



# **NORWEGIAN**

**CRUISE LINE®**

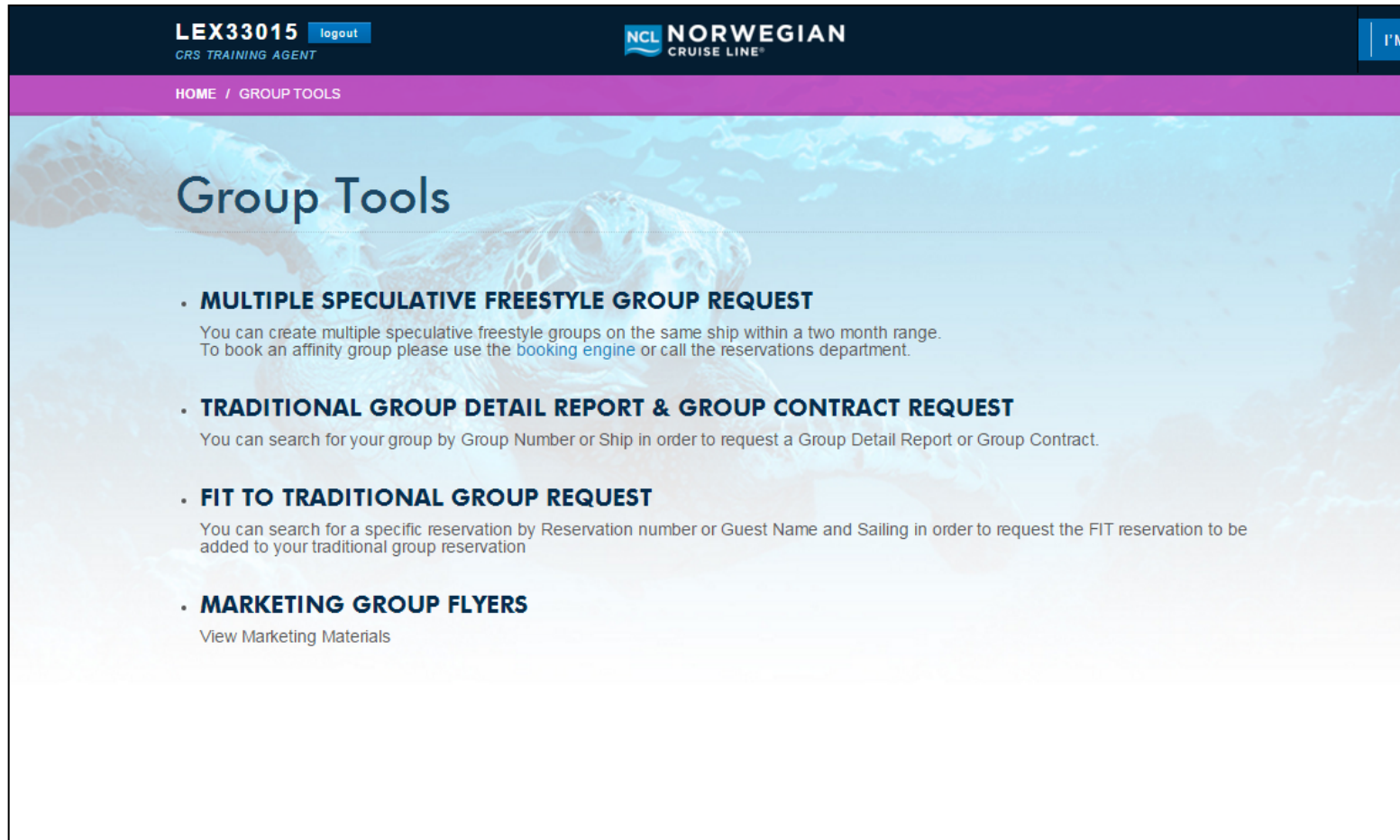
## **MULTIPLE SPECULATIVE FREESTYLE GROUP BOOKING TOOL GUIDE**

# 1. On the Norwegian Central home page; select the “Group Tools” button

The screenshot displays the Norwegian Cruise Line website's home page for a user with ID LEX33015. The page is organized into four main columns: BOOK NORWEGIAN, RESEARCH & PROMOTIONAL TOOLS, CRUISE ENHANCEMENTS, and CONNECT WITH US. The 'GROUP TOOLS' button is located in the bottom row of the 'BOOK NORWEGIAN' column.

