

Quick Reference Manual

Groups eChannel Project (GEC)

BookCCL.com Quick Sell Option

Great News! You will now be able to manage your group contracts online the same way you currently handle Individual Reservations bookings. Here's how it works: Call Carnival's Group Department (1.800.327.5782) to book a group contract. Once you have your group booking number, you will be able to maintain it online. From berthing the group staterooms, to making necessary adjustments, or even cancelling the group staterooms, this new online feature allows YOU to be in charge of your group business.

Here is a Quick Reference Manual (QRM) with more details on what you can expect:

Berth Staterooms	<ul style="list-style-type: none"> • Berth staterooms from categories within the group. • Add a new category to berth. • Choose stateroom numbers or TBA guarantees.
Change Staterooms	<ul style="list-style-type: none"> • Select or change stateroom numbers. • Assign a stateroom number to a "TBA" stateroom.
Change Categories	<ul style="list-style-type: none"> • Change the category berthed for a guest to a different category within their group. • View and book the BEST available group rate for a specific sailing.
Name Changes	<ul style="list-style-type: none"> • Name changes • Name corrections • Replacing (cancelling/adding) guests
Make Payments	<p>Make an online payment using the following:</p> <ul style="list-style-type: none"> • Checks • Cashiers checks • Money orders • Credit cards
Fly Aweigh	<ul style="list-style-type: none"> • Assign an air city for a group stateroom. • Change the gateway city for a guest or stateroom. • Change the guest from Fly Aweigh to Cruise only. • Change the guest from Cruise only to Fly Aweigh.
Gratuities	<ul style="list-style-type: none"> • Select pre-paid gratuities for a guest or stateroom.
Packages	<ul style="list-style-type: none"> • Request packages for a group stateroom. • Assign packages for a group stateroom. • Remove a package from a guest or stateroom. • Change the package a guest has booked.
Dining Request	<ul style="list-style-type: none"> • Dining will be available for request by stateroom. (Please remember that dining is still on a request basis.)
Vacation Protection Plan	<ul style="list-style-type: none"> • Add VPP travel insurance for guests. • Remove VPP from guests in the group.
Confirmation	<p>Request a stateroom confirmation (Account Summary of the stateroom) to be sent via:</p> <ul style="list-style-type: none"> • Fax • eMail • Mail

Plus, useful information such as deck plans, category descriptions and stateroom amenities are also available!!

The Quick Sell option will allow you to enter the specific information regarding your group booking so you may assign a stateroom with just a few simple steps!

To assign a stateroom by going directly to the Select Stateroom page you will need to enter the following required fields:

- Destination
- Ship
- Departure, same date for "From" & "To".
- Duration Days, same date for "From" & "To".
- Rate Code
- Departing City
- Category

FDISTRIBUTION TEST AGY - DOME
(305) 599-2650

Destination: CARIBBEAN

Ship: Carnival Inspiration

Departure: From 09/08/2008 To 09/08/2008
Duration Days: From 5 To 5

of Staterooms: 1
of Guests for Stateroom 1: Adult 2 Child 0

Past Guest #

Rate Code: DL2702

Group Booking Num

Transportation Type: Cruise Only

Departing City: Atlanta ,GA (ATL)

Category: 6C Stateroom

SEARCH **RESET**

Power BookCCLSM

Welcome to Power BookCCL.com.
Click submit to begin your cruise vacation search or select sailing preferences and then hit submit. Minimum required fields are either: From Date and Destination, From Date and Ship or From Date and Duration.

Local intranet

The available staterooms you can assign, based on the Quick Sell criteria previously entered, is then displayed.

