



Welcome! I'm Tommy the Toolbox and I will guide you through the easy process of making a cruise reservation with the new CruiseMatch® booking tool. Along the way, I'll provide you with some time-saving tips.

In this quick reference guide I'll show you how to access and navigate the new CruiseMatch® including creating, servicing and canceling a cruise and Cruisetours for individuals.

You can access CruiseMatch® by logging in to CruisingPower.com, and selecting "New CruiseMatch" from the Booking Tools drop down menu.

If you get stuck or need assistance, please contact our Automation Support Desk at 1-800-443-5789. Monday - Friday 9:00 am - 7:30 pm Eastern.

**For booking, amending and canceling reservations the user must have full CruiseMatch® permission enabled by the agency administrator.*

System Requirements:

CruiseMatch has been certified to work with the following:

- Windows 95/98/2000, Windows XP, Windows Vista
- Internet Explorer 6.0 or 7.0
- Firefox 2.0
- AOL 8.0+

(For Mac users, we recommend using Safari)

7 Easy Steps to Creating an Individual Reservation

Start A New Reservation

CruiseMatch Homepage


Accessible from CrusingPower.com under Booking Tools

[Change ID](#)

Welcome to CruiseMatch - a state-of-the-art reservation system designed to provide the best reservation options in less time.

START A NEW RESERVATION **RETRIEVE AN EXISTING RESERVATION**

To begin the reservation process, please choose a product search option below:

SEARCH 

If you want information related to back-to-back sailings, within the U.S., please contact our Reservations department at 800/327-6700 (Royal) or 800/437-3111 (Celebrity), outside of the U.S., please contact your local representative.

Use this page to retrieve a previously created individual or group reservation. You can search by Reservation Number, individual details of the reservation or guest name. To narrow your search, enter as much information as possible. (Note: Some fields may not be active based on your agency's permission settings).

Please select the reservation you'd like to view, or refine your search using the filters below:

I want to retrieve a reservation for: **An Individual** **A Group**

Reservation ID#: OR

Brand:

Ship:

Sail Date:

Name:

Search Widget

CrusingPower.com Homepage

START A NEW RESERVATION **RETRIEVE RESERVATION**

Start your search here.
* Required Information

*

Individual **Group**

All Brands

All Ships


All Regions

C/O

Double Occupancy

*

Include Cruisetours



Reservations for Accessible and Family staterooms must be made through our Reservations Department.

Step 1: Search

Automation Help Desk: 800 443 5789 [Command Line: ?](#) [Open](#)

Search Sailing Categories Staterooms Guest Details Pricing Confirmation

* Required Information Agent Contact Name:

Reservation Type: ? I want to create a new Individual Reservation Group Reservation

Ship: ? Brand: Ship:

Sailing Date: ? * Choose a date: Choose a range of dates:
Day Month and Year Nights
 Include Cruisetours/Packages

Itinerary: ? Region: Departure:
Gateway: [+ Split Gateways](#)

Occupancy: ? Number of guests:

Pricing: ? Show prices in:



What do I do on this screen?

- **Reservation Type:** Select either Individual or Group Reservation
- **Sailing Date:** Select a specific Day, Month and Year or choose a range of dates. If you entered a valid Ship/Sailing Date combination, you'll skip to Step 3.
- **Click Search button**



Tommy's Tips

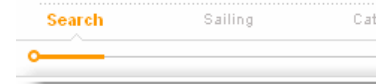
Itinerary: By default, all regions, departure ports and cruise only are selected

To specify a Region or Departure Port select one or both options from the dropdown menus. If air is required, you may either select a Gateway from the dropdown menu, or enter the 3 digit airport code. For guests departing from different gateways, select Split Gateways to enter more than one airport code or airport

To view Cruisetours/packages, select to include Cruisetours/Packages in your search results

At any time you may click on the [?](#) button for additional details about a CruiseMatch feature

Monitor your steps through CruiseMatch with the progress bar



Step 2: Sailing

Sailing

Automation Help Desk: 800 443 5789

Command Line: [?](#) [Open](#)

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Sailing

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Cross-Reference

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Pre/Post Hotels

Memo

Categories

Cruise Ticket Documentation

Cruise-Only Transfers

Staterooms

Itinerary

Bus Program

Guest Details

Flight Information

Special Services

Individual Reservation: Choose a Product

Search Results For: Royal Caribbean Europe starting 01-APR-2009

Agent Name:
Travel Agent

Gateway: Cruise Only-Cruise Only

Occupancy: Double

[EDIT SEARCH CRITERIA](#)

Total Price (USD): (Pending)
Price includes all guests, taxes & fees.