| BOOK NORWEGIAN                            | RESEARCH & PROMOTIONAL TOOLS               | CRUISE ENHANCEMENTS                        | CONNECT WITH US                         |
|---|--|--|---|
| <a href="#">NEW RESERVATION</a>           | <a href="#">ITINERARIES</a>                | <a href="#">DINING</a>                     | <a href="#">NCL UNIVERSITY</a>          |
| <a href="#">EXISTING RESERVATION</a>      | <a href="#">DECK PLANS</a>                 | <a href="#">ONBOARD ACTIVITIES</a>         | <a href="#">WEBINARS / EVENTS</a>       |
| <a href="#">LATITUDES REWARDS PROGRAM</a> | <a href="#">SHIP FACTS</a>                 | <a href="#">SHORE EXCURSIONS</a>           | <a href="#">PARTNERS FIRST FACEBOOK</a> |
| <a href="#">PRICING / PROMOTIONS</a>      | <a href="#">MARKETING HQ</a>               | <a href="#">HOTEL PACKAGES</a>             | <a href="#">ANDY'S BLOG</a>             |
| <a href="#">ONLINE CHECK-IN</a>           | <a href="#">CRUISETOURS &amp; PACKAGES</a> | <a href="#">MOTORCOACH PROGRAMS</a>        | <a href="#">LATEST NEWS</a>             |
| <a href="#">E-DOCS</a>                    | <a href="#">POLICIES</a>                   | <a href="#">TRANSFERS &amp; DIRECTIONS</a> | <a href="#">SALES CONTACTS</a>          |
| <a href="#">GIFT CARD</a>                 | <a href="#">ORDER BROCHURES</a>            | <a href="#">TRAVEL PROTECTION</a>          | <a href="#">NCL HELP</a>                |
| <a href="#">GROUP TOOLS</a>               | <a href="#">IMAGE LIBRARY</a>              |  | <a href="#">AGENT MANAGEMENT</a>        |

## 2. On the Group Tools page, select the first link to book multiple speculative Freestyle Groups.



**LEX33015** [logout](#) **NCL NORWEGIAN** CRUISE LINE® [I'M](#)

HOME / GROUP TOOLS

# Group Tools

- **MULTIPLE SPECULATIVE FREESTYLE GROUP REQUEST**  
You can create multiple speculative freestyle groups on the same ship within a two month range. To book an affinity group please use the [booking engine](#) or call the reservations department.
- **TRADITIONAL GROUP DETAIL REPORT & GROUP CONTRACT REQUEST**  
You can search for your group by Group Number or Ship in order to request a Group Detail Report or Group Contract.
- **FIT TO TRADITIONAL GROUP REQUEST**  
You can search for a specific reservation by Reservation number or Guest Name and Sailing in order to request the FIT reservation to be added to your traditional group reservation
- **MARKETING GROUP FLYERS**  
[View Marketing Materials](#)

### 3. On the next page, select the ship where you wish to book your multiple groups.

## Create Multiple Speculative Groups

To book an affinity group please use the [booking engine](#) or call the reservations department.

Hi: LEX TORRENO

Not You? [Click Here](#)

Before continuing, please verify your information on the right.  
If you need to add an alternate group contact, please do so below.

### PLEASE SELECT THE SHIP YOU WOULD LIKE TO BOOK

In order to book multiple ships, please reset the form and repeat the multiple group creation process.

Click [here](#) to view training material.

SELECT CRUISE SHIP

- SELECT CRUISE SHIP
- NORWEGIAN BREAKAWAY
- NORWEGIAN DAWN
- NORWEGIAN EPIC
- NORWEGIAN ESCAPE
- NORWEGIAN GEM
- NORWEGIAN GETAWAY
- NORWEGIAN JADE

### PLEASE SELECT YOUR NEEDED CATEGORIES AND QUANTITIES

This will create all selected groups. You will see a report on what was created on the next page.

### YOUR INFORMATION

February 11, 2016  
CRS TRAINING AGENT

### IMPORTANT INFORMATION FOR SPECULATIVE GROUPS

Groups with 8 to 16 staterooms: \$0 deposit due till 4 months (120 DAYS) prior to sailing.

Groups with 17 to 99 staterooms: \$0 deposit due for 60 days, then a \$25 per stateroom deposit required.

Can not request more than 99 staterooms per sailing based on availability.