BookCCL - Get Sailing - Microsoft Internet Explorer provided by Carnival Cruise Lines

EDISTRIBUTION TEST AGY - DOME
(305) 599-2650

Destination: CARIBBEAN
Ship: Carnival Inspiration
Departure: From 09/08/2008 To 09/08/2008 Duration Days: From 5 To 5
of Staterooms: 1
of Guests for Stateroom: 1 Adult: 2 Child: 0
Past Guest #:
Rate Code: 4BDL27
Group Booking Num:
Transportation Type: Cruise Only
Departing City: Atlanta, GA (ATL)
Category: 6C Stateroom:
SEARCH **RESET**

Ship	Destination	Date	Days	Max
CARNIVAL INSPIRATION	WESTERN CARIBBEAN	9/8/2008	5	5

Rate: 4BDL2702 - TEST RTB GROUP PGY
Comments: CPGY - NO UPGRADES APPLY SUPPORTS 00 AMENITIES AND COMPS

Category Rate Trans 1st/2nd Up
Category: 6C Type: OS Rate: 4BDL2702 Trans: Cruise Only 1/2-\$479.00

Stateroom	Deck	Miscellaneous	Stateroom
U214	UPPER	U218 SH,N,PW	SELECT
U224	UPPER	SH,N,PW	SELECT
U226	UPPER	SH,N,PW	SELECT
U228	UPPER	SH,N,PW	SELECT
U230	UPPER	SH,N,PW	SELECT
U66	UPPER	SH,N,PW	SELECT
U65	UPPER	SH,N,PW	SELECT
U64	UPPER	SH,N,PW	SELECT
U63	UPPER	SH,N,PW	SELECT
GUAR	TO BE ASSIGNED	N	SELECT

Preferred Stateroom: **SELECT**

Page # 1

One you select the desired stateroom or TBA, you will go directly to the Guest Info page to begin assigning the stateroom.

Power BookCCL - Guest Information - Microsoft Internet Explorer provided by Carnival Cruise Lines

EDISTRIBUTION TEST AGY - DOME
Pichardo, Jorge
(305) 599-2650

Destination: 5 Day WESTERN CARIBBEAN Itinerary on CARNIVAL INSPIRATION
Departs: 10/20/2008
Embark/Debark: TAMPA, FL TAMPA, FL
Rate Code: 8BDH4901

Stateroom: 1
of Guests: 2 adults
Category: 4A
Type: INSIDE
Deck: RIVIERA
Stateroom: R168
Max Guests in this stateroom: 3
Guests Coming From: Atlanta
Cruise only

Modify Selections
Change Sailing
Change Rate Code
Change Category
Change Stateroom

Guest 1 | Guest 2

Personal Info | Special Services

Title: * Mr.
First Name: *
Last Name: *
DOB (mm/dd/yyyy): * ...OR... Age: 21
Gender: * Male Female
Emergency Contact Number: * **COPY NAME TO NEXT GUEST**
Past Guest Number: **PAST GUEST**
Nationality: * UNITED STATES
Cruise Vacation Protection Plan? * Yes No
Need Air Transportation? * Yes No
Departing From: * Atlanta, GA (ATL)