Price Code: (Pending)

Guest 1: (Pending)

Guest 2: (Pending)

Sailing: [?](#)

Your current sailing is listed above. If you would like to change or reschedule a sailing, please make your new selection(s) below. Please note that applicable fees may be assessed.

Sailings

Choose up to 3	Date	Region	Status	Nights	Brand	Ship	Depart. Port	Group Booked	Dining	1st	2nd	*Prices Starting From(USD)	Action
<input type="checkbox"/>	10 Apr 2009	Western Mediterranean	A	10	RCI	Brilliance Of The Seas	BCN	Yes	A	A	949.00	SELECT	
<input type="checkbox"/>	20 Apr 2009	Western Mediterranean	A	11	RCI	Brilliance Of The Seas	BCN	Yes	A	A	1549.00	SELECT	

[ADD TO COMPARISON](#)

Show: 20 per page Go to: 1-20 Of 2 | [»](#)

A: Available W: Waitlist C: Closed



What do I do on this screen?

- **Select Button:** Click button to select specific sailing and proceed to Category Selection.



Tommy's Tips

Edit Search Criteria: If you would like to change your sailing criteria, click the “Edit Search Criteria” button and perform another search.

Choose up to 3: You can choose up to 3 sailings to compare side by side, then click “Add to Comparison” to add selected sailings and click “Compare” to compare pricing and itineraries.

Click on the column header title to re-sort the search results by any criteria

Click on items highlighted and underlined in blue for more information

Date	Region	Status	Nights	Brand	Ship
10 Apr 2009	Western Mediterranean	A	10	RCI	Brilliance Of The Seas

Step 3: Category Selection

Categories

Automation Help Desk: 800 443 5789

Command Line: [?](#) [Open](#)

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Individual: Available Categories for: [Brilliance Of The Seas , 10 Apr 2009, Europe , 10-Nights](#)
[View Ship Tour](#) [Create eQuote](#)

Reservation #: (Pending) Royal Caribbean 10 Night Western Mediterranean on Brilliance Of The Seas starting 10-APR-2009

Agent Name:

Gateway: Cruise Only-Cruise Only

Occupancy: Double

[EDIT SEARCH CRITERIA](#)

Total Price (USD) : (Pending)
Price includes all guests, taxes & fees.

Price Code: LAF

Guest 1: (Pending)
Guest 2: (Pending)

Categories: [?](#) [Shop or compare new price code\(s\)](#)

Select Category Type Include Closed Categories LAF

Category	Category Type	Status	Price Codes	*1st & 2nd
RS Royal Suite	Deluxe/Suites	W	FIT	<input type="radio"/> N/A
OS Owner's Suite	Deluxe/Suites	A	BRKC01	<input type="radio"/> 12598.00
FS Royal Family Suite	Deluxe/Suites	W	FIT	<input type="radio"/> N/A
GS Grand Suite	Deluxe/Suites	A	BRKA01	<input type="radio"/> 9998.00
JS Junior Suite	Deluxe/Suites	A	BRKA01	<input type="radio"/> 7998.00
W	Deluxe/Suites	C	N/A	<input type="radio"/> N/A
D1 Superior Oceanview Stateroom	Balcony	A	BRKA01	<input type="radio"/> 5218.00
E1 Deluxe Oceanview Stateroom	Balcony	A	BRKA01	<input checked="" type="radio"/> 4918.00
E2 Deluxe Oceanview Stateroom	Balcony	A	BRKA01	<input type="radio"/> 4858.00
E3 Deluxe Oceanview Stateroom	Balcony	A	BRKA01	<input type="radio"/> 4798.00

Wait List a Category [?](#)

A: Available G: Guarantee W: Waitlist C: Closed

The NCCF fees per person are included .
Departure Taxes/Fees are 171.80.

[SELECT & PROCEED](#)



What do I do on this screen?

- Select a Category:** To select a category select the desired price and then click on the **"Select & Proceed"** button to proceed to Stateroom Availability.



