



IMPORTANT INFORMATION FOR YOUR CRUISE ONLINE CHECK-IN

To: Music Directors/Trip Coordinators

From: MEGAN RHOADS, CRUISE FESTIVALS MANAGER
Music Festivals Ext. 305

Re: ONLINE CHECK-IN – PLEASE READ THIS CAREFULLY

Effective January 1, 2007, the United States Government enacted a policy requiring every passenger booked on a cruise to pre-register online prior to sailing. We recommend that you begin this process as soon as you receive this information since it can be a lengthy exercise with student groups, but **DEFINITELY COMPLETE THE PROCESS NO LATER THAN 4 days prior to departure**.

Completing the Online Check-In process is done in 4 simple steps. Information contained on the pages following will guide you through these steps.

Before you begin, however, it is highly recommended that you detach the last page of this document and duplicate it, giving a copy to each person traveling with your group. They should complete the requested information and refer to the sheet when doing the online check-in. After they have completed the check-in process, they should return the sheet to you so that you have a copy for your records.

The final step in the check-in process is the printing of the “SetSail Pass”, a document required by Royal Caribbean in order to board the ship. Please keep in mind that this SetSail Pass must be registered and printed 4 days prior to your sailing date. . . . there are no exceptions!

When you arrive at the pier, **each member** of your group will need:

- A printed and signed SetSail Pass
- Appropriate proof of citizenship and identification documentation (see following pages for acceptable forms of documentation)**
**** Exchange Students or Non-US Citizens must immediately contact their local Consulate for Visas or other documentation required for re-entry into the United States. You may also call US Immigration at 1-800-375-5283.**
- Any credit card which will be used to set up an onboard expense account (not necessary for cash accounts)
- A notarized student responsibility form (students only)

Please plan to arrive at the pier around 12:00 noon on your departure day and for the return plan on departing the ship around 8:30-9:00 am .

PLEASE NOTE: MUSIC FESTIVALS & TOURS will not be held responsible for any passenger denied boarding due to incorrect information or failure to complete this registration process by the established deadline.



ONLINE CHECK-IN HELP GUIDE

Go to the following website: www.royalcaribbean.com/onlinecheckin

GETTING STARTED: Log-in to Online Check-in – Please use the link above.

- **Last Name or Surname:** Enter your last name spelled the way it appears on your birth certificate or passport.
- **Reservation Number:** This is the same as your Individual Booking ID # and is the same for everyone in your cabin. Please see the attached “Group Guest Manifest” for this number next to your name.
- **Date of Departure:** March 9, 2018
- **Ship Name:** Majesty of the Seas
- **Language Preference:** Select the language the online check-in process will be viewed in.

CLICK SUBMIT

STEP 1: GUEST INFORMATION

Part 1 of 4: Reservation Information

Where it says Begin Check-In you should see everyone’s names that are in your cabin. **Make sure ONLY your name** is checked to begin your individual check-in process.

- **Title:** Select your title ie. Miss, Mrs., Mr., etc.
- **First Name or Forename:** Enter your first name as it appears on your birth certificate or passport.
- **Middle Name:** Enter your middle name as it appears on your birth certificate or passport OR I Don’t Have a Middle Name.
- **Last Name or Surname:** Enter your last name as it appears on your birth certificate or passport.
- **Crown & Anchor Membership Number:** If you have cruised with Royal Caribbean before and have a Crown & Anchor number please enter it here. If you do not have one please disregard this section.

CLICK SAVE AND CONTINUE

Part 2 of 4: Personal Information

- **Country of Birth:** Use the drop down box to select what country you were born in.
- **Country of Citizenship:** Use the drop down box and select the country to which you are currently a citizen. If you are not a citizen of the United States, please make sure you have the correct documentation for boarding and leaving the country.
- **Gender:** Click on Male or Female.
- **Occupation (optional):** If you are a student, select Student in the drop down box. If you are not a student choose an occupation that is closest to yours.
- **Marital Status:** Click on Single or Married.
- **Date of Birth:** Enter your birth date. Please remember to use the year you were born in and not the current year. This may already be entered for you. Just double check to make sure it is correct.



Residence Address Information

- **Copy Information From (optional):** Select the Guest name you are still registering.
- **Country of Residence:** United States or the country you are currently living in.
- **Residence Address 1:** Enter your current street address information.
- **City or Town:** Enter the city or town in which you are currently living.
- **State/Province:** Use the drop down box to select the state you are living in.
- **Zip Code/Postal Code:** Enter your 5-digit zip code.
- **Mobile Phone Number:** Enter the phone number you can be reached at during the day or enter your home number.
- **Business Phone Number (optional):** Enter an alternative phone number or work number.
- **E-mail Address:** Enter the Music Directors e-mail address here on behalf of the student. Adults may enter their respective e-mail address here.
- **My Preferred Urgent Method of Contact While Traveling:** Enter the way you would like to be contacted if there was urgent information about your cruise.