Dining Information

SAVE AND PROCEED TO PAYMENT

Booking Help | Contact Us

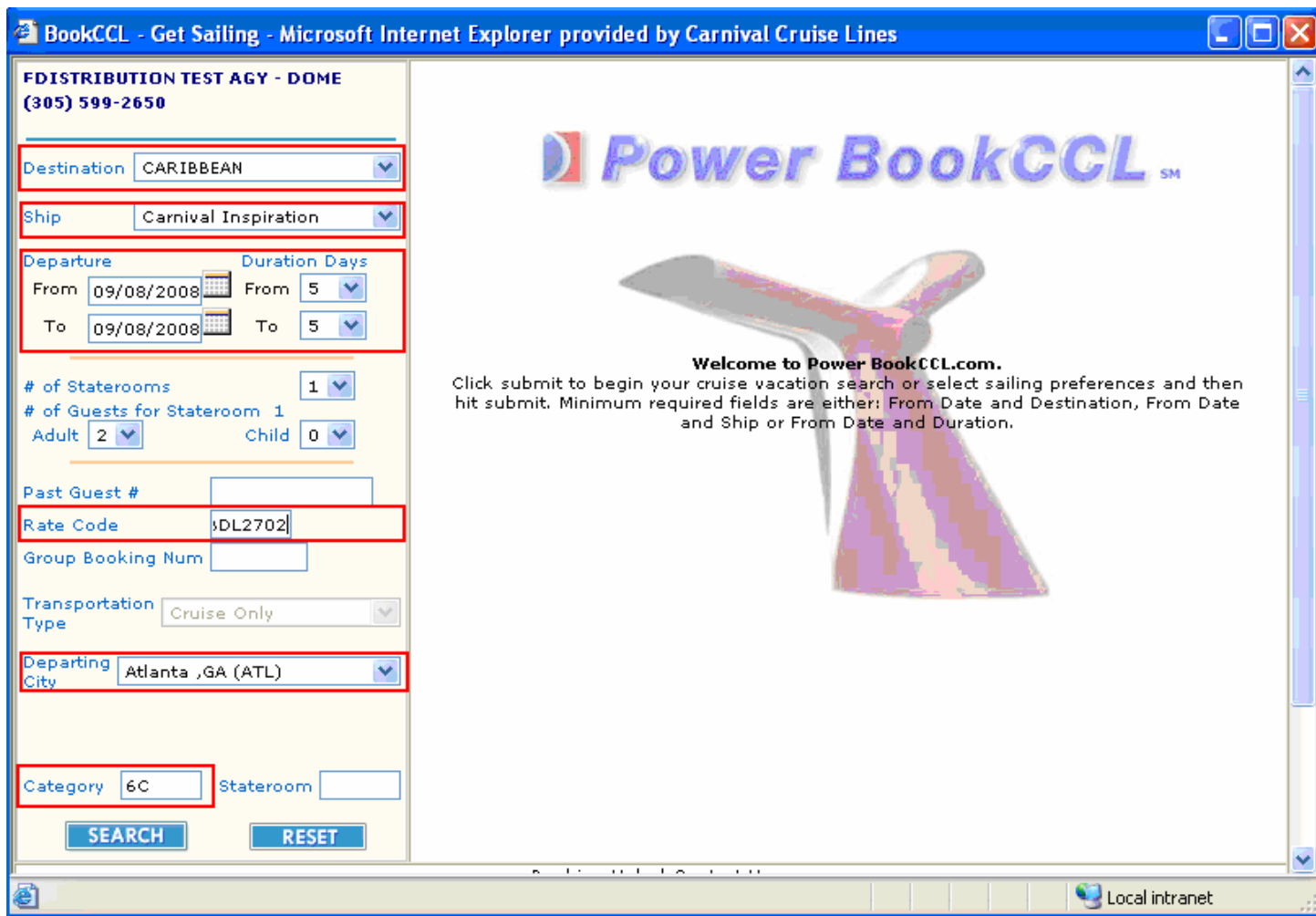
Carnival
Just more fun...

© Carnival Cruise Lines 2003. All rights reserved. Power BookCCL(SM)

Quick Sell can also take you directly into the Guest Info page if you know the preferred stateroom for your guest or if you are just assigning a TBA guarantee. Begin by entering the following required fields:

- Destination
- Ship
- Departure, same date for “From” & “To”.
- Duration Days, same date for “From” & “To”.
- Rate Code
- Departing City
- Category
- Stateroom number or type “GUAR” in this field for a TBA guarantee.

PLEASE NOTE: To go directly to the Guest Info screen you **MUST** enter a stateroom number or GUAR for TBA.