Tommy's Tips

Shop or compare new price code(s): By default LAF pricing will always be displayed. Click on "Shop or compare new price code(s)" to view a complete list of price codes or select up to 2 price codes and compare side by side.

Select Category Type: To display only specific category types, select *Deluxe/Suites, Balcony, Outside* or *Interior* from the dropdown menu.

Include Closed Categories: You have the option to display or remove closed categories.

Category Status: (A) - Available, (G) - Guarantee, (W) - Waitlist, (C) - Closed

Wait List a Category: If a category is available for waitlist (W), click the "Wait List a Category" box and select the category from the dropdown menu.

After you select a price, the "Total Price" will update and reflect your selection. For a detailed breakdown of the pricing, click on the Total Price link.

Total Price (USD): 3149.80
 Price includes all guests, taxes & fees.

Step 4: Staterooms

Staterooms
Automation Help Desk: 800 443 5789 [Command Line: ?](#) [Open](#)

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[Cross-Reference Memo](#)

Individual Reservation: View and Select Stateroom(s)

Reservation #: (Pending) Royal Caribbean 10 Night Western Mediterranean on Brilliance Of The Seas starting 10-APR-2009

Agent Name:
Reservation Status: Offered

Total Price (USD): 3149.80
Price includes all guests, taxes & fees.

Price Code: BRKA01

Guest 1: 1574.90
Guest 2: 1574.90

View: [BR 10 NIGHT CANARY ISLANDS & MOROCCO CRUISE](#)

Price Cat: L
Berth Cat: L **Waitlist:**
Stateroom: **Waitlist:**
Type: Interior Stateroom

Select Staterooms: ?

You can select up to 4 staterooms

Berth Category:

Deck:

Bed Type:

UPDATE

Choose up to 4	Stateroom	Deck	Cat	Location	Connect	Bed	Obstruct	Berths	Rollaway	Crib	Capacity
<input type="checkbox"/>	1509	DECK TEN	L	Forward	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	1005	DECK TEN	L	Forward	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	1503	DECK TEN	L	Forward	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9563	DECK NINE	L	Midship	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9561	DECK NINE	L	Midship	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9571	DECK NINE	L	Midship	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9609	DECK NINE	L	Midship	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9611	DECK NINE	L	Midship	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9519	DECK NINE	L	Forward	N	CONV	N/A	2	N	Y	2
<input type="checkbox"/>	9015	DECK NINE	L	Forward	N	CONV	N/A	2	N	Y	2

Or, enter a stateroom number or Guarantee here:



What do I do on this screen?

- **Select your stateroom:** Select up to 4 staterooms (each will be a separate reservation)
- **Enter a stateroom number:** To check availability of a stateroom number not on the list, enter the number in the box provided and click 'Submit'. To request a Guarantee, enter "GTY" in the box. If a requested stateroom is not available, an option to waitlist the stateroom will be displayed.
- **Select & Proceed Button:** Click button to select and proceed to Guest Details.



Tommy's Tips

To view specific details, photos, floor plans and virtual tours (if available), click on a stateroom number link.

To view detailed deck plan images, click on a deck number link.

Stateroom	Deck
1509	DECK TEN

Step 5: Guest Details

Guest Details

Automation Help Desk: 800 443 5789

Search Sailing Categories Staterooms **Guest Details** Pricing Confirmation

Hide Navigation

SEE BELOW FOR DETAILS

IGNORE BOOKING

Sailing	Reservation Summary	Gratuities	Cross-Reference
Price Codes	Final Pricing	Pre/Post Hotels	Memo
Categories	Cruise Ticket Documentation	Cruise-Only Transfers	
Staterooms	Itinerary	Bus Program	
Guest Details	Flight Information	Special Services	

* Required Information

Inventory Time: 15 minutes

Reservation #: (Pending) Royal Caribbean 10 Night: Western Mediterranean on Brilliance Of The Seas starting 10-APR-2009

Total Price (USD): 3149.80
Price includes all guests, taxes & fees.

