



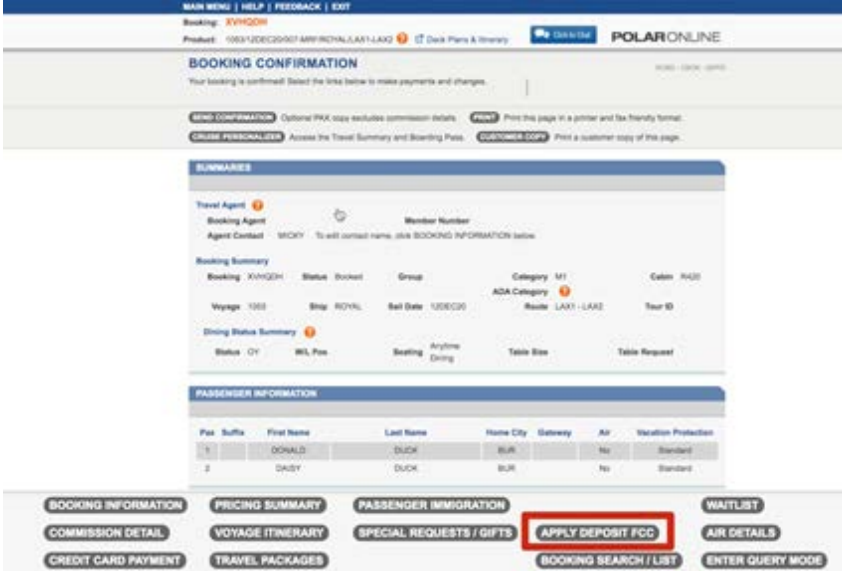
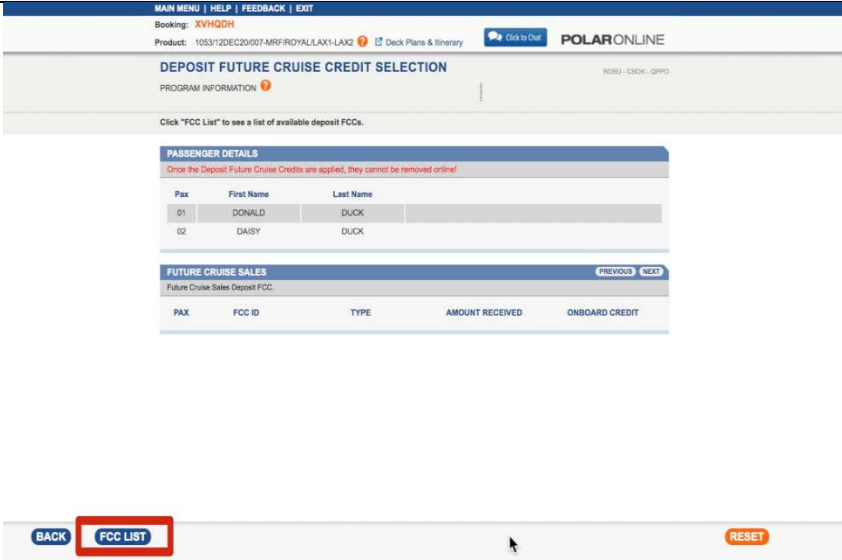
Summary

To assist travel advisors in checking for a Future Cruise Credit (FCC) on a current booking, as well as applying an available credit to a current booking.

The Fine Print

Future Cruise Credits (FCC) are non-refundable and are non-transferable and can be applied to the cruise fare of any new or existing booking that is not yet paid in full. The FCC does not have to be used on the same product that was cancelled. The FCC can be used the following ways (1) by guests on a future new booking (as standard) (2) by the guest to upgrade an existing booking to a higher meta or upgraded fare type (3) split across multiple future bookings. Note, FCCs will not be available instantly and require additional processing time.

Step	Process	Screen
1	Launch POLAR Online. Select create or manage booking. NOTE: The FCC is attached to the World Club Member number and is not attached to any agency. If you are an administrator and are viewing via the Future Cruise Credit List under Agency Tools, you will only see everyone that is registered in your office. A supervisor can also see everyone, except for the Administrator.	

2	Enter booking number to locate guest information.	
3	To apply the future cruise credits, select “Apply Deposit FCC” from the bottom tab menu. NOTE: The FCC is built into the World Club Member number and will auto populate into the booking. No further action is needed.	
4	This is where any already applied Future Cruise Deposit credits for the booking will be displayed. Important to note that once the deposit future cruise credits are applied, they cannot be removed online. To view available credits for the guests on the booking, you will select FCC List from the bottom of the screen.	