The screenshot shows a web browser window titled "BookCCL - Get Sailing - Microsoft Internet Explorer provided by Carnival Cruise Lines". The page content includes a header for "Power BookCCL.com" with a logo and a welcome message: "Welcome to Power BookCCL.com. Click submit to begin your cruise vacation search or select sailing preferences and then hit submit. Minimum required fields are either: From Date and Destination, From Date and Ship or From Date and Duration." Below the header is a search form with the following fields and values:

- Destination: CARIBBEAN
- Ship: Carnival Inspiration
- Departure: From 09/08/2008, To 09/08/2008
- Duration Days: From 5, To 5
- # of Staterooms: 1
- # of Guests for Stateroom 1: Adult 2, Child 0
- Past Guest #: (empty)
- Rate Code: DL2702
- Group Booking Num: (empty)
- Transportation Type: Cruise Only
- Departing City: Atlanta ,GA (ATL)
- Category: 6C
- Stateroom: (empty)

At the bottom of the form are "SEARCH" and "RESET" buttons. The browser's status bar at the bottom right shows "Local intranet".

Once you have taken advantage of our Quick Sell option you can continue assigning the cabin in the Guest Info page. There are required fields that need to be filled out to book the reservation. The tabs at the top allow you to toggle between the 1st and 2nd guest (also 3/4/5th guest if a multiple occupancy stateroom).

EDISTRIBUTION TEST AGY - DOME
Pichardo, Jorge
(305) 599-2650

Destination
 7 Day EASTERN CARIBBEAN
 Itinerary on CARNIVAL VALOR
Departs 6/1/2008
Embark/Debark
 MIAMI, FL
 MIAMI, FL
Rate Code 8BC0W401

Stateroom 1
of Guests 2 adults
Category 4A
Type INSIDE
Deck RIVIERA
Stateroom GUAR
Max Guests in this stateroom 2
Guests Coming From
 Miami
 Cruise only

Modify Selections
 Change Sailing
 Change Rate Code
 Change Category
 Change Stateroom

Guest 1 **Guest 2**

Personal Info **Special Services**

Title: * Mr.
First Name: * Jorge
Last Name: * Pichardo
DOB (mm/dd/yyyy): * 03/17/1975 ...OR... Age:
Gender: * Male Female
Emergency Contact Number: * 3055992650 **COPY NAME TO NEXT GUEST**
Past Guest Number: **PAST GUEST**
Nationality: * UNITED STATES
Cruise Vacation Protection Plan? * Yes No
Need Air Transportation? * Yes No
Departing From: * Miami ,FL (MIA)

Dining Information

SAVE AND PROCEED TO PAYMENT

EDISTRIBUTION TEST AGY - DOME
Pichardo, Jorge
(305) 599-2650

Destination
 7 Day EASTERN CARIBBEAN
 Itinerary on CARNIVAL VALOR
Departs 6/1/2008
Embark/Debark
 MIAMI, FL
 MIAMI, FL
Rate Code 8BC0W401

Stateroom 1
of Guests 2 adults
Category 4A
Type INSIDE
Deck RIVIERA
Stateroom GUAR
Max Guests in this stateroom 2
Guests Coming From
 Miami
 Cruise only

Modify Selections
 Change Sailing
 Change Rate Code
 Change Category
 Change Stateroom

Guest 1 **Guest 2**

Personal Info **Special Services**

Title: * Mrs.
First Name: * Carolina
Last Name: * Pichardo
DOB (mm/dd/yyyy): * 05/03/1983 ...OR... Age:
Gender: * Male Female
Emergency Contact Number: **COPY NAME TO NEXT GUEST**
Past Guest Number: **PAST GUEST**
Nationality: * UNITED STATES
Cruise Vacation Protection Plan? * Yes No
Need Air Transportation? * Yes No
Departing From: * Miami ,FL (MIA)

Dining Information

SAVE AND PROCEED TO PAYMENT

The “Special Services” tab allows you to select the following:

- Special Occasions
- Medical Advisories
- Special Meals
- Special Services

Please review image below. Special services refers to VPP, transfers, and to appoint a group leader. Once you have entered all the guest info and special services, please click on the “Save and Proceed to Payment” button to continue.