Price Code: BRKA01	
Guest 1: 1574.90	Guest 2: 1574.90

Agent Name: **View:** [BR 10 NIGHT CANARY ISLANDS & MOROCCO CRUISE](#) **Price Cat:** L
Berth Cat: L **Waitlist:** **Stateroom:** 1509 **Waitlist:** **Type:** Interior Stateroom

Reservation Status: Offered

[Release Staterooms](#)

Guest Details

Personal: [Clone information from the first Guest](#) ?

*Title:	*LastName:	*FirstName:	*Gender:	*Citizenship:	*Age (years):	Onboard Language:	Past Guest?:	Loyalty Number:
<input type="checkbox"/> Select	<input type="text"/>	<input type="text"/>	Select	Select	<input type="text"/>	English	N	<input type="text"/>
<input type="checkbox"/> Select	<input type="text"/>	<input type="text"/>	Select	Select	<input type="text"/>	English	N	<input type="text"/>

[Remove Checked Guests](#) [Add a Guest](#)



What do I do on this screen?

- Guest Details/Personal: Select a Title from the dropdown menu (the Gender field will default based on title selection). Enter the guest's last name, first name, citizenship, age.
- If you are booking a repeat guest, please specify.



Tommy's Tips

Inventory Time: After selecting a stateroom, you have 15 minutes to confirm your reservation. If you do not complete the reservation, your selected stateroom will be released and a new one will need to be selected.

Clone Information from the first Guest: To expedite the reservation process, you may clone the last name, citizenship and onboard language from the first guest for all other respective guests.

Step 5: Guest Details (Continued)

Dining: ?

Guests	*Confirmed Seating	Waitlist Seating	Table Size: <small>(request only, not guarantee)</small>
Guest 1	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Large"/>
Guest 2	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Large"/>

Gateway ?

Guests:	Gateway	**Air Add-on
Guest 1	C/O <input type="text" value="Cruise Only"/>	0.00
	Waitlist Gateway <input type="text" value="Select"/>	
Guest 2	C/O <input type="text" value="Cruise Only"/>	0.00
	Waitlist Gateway <input type="text" value="Select"/>	

**Prices subject to change

Reservation Level Options: ?

Bedding Configuration:

Vacation Protection Plan: CruiseCare

Pre-vacation Information: ?

Last Name: First Name:

Contact Name:

Contact Phone: (Numeric characters only)

Passport Information: ?

Guests:	Passport #:	Expiration Date:	Country of Residence:
Guest 1	<input type="text"/>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	<input type="text" value="Select"/>
Guest 2	<input type="text"/>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	<input type="text" value="Select"/>



What do I do on this screen?

- **Dining:** Select your dining preference or if not available, a waitlisted seating. Table sizes can be requested but not guaranteed.
- **Proceed To Pricing Button:** Click button to save your information and proceed to Final Pricing.



Tommy's Tips

Gateway: If air is required, you may either select a Gateway from the dropdown menu, or enter the 3 digit airport code.

CruiseCare (Vacation Protection Plan) is pre-selected for all guests. To remove CruiseCare, deselect it.

Step 6: Final Pricing

Pricing

Automation Help Desk: 800 443 5789

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Individual Reservation: Final Pricing
Inventory Time: 7 minutes

Reservation #: (Pending) Royal Caribbean 10 Night Western Mediterranean on Brilliance Of The Seas starting 10-APR-2009

Agent Name:
Reservation Status: Offered

[Release Staterooms](#)

Total Price (USD): 5149.80
Price includes all guests, taxes & fees.

Price Code: BRKA01

Guest 1: 2574.90
Guest 2: 2574.90

Final Pricing ?

DEPOSITS DUE	FINAL PAYMENT DUE
Amount: 900.00	Amount: 5149.80
Date: 24-Sep-2008	Date: 30-Jan-2009

Vacation Charges	Guest 1	Guest 2	Total
Cruise	1130.00	1130.00	2260.00
Fuel Suppl	100.00	100.00	200.00
Cruise Care	1000.00	1000.00	2000.00
NCCF	259.00	259.00	518.00
Vacation Subtotal	2489.00	2489.00	4978.00
Taxes & Fees Subtotal			
Departure Tax	85.90	85.90	171.80
Taxes and Fees Total	85.90	85.90	171.80
VACATION TOTAL	2574.90	2574.90	5149.80

Amount Paid 0.00
Balance Due 5149.80

[View Agency Details](#)

PROCEED TO CONFIRMATION



What do I do on this screen?

