, destination, and by ship.

POLARONLINE

Select a Group to continue. You can also sort your search results based on date, destination or ship.

Date (01JAN09) Destination Ship [SORT LIST](#)

New! Group Type *Groups in **ORANGE** are Consortia made and some information may be withheld.

Sel	Sail Date	Group	Voyage	Tour	Ship	Destination	Group Description	Berths	Sold	Points
<input type="radio"/>	19JAN11	T1U	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
<input type="radio"/>	22FEB11	TSF	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
<input type="radio"/>	13MAR11	TSG	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
<input type="radio"/>	12APR11	TSH	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
<input type="radio"/>	18MAY11	TQG	2113		Island Princess	Alaska / Northbound	TRAVELSAVERS			0
<input type="radio"/>	18MAY11	TT5	2113	HA5	Island Princess	Alaska / Northbound	CENTRAL TRAVEL			0
<input type="radio"/>	18MAY11	TT6	2113		Island Princess	Alaska / Northbound	CENTRAL TRAVEL			0
<input type="radio"/>	18MAY11	T1U	2113	CA3	Island Princess	Alaska / Northbound	TRAVELSAVERS			0
<input type="radio"/>	26MAY11	T1U	B122		Caribbean Princess	Caribbean	TRAVELSAVERS			0
<input type="radio"/>	11JUN11	T1U	M114		Diamond Princess	Alaska / Northbound	TRAVELSAVERS			0
<input type="radio"/>	11JUN11	T1U	9114		Star Princess	Europe	TRAVELSAVERS			0
<input type="radio"/>	17JUL11	TQS	H131		Sapphire Princess	Alaska	CENTRAL TRAVEL			0
<input type="radio"/>	23JUL11	T1U	6123	BB3	Coral Princess	Alaska / Southbound	TRAVELSAVERS			0
<input type="radio"/>	24SEP11	T1U	M129		Diamond Princess	Orient	TRAVELSAVERS			0
<input type="radio"/>	19NOV11	T1U	2137		Island Princess	Panama Canal	TRAVELSAVERS			0
<input type="radio"/>	28DEC11	T1U	E201		Emerald Princess	Caribbean	TRAVELSAVERS			0
<input type="radio"/>	30DEC11	T1U	K201		Pacific Princess	South America	TRAVELSAVERS			0
<input type="radio"/>	13JAN12	T1U	K202		Pacific Princess	World Cruise	TRAVELSAVERS			0



Enjoy POLAR Online Groups!