5	On this page, you will see the passenger number to identify who the credit will be applied for, the FCC ID, the amount received and the amount of onboard credit that will be applied to the booking. To apply the FCC you will check the box next to the desired credits and select apply deposit FCC from the bottom of the screen.	MAIN MENU HELP FEEDBACK EXIT Booking: XVHQDH Product: 105312DEC2007-MRF/ROYAL/LAX1-LAX2 POLARONLINE DEPOSIT FUTURE CRUISE CREDIT SELECTION ROBY - CSK - QPYO PASSENGER DETAILS Once the Deposit Future Cruise Credits are applied, they cannot be removed online! <table><tr><th>Pax</th><th>First Name</th><th>Last Name</th></tr><tr><td>01</td><td>DONALD</td><td>DUCK</td></tr><tr><td>02</td><td>DAISY</td><td>DUCK</td></tr></table> FUTURE CRUISE SALES Future Cruise Sales Deposit FCC. <table><tr><th>PAX</th><th>FCC ID</th><th>TYPE</th><th>AMOUNT RECEIVED</th><th>ONBOARD CREDIT</th></tr><tr><td>☒ 01</td><td>07588095</td><td>Future Cruise Deposit</td><td>100.00</td><td>50.00</td></tr><tr><td>☒ 02</td><td>07588096</td><td>Future Cruise Deposit</td><td>100.00</td><td>50.00</td></tr></table> *Selecting multiple FCC's for one passenger will still only amount to one Onboard Credit earned. BACK APPLY DEPOSIT FCC RESET Use the "BACK" button to navigate out of this screen.	Pax	First Name	Last Name	01	DONALD	DUCK	02	DAISY	DUCK	PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT	☒ 01	07588095	Future Cruise Deposit	100.00	50.00	☒ 02	07588096	Future Cruise Deposit	100.00	50.00
Pax	First Name	Last Name																								
01	DONALD	DUCK																								
02	DAISY	DUCK																								
PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT																						
☒ 01	07588095	Future Cruise Deposit	100.00	50.00																						
☒ 02	07588096	Future Cruise Deposit	100.00	50.00																						
6	You will notice an update at the top of the screen notifying us the record has been updated.	MAIN MENU HELP FEEDBACK EXIT Booking: XVHQDH Product: 105312DEC2007-MRF/ROYAL/LAX1-LAX2 POLARONLINE DEPOSIT FUTURE CRUISE CREDIT SELECTION ROBY - CSK - QPYO RECORD UPDATED PASSENGER DETAILS Once the Deposit Future Cruise Credits are applied, they cannot be removed online! <table><tr><th>Pax</th><th>First Name</th><th>Last Name</th></tr><tr><td>01</td><td>DONALD</td><td>DUCK</td></tr><tr><td>02</td><td>DAISY</td><td>DUCK</td></tr></table> FUTURE CRUISE SALES Future Cruise Sales Deposit FCC. <table><tr><th>PAX</th><th>FCC ID</th><th>TYPE</th><th>AMOUNT RECEIVED</th><th>ONBOARD CREDIT</th></tr><tr><td>☒ 01</td><td>07588095</td><td>Future Cruise Deposit</td><td>0.00</td><td>0.00</td></tr><tr><td>☒ 02</td><td>07588096</td><td>Future Cruise Deposit</td><td>0.00</td><td>0.00</td></tr></table> *Selecting multiple FCC's for one passenger will still only amount to one Onboard Credit earned. BACK RESET Use the "BACK" button to navigate out of this screen.	Pax	First Name	Last Name	01	DONALD	DUCK	02	DAISY	DUCK	PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT	☒ 01	07588095	Future Cruise Deposit	0.00	0.00	☒ 02	07588096	Future Cruise Deposit	0.00	0.00
Pax	First Name	Last Name																								
01	DONALD	DUCK																								
02	DAISY	DUCK																								
PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT																						
☒ 01	07588095	Future Cruise Deposit	0.00	0.00																						
☒ 02	07588096	Future Cruise Deposit	0.00	0.00																						
7	To navigate back to the main screen select back from the bottom menu twice and you can now continue to service this booking or move on to your next client.	MAIN MENU HELP FEEDBACK EXIT Booking: XVHQDH Product: 105312DEC2007-MRF/ROYAL/LAX1-LAX2 POLARONLINE DEPOSIT FUTURE CRUISE CREDIT SELECTION ROBY - CSK - QPYO PASSENGER DETAILS Once the Deposit Future Cruise Credits are applied, they cannot be removed online! <table><tr><th>Pax</th><th>First Name</th><th>Last Name</th></tr><tr><td>01</td><td>DONALD</td><td>DUCK</td></tr><tr><td>02</td><td>DAISY</td><td>DUCK</td></tr></table> FUTURE CRUISE SALES Future Cruise Sales Deposit FCC. <table><tr><th>PAX</th><th>FCC ID</th><th>TYPE</th><th>AMOUNT RECEIVED</th><th>ONBOARD CREDIT</th></tr><tr><td>01</td><td>07588095</td><td>Future Cruise Deposit</td><td>100.00</td><td>50.00</td></tr><tr><td>02</td><td>07588096</td><td>Future Cruise Deposit</td><td>100.00</td><td>50.00</td></tr></table> BACK FCC LIST RESET	Pax	First Name	Last Name	01	DONALD	DUCK	02	DAISY	DUCK	PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT	01	07588095	Future Cruise Deposit	100.00	50.00	02	07588096	Future Cruise Deposit	100.00	50.00
Pax	First Name	Last Name																								
01	DONALD	DUCK																								
02	DAISY	DUCK																								
PAX	FCC ID	TYPE	AMOUNT RECEIVED	ONBOARD CREDIT																						
01	07588095	Future Cruise Deposit	100.00	50.00																						
02	07588096	Future Cruise Deposit	100.00	50.00																						