For Amenity value and choices please call Norwegian Group Department or for applicable amenity values please review your Sales Pal.

50% of amenity will be provided for solo passengers traveling in T1 Categories.

## 4. Select the sail start date and end date up to two months.

### Create Multiple Speculative Groups

To book an affinity group please use the [booking engine](#) or call the reservations department.

Hi: LEX TORRENO


Not You? [Click Here](#)

Before continuing, please verify your information on the right.  
If you need to add an alternate group contact, please do so below.

#### PLEASE SELECT THE SHIP YOU WOULD LIKE TO BOOK

In order to book multiple ships, please reset the form and repeat the multiple group creation process.

Click [here](#) to view training material.

 NORWEGIAN GETAWAY

#### PLEASE SELECT ONE OR MULTIPLE SAIL-DATE-RANGES

We will create Freestyle Group bookings for every available sailing within a two month range.

START:  END:

#### YOUR INFORMATION

February 11, 2016  
CRS TRAINING AGENT

#### IMPORTANT INFORMATION FOR SPECULATIVE GROUPS

Groups with 8 to 16 staterooms: \$0 deposit due till 4 months (120 DAYS) prior to sailing.

Groups with 17 to 99 staterooms: \$0 deposit due for 60 days, then a \$25 per stateroom deposit required.

Can not request more than 99 staterooms per sailing based on availability.

For Amenity value and choices please call Norwegian Group Department or for applicable amenity values please review your Sales Pal.

50% of amenity will be provided for solo passengers traveling in T1 Categories.

## 5. Select the categories you would like to add to your groups as well as the amount of cabins per category (up to 15 per category).

### PLEASE SELECT ONE OR MULTIPLE SAIL-DATE-RANGES

We will create Freestyle Group bookings for every available sailing within a two month range.

START:

END:

03/10/2017

04/07/2017

For Amenity value and choices please call Norwegian Group Department or for applicable amenity values please review your Sales Pa.

50% of amenity will be provided for solo passengers traveling in T1 Categories.

### PLEASE SELECT YOUR NEEDED CATEGORIES AND QUANTITIES

This will create all selected groups. You will see a report on what was created on the next page.

Maximum 15 staterooms per category.

|   | QUANTITY  |                        |
|---|---|------------------------|
| <div style="border: 1px solid #ccc; padding: 5px;"><p>SELECT CATEGORY</p><ul style="list-style-type: none"><li>SELECT CATEGORY</li><li>B1 AFT-FACING BALCONY</li><li>B2 FAMILY BALCONY</li><li>B3 FAMILY BALCONY</li><li>BA MID-SHIP BALCONY</li><li><b>BB MID-SHIP BALCONY</b></li><li>BC BALCONY</li><li>BD BALCONY</li></ul></div> | <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">1</div> | <a href="#">Remove</a> |

**NAME**

ing with the corresponding sail

6. If you need to remove a category, click “Remove”. To continue adding, click on “Add Category”. The same categories will get added to all your groups.

v

NORWEGIAN GETAWAY

### PLEASE SELECT ONE OR MULTIPLE SAIL-DATE-RANGES

We will create Freestyle Group bookings for every available sailing within a two month range.

START: END:

03/10/2017

04/07/2017

### PLEASE SELECT YOUR NEEDED CATEGORIES AND QUANTITIES

This will create all selected groups. You will see a report on what was created on the next page.

Maximum 15 staterooms per category.

|   | QUANTITY |   |
|---|----------|---|
| <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #990099; margin-right: 5px; display: flex; align-items: center; justify-content: center;"> <span style="color: white; font-size: 10px;">v</span> </div> <div style="border: 1px solid #990099; padding: 2px 5px; flex-grow: 1;"> <span style="color: #990099; font-weight: bold;">BB MID-SHIP BALCONY</span> </div> </div> | 4        | <a href="#" style="color: #004a87; text-decoration: none;">Remove</a> |
| <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #990099; margin-right: 5px; display: flex; align-items: center; justify-content: center;"> <span style="color: white; font-size: 10px;">v</span> </div> <div style="border: 1px solid #990099; padding: 2px 5px; flex-grow: 1;"> <span style="color: #990099; font-weight: bold;">ID INSIDE</span> </div> </div>           | 4        | <a href="#" style="color: #004a87; text-decoration: none;">Remove</a> |

+

ADD A CATEGORY

for 60 days, then a \$25 per stateroom

Can not request more than 99 staterooms per sailing based on

For Amenity value and choices contact the Norwegian Group Department or for more information on amenity values please review you

50% of amenity will be provided for all passengers traveling in T1

6. If you need to remove a category, click “Remove”. To continue adding, click on “Add Category”. The same categories will get added to all your groups.

for 60 days, then a \$25 per stateroom deposit required.

