

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!

The screenshot shows the Princess Cruises website. At the top, the logo reads "PRINCESS CRUISES escape completely". Navigation links include HOME, LEARN ABOUT OUR CRUISES, FIND AND COMPARE CRUISES, HOW TO BOOK, PREPARE FOR YOUR CRUISE, and CUSTOMER CARE. A large banner image shows a couple on a ship's staircase with the text "Welcome Aboard". Below the banner is a "Quick Cruise Search" section with a "Start Here!" button. On the right, there are links for "Sign In / Register" and "My Princess".

The screenshot shows the Cunard website. At the top, it says "Friday, May 23, 2008" and "Welcome to cunard.com". The Cunard logo is in the top right. Navigation links include OUR SHIPS, DESTINATIONS, VOYAGES, HOW TO BOOK, ABOUT CUNARD, and CONTACT US. A large banner features a ship with the text "THE LEGENDARY TRANSATLANTIC CROSSING". Below the banner is a "Voyage Finder" section with dropdown menus for "Select Ship", "Select Region", and "Select Month", followed by a "FIND VOYAGES" button. On the left, there is a "CUNARD NEWS" section with articles about Memorial Day, a Bob Hope Estate Auction, and a Voyage Personaliser link.

The screenshot shows the OneSource Travel Agent Center website. At the top, it says "Welcome, Mitch Kieffer of Princess-cs.us(test Agency)". Navigation links include ONESOURCE HOME, ACADEMY & TRAINING, BOOKING TOOLS, and SALES & MARKETING. A large banner features a couple on a ship with the text "Summertime BALCONY BONUS" and "Free balcony upgrades on summer 2010 cruises and cruisetours". Below the banner is a "LEARN MORE" button. On the right, there is a "PRINCESS CRUISES escape completely" logo. At the bottom, there are several sections: "POLARONLINE" (Award winning booking tool), "oneSource ACADEMY" (Learn, advance, progress, profit), "oneSource ALLIANCE" (Your high-quality, direct mail solution), "oneSource COLLATERAL" (Our easy-to-use e-Catalog site), "oneSource SALES REPORTS" (Analyze, manage and track your sales), and "PRINCESS CRUISES MEDIA LIBRARY" (Images for our travel partners).

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!

[Register »](#)

[CONTACT US](#) | [TERMS & CONDITIONS](#) | [SITE REQUIREMENTS](#) | [PRINCESS NEWS](#) | [CUNARD NEWS](#) | [PRINCESS.COM](#) | [CUNARD.COM](#)

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Polar Online's Main Menu

[MAIN MENU](#) | [HELP](#) | [FEEDBACK](#) | [EXIT](#)

POLARONLINE

SELECT A CRUISE LINEMXTO - 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 No **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 No **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

Red indicates required 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

Age **B208A**

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? ☐

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

DOCUMENT DELIVERY

All Documents for this sailing will be sent Electronically.

Document Mode Electronic

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

SUBMIT

GROUP OPTIONS

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

REFRESH

Important Recall and Bulk Deposit information is readily available

Group Management Options

GROUP AND VOYAGE INFORMATION	GROUP AMENITIES
Group Name PRINCESS-CSSUS(TEST AGENCY)	Modify the group to add group amenities.
Voyage B910	Amenities New! LG1 ?
Group Number TQV Nights 7	Cocktail Party None
Agency Group Contact: First Name J	Tour Conductor Ratio 16
Last Name HINDS	Amenity Points Remaining 5
Currency USD	Assign All Points Before 16DEC08
Cross-reference Bookings No Learn about TWIDs ?	
Group Opened 23MAY08	
Finalized Pending	
DOCUMENT DELIVERY	RECALL DATES
Number JAVERY@PRINCESS.COM	1. 02SEP08
Report Group Detail	2. 02OCT08
	3. 01NOV08
DOCUMENT DELIVERY	RISK DEPOSIT DATES/AMOUNTS
BACK MODIFY FINANCIAL TOTALS FINANCIAL HISTORY DISPLAY ALLOTMENTS	
GROUP PRICING DETAIL BOOKING LIST BOOK NOW GROUP BOOKINGS INFORMATION	

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

SUBMIT

REQUEST BY DATE AND SHIP

Red indicates required information

Sail Date (01JAN06)

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

SUBMIT

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 All Groups ▼

Select	Group	Voyage	Tour	Sail Date	Group Description	Status
☐	TQ9	A709		24FEB07	AGENCY - W CARIB	
☐	T64	A709		24FEB07	PRIVATE - DEARS REUNION	
☐	T64	A730		28SEP07	STAR TREK	
☐	T64	A736		24NOV07	PRIVATE - DREAMER GROUP	
☐	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
☐	19JAN11	T1U	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
☐	22FEB11	TSF	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
☐	13MAR11	TSG	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
☐	12APR11	TSH	K103		Pacific Princess	World Cruise	TRAVELSAVERS			0
☐	18MAY11	TQG	2113		Island Princess	Alaska / Northbound	TRAVELSAVERS			0
☐	18MAY11	TT5	2113	HA5	Island Princess	Alaska / Northbound	CENTRAL TRAVEL			0
☐	18MAY11	TT6	2113		Island Princess	Alaska / Northbound	CENTRAL TRAVEL			0
☐	18MAY11	T1U	2113	CA3	Island Princess	Alaska / Northbound	TRAVELSAVERS			0
☐	26MAY11	T1U	B122		Caribbean Princess	Caribbean	TRAVELSAVERS			0
☐	11JUN11	T1U	M114		Diamond Princess	Alaska / Northbound	TRAVELSAVERS			0
☐	11JUN11	T1U	9114		Star Princess	Europe	TRAVELSAVERS			0
☐	17JUL11	TQS	H131		Sapphire Princess	Alaska	CENTRAL TRAVEL			0
☐	23JUL11	T1U	6123	BB3	Coral Princess	Alaska / Southbound	TRAVELSAVERS			0
☐	24SEP11	T1U	M129		Diamond Princess	Orient	TRAVELSAVERS			0
☐	19NOV11	T1U	2137		Island Princess	Panama Canal	TRAVELSAVERS			0
☐	28DEC11	T1U	E201		Emerald Princess	Caribbean	TRAVELSAVERS			0
☐	30DEC11	T1U	K201		Pacific Princess	South America	TRAVELSAVERS			0
☐	13JAN12	T1U	K202		Pacific Princess	World Cruise	TRAVELSAVERS			0



Enjoy POLAR Online Groups!