- **Review Pricing:** At this point it is important to review a breakdown of the pricing for the entire reservation for each guest.
- **Save Reservation:** Once you have reviewed the pricing details on the reservation, click "Proceed to Confirmation" to complete your reservation



Tommy's Tips

Navigation: From here you can add or modify additional items, such as: pre/post hotels, cruise-only transfers, bus program, guest document preferences, cross references, trip insurance, special services and much more.

View Agency Details: Click to view agency commission breakdown.

Step 7: Confirmation

Confirmation

Automation Help Desk: 800 443 5789

Search Sailing Categories Staterooms Guest Details Pricing **Confirmation**

Individual: Thank you. Your reservation has been saved. [Print this Page](#)

Reservation #: 15624

Agent Name: Travel Agent
Brand: Royal Caribbean
Ship: Brilliance Of The Seas
Sailing Date: 10-APR-2009
Duration: 10-Nights
Reservation Status: Offered

Region: Western Mediterranean
Occupancy: Double


Total Price(USD): 5149.80
Price includes all guests, taxes & fees.

Price Code: BRKA01
Guest 1: 2574.90
Guest 2: 2574.90

DEPOSITS DUE Amount: 0.00 Date: 24-SEP-2008	PAYMENTS RECEIVED Amount: 0.00	FINAL PAYMENT DUE Amount: 5149.80 Date: 30-JAN-2009
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Request Confirmation: Via: Send Guest Version Send TA Version Both Version

You may now:

WITHIN CRUISEMATCH Make a Payment  Retrieve Existing Reservation Retrieve This Reservation	WITHIN CRUISINGPOWER Shore Excursion Online Payments BrochurePower Insight eCruiseStats
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What do I do on this screen?

- **Request Confirmation:** You can choose to send either a fax or email confirmation of the reservation. Note that you can choose either to send the Guest Version, TA Version or both.
- **Make a Payment:** From here you can apply payment to the reservation by clicking "Make a Payment"



Tommy's Tips

Reservation #: Take note of the reservation #. You'll need it in order to access the reservation in the future.



Congratulations!
You've made a Cruise Reservation!

Next, we'll retrieve an existing reservation.

Amending an Individual Reservation

Retrieve An Existing Reservation

[Change ID](#)

Welcome to CruiseMatch - a state-of-the-art reservation system designed to provide the best reservation options in less time.

START A NEW RESERVATION

To begin the reservation process, please choose a product search option below:

SEARCH

If you want information related to back-to-back sailings, within the U.S., please contact our Reservations department at 800/327-6700 (Royal) or 800/437-3111 (Celebrity), outside of the U.S., please contact your local representative.

RETRIEVE AN EXISTING RESERVATION

Use this page to retrieve a previously created individual or group reservation. You can search by Reservation Number, individual details of the reservation or guest name. To narrow your search, enter as much information as possible. (Note: Some fields may not be active based on your agency's permission settings).

Please select the reservation you'd like to view, or refine your search using the filters below:

I want to retrieve a reservation for: **An Individual** **A Group**

Reservation ID#:

OR

Brand

Ship

Sail Date:

Name:

What do I do on this screen?

- **Retrieve with Reservation ID#:** Enter the reservation number and click "GO"
- **Retrieve without Reservation ID#:** To retrieve your reservation using the drop-down menus, select Brand, Ship, Sail Date and/or Last Name. Click "GO"

If information was entered by ship, sail date, etc. then CruiseMatch will return a list of the bookings you have with this specific information. Locate the guest reservation that you want to amend and click "Select."

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CruiseMatch Version 2.0

Amending a Reservation

Reservation Summary

Automation Help Desk: 800 443 5789

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Print this Page

Individual Reservation: Review Reservation Summary

Reservation #: 15624 Royal Caribbean 10 Night Western Mediterranean on Brilliance Of The Seas starting 10-APR-2009

Agent Name :

Reservation Status: Offered

[CANCEL RESERVATION](#)

Total Price (USD): 5149.80
Price includes all guests, taxes & fees.