Can not request more than 99 staterooms per sailing based on availability.

For Amenity value and choices please call Norwegian Group Department or for applicable amenity values please review your Sales Pal.

50% of amenity will be provided for solo passengers traveling in T1 Categories.

▼ NORWEGIAN GETAWAY

### PLEASE SELECT ONE OR MULTIPLE SAIL-DATE-RANGES

We will create Freestyle Group bookings for every available sailing within a two month range.

START:  END:

### PLEASE SELECT YOUR NEEDED CATEGORIES AND QUANTITIES

This will create all selected groups. You will see a report on what was created on the next page.

Maximum 15 staterooms per category.

|                       | QUANTITY                       |        |
|-----------------------|--------------------------------|--------|
| ▼ BB MID-SHIP BALCONY | <input type="text" value="4"/> | Remove |
| ▼ ID IN SIDE          | <input type="text" value="4"/> | Remove |

ADD A CATEGORY



## 7. After adding your categories, you can give your groups a name (the same name will appear on all groups). Then click on the “Start Booking Process” button.

### PLEASE SELECT YOUR NEEDED CATEGORIES AND QUANTITIES

This will create all selected groups. You will see a report on what was created on the next page.

Maximum 15 staterooms per category.

|   | QUANTITY                       |                        |
|---|--------------------------------|------------------------|
| <input type="checkbox"/> BB MID-SHIP BALCONY    | <input type="text" value="4"/> | <a href="#">Remove</a> |
| <input type="checkbox"/> ID INSIDE              | <input type="text" value="4"/> | <a href="#">Remove</a> |
| <input type="button" value="+ ADD A CATEGORY"/> |                                |                        |

### PLEASE GIVE YOUR GROUPS A UNIQUE NAME

This name will be appended to each of the created groups along with the corresponding sail date.

GROUP NAME:

[\[ Reset Selections \]](#)

8. The next page will start the booking process and display the group numbers as they get booked. This process can take a few minutes depending on your request.

## Freestyle Group Batch Creation - Result

Please wait while process your request. The status will be updated automatically.

### HERE IS WHAT WERE ABLE TO CREATE FOR YOU

#### YOUR INFORMATION

- FEBRUARY 11, 2016
- CRS TRAINING AGENT
- 

#### GROUP PROCESS LEGEND


STATUS OK:  
GROUP WAS BUILT AS ASKED

STATUS ERROR:  
NOTHING WAS BUILT IN THE REQUEST

STATUS PARTIAL:  
SOME CATEGORIES WERE NOT  
AVAILABLE OR NUMBER OF REQUESTS  
(RQ'S)  
COULD NOT BE FILLED

#### YOUR GROUP SUMMARY

|   |  |
|---|--|
| ▼ | Getaway Demo Group - 03/12/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | Getaway Demo Group - 03/19/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | Getaway Demo Group - 03/26/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | Getaway Demo Group - 04/02/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |

9. Your group summary will display your group number information. Select the  button to view the categories booked per group, with a status.

button

## Freestyle Group Batch Creation - Result

Please wait while process your request. The status will be updated automatically.

### HERE IS WHAT WERE ABLE TO CREATE FOR YOU

#### YOUR INFORMATION

- FEBRUARY 11, 2016
- CRS TRAINING AGENT
- 

#### GROUP PROCESS LEGEND

STATUS OK:  
GROUP WAS BUILT AS ASKED

STATUS ERROR:  
NOTHING WAS BUILT IN THE REQUEST

STATUS PARTIAL:  
SOME CATEGORIES WERE NOT  
AVAILABLE OR NUMBER OF REQUESTS  
(RQ'S)  
COULD NOT BE FILLED

### YOUR GROUP SUMMARY

|   |   |
|---|---|
| ▼ | 469704 Getaway Demo Group - 03/12/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469702 Getaway Demo Group - 03/19/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469705 Getaway Demo Group - 03/26/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469703 Getaway Demo Group - 04/02/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |

To request contracts and book into your groups please log into the norwegian booking engine.