CLICK SAVE AND CONTINUE

Page 3 of 4: Emergency Contact Information

Do not put your parent's name as the emergency contact person if they will be on the cruise with you. Enter a contact name that will not be cruising at the same time as you.

- **Copy Information From (optional):** If you've already entered this information for another guest, just select that guest's name from the menu below.
- **First Name or Forename:** Enter the first name of your emergency contact.
- **Last Name or Surname:** Enter the last name of your emergency contact.
- **Daytime Phone Number:** Enter the 10-digit phone number starting with the area code of your emergency contact person.
- **E-mail Address (optional):** Enter the e-mail address of your emergency contact.

Identification Information

The documentation you will use to travel is a current passport OR a government issued birth certificate with a raised seal, along with a government or state issued photo ID or a school ID for students. This documentation is your valid proof of citizenship and will be **PRESENTED at the pier during check-in. Your first and last name requested during this Online Check-In process MUST MATCH** the information as it appears on your IDs. Discrepancies may result in delayed or denied boarding and **MUSIC FESTIVALS** nor the **CRUISE LINE** will be held responsible. **PHOTOCOPIES ARE NOT ACCEPTABLE AT PIER!**

- **Document Type:** Select a Document Type for the selected guest and fill in all the required information for that type of travel documentation (passport number, drivers license number, issuing state, expiration date, etc.)

CLICK SAVE AND CONTINUE



Part 4 of 4: Travel Plans

This section is going to ask about your arrival and departure information.

Arrival

Travel plan type: bus

Estimated Time of Arrival to Pier: 8:00 AM

Arrival carrier: Cavallo Bus Lines

Departure

Travel plan type: bus

Departure Date: 12 March 2018

Estimated Time of Departure: 9:00 AM

Departure carrier: Cavallo Bus Lines

Cruise History

If you have cruised in the past, please fill in the information requested in this section.

Royal Caribbean Promotions & Offers

If you wish to receive Royal Caribbean promotions and news, enter a valid e-mail address here.

CLICK SAVE AND CONTINUE

STEP 2: ONBOARD EXPENSE ACCOUNT

There are three options to choose from when arranging your onboard expense account: 1. Pay for it with a credit card 2. Pay for it with cash 3. Choose not to open an account.

****If you choose not to open an onboard account, you will not be able to purchase anything while on-board the ship.**

■ Using a Credit Card

You may set up your onboard sea pass account online **ONLY** if you are using a credit card that is **IN YOUR OWN NAME**. If you choose to open the expense account with a credit card, a new section will drop down. Please enter all of your credit card information such as the name as it appears on the card, credit card type, last 4 digits of credit card and the expiration date.

Please Note: If you are a student using a credit card, it must have **your name** on it and you **must** present this credit card at time of check-in prior to boarding the ship.

If you are a parent/guardian traveling on the same cruise with your child, you may use your credit card to pay for their on-board expense account. To do this, fill out your own information first and then click **ADD AND PAY FOR GUESTS IN ANOTHER RESERVATION**. It will then ask you for his/her last name and reservation number. After those two items are entered, select submit. This will bring up all of the names registered to the cabin. Select the box next to your child's name.

Please Note: If a parent/guardian links a student to their on-board expense account (credit card) the student's name will print on the parent/guardian's SetSail Pass. **THEREFORE, all passengers linked to the SAME ONBOARD EXPENSE ACCOUNT/CREDIT CARD must check-in together and the student WILL NOT print their own SetSail Pass. You may not use a parents credit card if the parent will not be onboard with you.**

■ Using Cash

If you are going to use cash to open your on-board account, select the box that states I would like to pay for my Onboard Expenses with cash. If you choose this option, you will have to set your account up once you get on-board the ship at the Guest

CLICK SAVE AND CONTINUE



Relations Desk located on Deck 4 or 5 depending on your ship.

✓ Check the box that states you would like to pay for the guests in the following reservation. Make sure the only names checked below are yours and if you are paying for anyone else that their name is checked. If you have any other names checked, you will be responsible for that person's onboard expenses.

There will be a box that says Please Read and Accept the Credit Card Terms. Please scroll through that and then click the box next to your name to accept it.

