

## Steps to Book a Cruise Using Worldspan CruiseSelect<sup>SM</sup>

<b>Step 1</b>	<b>Schedule</b>	<p>Find a scheduled sailing fast using one of the four search options in Worldspan CruiseSelect. This quick-reference uses the Search by Destination option.</p> <p>From drop-down menus select,</p> <ul style="list-style-type: none"> <li>• Desired destination</li> <li>• Month of travel</li> <li>• Cruise Line</li> </ul> <p>Then click the <b>select</b> button. The <b>filter your search</b> option narrows the choices when multiple sailings are returned. You can organize the listed sailings with the <b>sort</b> option.</p> <p>Use the ship's name link and itinerary link to access detailed information on the ship and the sailing.</p> <p>The <b>sailing date</b> drop-down menu can be used to select a specific sailing date.</p> <p>Click the <b>continue</b> button next to the selected sailing to proceed.</p>
<b>Step 2</b>	<b>Rates</b>	<p>Select number of passengers, ages, cruise only or air city, and client's residency city.</p> <p>Click <b>continue</b> at desired rate code to view available categories and fares.</p>
<b>Step 3</b>	<b>Category</b>	<p>View detailed port information in the booking summary:</p> <ul style="list-style-type: none"> <li>• See cabin photos</li> <li>• Descriptions</li> <li>• Display complete pricing summaries (with or without air) for cabins in available categories.</li> </ul> <p>Click the <b>select</b> button at the desired category to view cabin details.</p>
<b>Step 4</b>	<b>Cabins</b>	<p>Use the deck plan and ship outline to view cabin and deck locations.</p> <p><b>Select another category</b> option to view available cabins in alternate categories.</p> <p>The <b>Pricing Details</b> button provides a brief pricing preview.</p> <p>Click <b>select</b> at desired cabin to proceed and view a full pricing summary.</p>
<b>Step 5</b>	<b>Pricing</b>	<p>See breakdown of pricing summary in Agent or Consumer View.</p> <p>Options are available to remove or add insurance, recalculate price, and E-mail summary.</p> <p>When final price and payment schedules are agreed upon, click <b>continue</b> to enter passenger information.</p>
<b>Step 6</b>	<b>Passenger Info</b>	<p>Enter required passenger information including title, names, birth dates, gender, nationality, phone numbers, and identify one passenger as the main contact.</p> <p>Enter optional information including passport information, past cruise numbers, request special services, observance of special events, dining preferences, prepaid gratuities, and Fax/Email/Mail booking confirmation summary.</p> <p>With the ability to add the cruise booking to an existing Worldspan PNR.</p> <p>Click <b>continue</b> and then review/verify passenger information, final pricing summary, and payment due dates. Submit a payment here if necessary.</p> <p>Click <b>confirm booking</b> to display a booking confirmation summary containing the confirmation number and all pertinent cruise booking information.</p>