START NEW REQUEST

GO TO NORWEGIAN BOOKING ENGINE

## 10. Go to Norwegian's Agent booking engine to request contracts for each group or start a new request.

### HERE IS WHAT WERE ABLE TO CREATE FOR YOU

| YOUR INFORMATION   | GROUP PROCESS LEGEND  |
|--|---|
| <ul style="list-style-type: none"><li>• FEBRUARY 11, 2016</li><li>• CRS TRAINING AGENT</li><li>•</li></ul> | <p>STATUS OK:<br/>GROUP WAS BUILT AS ASKED</p> <p>STATUS ERROR:<br/>NOTHING WAS BUILT IN THE REQUEST</p> <p>STATUS PARTIAL:<br/>SOME CATEGORIES WERE NOT<br/>AVAILABLE OR NUMBER OF REQUESTS<br/>(RQ'S)<br/>COULD NOT BE FILLED</p> |

### YOUR GROUP SUMMARY

|   |   |
|---|---|
| ▼ | 469704 Getaway Demo Group - 03/12/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469702 Getaway Demo Group - 03/19/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469705 Getaway Demo Group - 03/26/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |
| ▼ | 469703 Getaway Demo Group - 04/02/2017 - Norwegian Getaway - 7-DAY WESTERN CARIBBEAN FROM MIAMI |

To request contracts and book into your groups please log into the norwegian booking engine.

[START NEW REQUEST](#) [GO TO NORWEGIAN BOOKING ENGINE](#)

# 11. Freestyle Groups can be viewed through our agent booking engine.

NCL
New Reservation | **My Reservations** | Clients | Tour Credit | Agency Amenities | My Agency | Groups
LEX33015/NCL MIAMI

47.07b.299.233/1360 SEA@SWQA

Report a Problem

▼ **Opened Reservations**

( No reservations opened )

Session expires in: 29:59 min.

### My Reservations

My Reservations
My Freestyle Groups

Res ID

Last Name

First Name

**OR by:**

Group ID

Ship

Begin Sailing From

Booked From

FS Group Number

Begin Sailing To

Booked To

Clear All
Search

### Search reservations result

Grouping: No grouping ▼
Quick Search 
Clear

| ...                                 | Res ID    | FS Gr... | Group ID | Sta... | Gu... | Guest N... | Ship     | Cate... | Sail Fr... | Sail To    | Amenit... | Agency ...  | Sec. Age... | Booke...   | Effective ... |
|-------------------------------------|-----------|----------|----------|--------|-------|------------|----------|---------|------------|------------|-----------|-------------|-------------|------------|---------------|
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | BB      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | BB      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | BB      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | BB      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | ID      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | ID      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | ID      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |
| <input checked="" type="checkbox"/> | 303473... | A46...   |          | RQ     | 2     |            | GETAW... | ID      | 03/12/2... | 03/19/2... |           | CRS TRAI... |             | 02/11/2... | 02/11/2016    |



47.07b.299.233/1360 SEA@SWQA

[Report a Problem](#)

Opened Reservations

#30347376 REQUEST  
03/12/2017, Norwegian Getaway, BB, 2 guests  
Expires In never, in view mode

[Close all opened](#)

Session expires in: 30:00 min.

### View FS Group Summary

- i** NOTE: All cabin rates are per person based on double occupancy. Government taxes and fees are subject to change. Minimum cabin requirements will apply for Amenity Funds.
- i** Please be advised that on Embarkation Day all passengers must be onboard the ship no less than one hour from the ship's scheduled departure time. Please visit [www.ncl.com](http://www.ncl.com) for additional information.

#### Group Summary

FS Group ID:

FS Group Name:

Destination:

Ship:

Sail Date / Start:

Sail Date/End:

TC POLICY:

#### Contacts

Agency:

Phone:

Address:

Office Code:

Currency:

Sales Manager:

[Send Report](#)

Summary FS Group Cabin Space FS Group Deposit

| Category                                 | Cabins   | Sold?    | Unsold   | Guests    |
|--|----------|----------|----------|-----------|
| ID <input type="text" value="Category"/> | 4        | 0        | 4        | 8         |
| BB                                       | 4        | 0        | 4        | 8         |
| <b>Totals:</b>                           | <b>8</b> | <b>0</b> | <b>8</b> | <b>16</b> |

[Back](#) [Update Res Info](#) [Display Res Info](#) [View FS Groups](#)