Price Code: BRKA01

Guest 1: 2,574.9
Guest 2: 2,574.9

View: BR 10 NIGHT CANARY ISLANDS & MOROCCO CRUISE

Price Cat: L Waitlist:
 Berth Cat: L Waitlist:
 Stateroom: 1509 Waitlist:
 Type: Interior Stateroom

Reservation Summary

[Entire Reservation](#) [TEST, JAMES](#) [TEST, JAHE](#)

Current Reservations: [?](#) 10 Apr 2009, Western Mediterranean, 10 Nights
 Agent Name :

Edit Ship	Edit Price Code	Edit Category Code
Brilliance Of The Seas	BRKA01	L

Payment Summary: [?](#) [View Payment Schedule/Penalties](#)

Deposits Due	Payment Received	Final Payment Due
Amount Required 900.00 Date: 24-Sep-2008	Amount: 0.00 Date:	Amount: 5149.80 Date: 30-Jan-2009

Personal: [?](#) [Edit](#)

Title	Last Name	First Name	Gender	Citizenship	Age	Onboard Language	Past Guest	Loyalty Number #
MR	TEST	JAMES	Male	USA	35		N	—
MRS	TEST	JANE	Female	USA	35		N	—

Cruise Care Added [Edit](#)



What do I do on this screen?

- **Navigation:** From here you can add or modify additional items. (see below)

Navigation Menu:

Cruise Ticket Documentation: Make a selection of paper or electronic documents, language preference and paper document address information.

Request e-Mail/Fax Forms: Request copies of the following documents: APIS Letter, Air Itinerary, Amenity Confirmation, Bkg Waitlist Confirmation, Booking Invoice, Guest Itinerary Summary, Guest Special Needs Form

Itinerary: View detailed itinerary and map

Flight Information: If air was selected as part of the reservation, the air itinerary will be displayed 30 days prior to the sailing.

Gratuities: Add pre-paid gratuities for one or all guests

Pre/Post Hotels: Add Pre/Post hotels for one or all guests

Cruise-Only Transfers: Add one-way or roundtrip transfers for one or all guests

Bus Program: Depending on the departure port, a bus program may be available.

Special Services: Add any special services such as, anniversary, birthday, honeymoon, high chair, disabled and special meal requests

Cross-Reference: If guests are traveling with another party under a separate reservation, you can cross-reference up to 8 reservation ID's for Dining, Air or Hotel.

Amending a Reservation (Continued)

Stateroom: [?](#) [Edit](#)

Stateroom #: 1509	Waitlist:	Bedding: CONV
Deck:		Bedding Configuration: Unknown Edit
Price Category: L		Berths: 2
Berth Category: L		Rollaway: N
Type: Interior Stateroom		Crib: Y
Location: Forward		Capacity: 2

Dining [?](#) [Edit](#)

Guest	Confirmed Seating	Waitlist Seating	Table Size
TEST, JAMES	Second	—	Large
TEST, JANE	Second	—	Large

Gateway [?](#) [Edit](#)

Guest	Confirmed Gateway	Waitlist Gateway
TEST, JAMES	Cruise Only-Cruise Only	
TEST, JANE	Cruise Only-Cruise Only	

Custom Air: [?](#) [Edit](#)

Guest	Confirmed Air Deviation?
TEST, JAMES	No
TEST, JANE	No


Gratuities: [?](#) [Edit](#)

Guest	Added?
TEST, JAMES	Onboard
TEST, JANE	Onboard

Options:

Guest	Option(s) Added
TEST, JAMES	Fuel Suppl
TEST, JANE	Fuel Suppl

A: Available W: Waitlist C: Closed

[PROCEED TO PRICING](#) 

Service History: Review history of changes made to your reservation

Extend Option: If allowed based on certain reservation requirements, you may extend the amount of time allotted before a payment is due.

Payment: Apply payment to the reservation

- **Reservation Status:** You may cancel the reservation by clicking on the 'Cancel Reservation' button.
- **Reservation Summary:** Review details and modify the reservation by selecting the "Edit" link within each section.



Ignore Booking: If you've made no changes to your booking, do not close the browser window, click "Ignore Booking" to prevent booking from automatically locking for 15 minutes.

Please make sure you confirm any changes to your reservations.

If the selection cannot be changed, the text will be grayed out and you will not be able to click on it.

If a reservation has been canceled, it will return you to this page and you may press the "Reinstate" button. All the components of the reservation will be reinstated providing it is still available. When one part of the booking is not available you will be directed to that area to amend the component.