EDISTRIBUTION TEST AGY - DOME
Pichardo, Jorge
(305) 599-2650

Destination
7 Day EASTERN CARIBBEAN
Itinerary on CARNIVAL VALOR

Departs 6/1/2008
Embark/Debark
MIAMI, FL
MIAMI, FL

Rate Code 8BC0W401

Stateroom 1
of Guests 2 adults
Category 4A
Type INSIDE
Deck RIVIERA
Stateroom GUAR
Max Guests in this stateroom 2
Guests Coming From
Miami
Cruise only

Modify Selections

- Change Sailing
- Change Rate Code
- Change Category
- Change Stateroom

Guest 1 **Guest 2**

Personal Info **Special Services**

Special Occasion: ←

HONEYMOON BIRTHDAY N/A ANNIVERSARY N/A

Medical Advisory: ←

SERVICE ANIMAL DIABETIC BLIND DEAF SHARPS CONTAINER
 DIALYSIS OTHER WHEELCHAIR OXYGEN

Special Meals: ←

BLAND DIET

Special Services: ←

VACATION PRE-CRUISE- PRE-CRUISE- POST-CRUISE- POST-CRUISE-
PROTECTION - TRANSFER (MIA) TRANSFER (FLL) TRANSFER (MIA) TRANSFER (FLL)
STANDARD
 GROUP LEADER GROUP LEADER GROUP LEADER GROUP LEADER

Dining Information

SAVE AND PROCEED TO PAYMENT

The reservation information is displayed:

EDISTRIBUTION TEST AGY - DDME Pichardo, Jorge (305) 599-2650	Payment Information The DEPOSIT is due on or before 2/23/2008 The BALANCE is due on or before 3/18/2008 Total Payment Due: \$1,710.24																													
Destination 7 Day EASTERN CARIBBEAN Itinerary on <u>CARNIVAL VALOR</u> Departs 6/1/2008 Embark/Debark MIAMI, FL MIAMI, FL Rate Code 8BC0W401	<table border="1"> <thead> <tr> <th></th> <th>GUAR</th> <th>JORGE PICHARDO</th> <th>CAROLINA PICHARDO</th> </tr> </thead> <tbody> <tr> <td>CRUISE RATE</td> <td>\$1,518.00</td> <td>\$759.00</td> <td>\$759.00</td> </tr> <tr> <td>MISCELLANEOUS CHARGES</td> <td>\$122.24</td> <td>\$61.12</td> <td>\$61.12</td> </tr> <tr> <td>FUEL SUPPLEMENT</td> <td>\$70.00</td> <td>\$35.00</td> <td>\$35.00</td> </tr> <tr> <td>Guest Subtotal</td> <td>\$1,710.24</td> <td>\$855.12</td> <td>\$855.12</td> </tr> <tr> <td>DEPOSIT</td> <td>500.00</td> <td></td> <td></td> </tr> <tr> <td>FINAL BY CREDIT CARD</td> <td>1710.24</td> <td></td> <td></td> </tr> </tbody> </table>		GUAR	JORGE PICHARDO	CAROLINA PICHARDO	CRUISE RATE	\$1,518.00	\$759.00	\$759.00	MISCELLANEOUS CHARGES	\$122.24	\$61.12	\$61.12	FUEL SUPPLEMENT	\$70.00	\$35.00	\$35.00	Guest Subtotal	\$1,710.24	\$855.12	\$855.12	DEPOSIT	500.00			FINAL BY CREDIT CARD	1710.24			
	GUAR	JORGE PICHARDO	CAROLINA PICHARDO																											
CRUISE RATE	\$1,518.00	\$759.00	\$759.00																											
MISCELLANEOUS CHARGES	\$122.24	\$61.12	\$61.12																											
FUEL SUPPLEMENT	\$70.00	\$35.00	\$35.00																											
Guest Subtotal	\$1,710.24	\$855.12	\$855.12																											
DEPOSIT	500.00																													
FINAL BY CREDIT CARD	1710.24																													
Stateroom 1 # of Guests 2 adults Category 4A Type INSIDE Deck RIVIERA Stateroom GUAR Max Guests in this stateroom 2 Guests Coming From Miami ,FL (MIA) Cruise only	<table border="1"> <thead> <tr> <th>Agency Statement</th> <th>Know Before You Sail</th> <th>What is Miscellaneous Charges?</th> <th>What is Booking Charges and Credits?</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Agency Statement	Know Before You Sail	What is Miscellaneous Charges?	What is Booking Charges and Credits?																									
Agency Statement	Know Before You Sail	What is Miscellaneous Charges?	What is Booking Charges and Credits?																											
Modify Selections Guest/Dining Info Packages... Stateroom Special Services Change Fly Aweigh City Make Payment Change Doc Destination Change Sailing Change Rate Code Change Category Change Stateroom	Guest Information NAME: JORGE PICHARDO NAME: CAROLINA PICHARDO VACATION PROTECTION PLAN: No VACATION PROTECTION PLAN: No																													
	<input type="checkbox"/> Yes, I have read and agree with the Terms & Conditions of Carnival Cruise Lines. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="button" value="CREATE BOOKING"/> </div> <div style="margin-left: 20px;"> <input type="radio"/> pay deposit <input type="radio"/> pay balance in full <input checked="" type="radio"/> no payment at this time </div>																													

On this new screen you can view the following:

A	Agency Information
B	Sailing Information
C	Stateroom Information
D	Modify Selections Section
E	Payment Information (including deposit due dates)
F	Accounting Breakdown (for the stateroom)
G	Create Booking Section

At the bottom of the page (Section **G**), you will need to check the “Yes, I have read and agree with the Terms & Conditions of Carnival Cruise Lines” in order to continue. Please feel free to click on the provided link in order to review our Terms and Conditions. To obtain an IBR for the reservation, please click on the “Create Booking” button.

Once you click on the "Create Booking" button, the new booking number will appear on the left hand side. You may now request a confirmation to be e-mailed or faxed.

EDISTRIBUTION TEST AGY - DOME
Pichardo, Jorge
(305) 599-2650

Destination

7 Day EASTERN CARIBBEAN
 Itinerary on CARNIVAL VALOR

Departs 6/1/2008

Embark/Debark

MIAMI, FL
 MIAMI, FL

Rate Code 8BC0W401

Stateroom 1

of Guests 2 adults

Category 4A

Type TO BE ASSIGNED

Deck TO BE ASSIGNED

Stateroom GUAR

Max Guests in this stateroom 4

Guests Coming From

MIAMI, FL
 Cruise only

Reservation No **8BDF77**
 CONFIRMED

- Reservation...
- Guest Information...
- Stateroom Special Services
- Dining Availability
- Make Payment
- Packages...
- Change Fly Aweigh City
- Change Doc Destination
- Display Booking
- Change Stateroom Options**
- Change Stateroom
- Change Category
- Change Ratecode

Payment Information

The DEPOSIT is due on or before 2/23/2008

The BALANCE is due on or before 3/18/2008

Total Payment Due: \$1,710.24

	GUAR	JORGE PICHARDO	CAROLINA PICHARDO
CRUISE RATE	\$1,518.00	\$759.00	\$759.00
MISCELLANEOUS CHARGES	\$122.24	\$61.12	\$61.12
FUEL SUPPLEMENT	\$70.00	\$35.00	\$35.00
BOOKING CHARGE/CREDIT	\$0.00		
Guest Subtotal	\$1,710.24	\$855.12	\$855.12
DEPOSIT	500.00		
FINAL BY CREDIT CARD	1710.24		

[Agency Statement](#) [What is Miscellaneous Charges?](#) [What is Booking Charges and Credits?](#)

Itinerary

Guest Information

Dining Information

SEND EMAIL/FAX STATEMENT TO AGENCY