CLICK SAVE AND CONTINUE



STEP 3: CRUISE TOUR TICKET CONTRACT

Please read over the contract. Once read, check the box next to your name stating you accept the conditions.

IMPORTANT!!!

If you are a student (and considered a minor) you will not be able to accept this contract. An adult (21 years or older) **MUST** accept the contract for you. **Please note:** ANY parent (if they are on the cruise), chaperone, director of the group may accept the contract for any minor. However each adult may only accept the contract for a total of **15 students**.

In order for an adult to accept the contract for a minor: The student (or minor) **MUST FIRST** complete steps 1 & 2 of their own check-in. The adult will then begin his or her own check-in. When they reach Step 3 (Cruise Ticket Contract), read the contract, check the box “Accepting the Conditions” and then click the link: **ADD AND ACCEPT ALL OF THE CONDITIONS STATED ABOVE FOR MINORS IN ANOTHER RESERVATION.**

A drop down box will appear that asks for the last name and reservation number of the minor. Once entered it will bring up all the names in that cabin (ALL passengers in the same cabin have the same reservation number). Check the box next to the names of the student(s) you would like to accept. You will be able to do this multiple times, just continue clicking the link “ADD AND ACCEPT ALL...” and add the student’s name/number.

Or the adult or chaperone can go into their account and complete theirs before the students do and add and accept the contract for their assigned students then when the students go in and complete their checkin they will be able to complete all the steps if an adults has already accepted their contract.

Please Note: If you accept the contract for any minor their name(s) will print on your SetSail Pass. **HOWEVER, each student will need to print his or her own SetSail Pass and MUST check-in at the port with the rest of his or her cabin members.**

If a student tries to accept the contract for him or herself, a **RED** message will pop up on the screen stating that an adult in the same cabin or in an adjacent cabin must accept for them. **Please disregard this message.** MUSIC FESTIVALS is a pre-approved tour company with Royal Caribbean, therefore the adult who accepts the student **DOES NOT** have to be in the same or adjacent cabin to the student, **it can be any adult in the group.**

CLICK SAVE AND CONTINUE

STEP 4: SETSAIL PASS

■ **Select the PRINT button.** Print the information from the new window that opens. You **MUST** sign your Set Sail Pass, take it with you to the pier and let your cruise vacation adventure begin! At check-in you will be asked for your SetSail Pass, so it is very crucial that you have this to hand in. **Remember,** along with the SetSail Pass you will need your current passport or a government issued birth certificate with a raised seal and a photo ID, along with your credit card (if you chose to use one for your onboard credit account).

If you are a minor, you will be able to print out your own SetSail Pass; however, you will not be able to do so until an adult that is on the sailing with you accepts the Cruise/Tour Contract for your name. After the adult accepts the Cruise Contract for you, you will have to go back into your own online check-in information, go to step 4 and print out your SetSail Pass. All guests on the SetSail Pass must be present together to board at the same time.

PLEASE REMEMBER: If you are have arranged for your onboard expense account to be paid with the same credit card, all names linked will be on the same SetSail Pass and will need to check-in together.

When you arrive at the port, please check in by cabin. All passengers staying in the same cabin must stand together and check-in at the same time. Unless traveling with a parent.

Thank you for your cooperation and if you have any questions, please contact our office at 1-800-545-0935 ext. 305



Information Required for Online Check-in ONLY if ONE designated person is doing EVERYONES online checkin. Not required to be completed if you are letting each individual person do his/her own.

Please complete (type or print legibly) the following information to assist your group leader with the online check-in process. **Please note:** Your first and last name **MUST** match the passport, birth certificate or government issued ID you will present at the pier during check-in. ALL DOCUMENTS MUST BE ORIGINAL. PHOTO COPIES WILL NOT BE ACCEPTED AT THE PIER.

First Name: _____ Middle: _____ Last: _____

Telephone Number w/ Area Code: _____ DOB (mm/dd/year): _____

Home Address: _____

City, State, Zip Code: _____

Country of Birth: _____ Country of Citizenship: _____

Emergency Contact: _____ Emergency Contact #: _____

***This CANNOT be someone traveling on the cruise with you.*

Please **CHECK** (✓) the form of documentation you will present as identification at the pier. If you are **NOT** using a passport or passport card you will need the **TWO** forms of ID. **Fill in ALL information for the identification you choose.**

1. DOCUMENT TYPE:

___ **PASSPORT:** Document # _____ Exp. Date (mm/dd/year): _____

___ **PASSPORT CARD:** Document # _____ Exp. Date (mm/dd/year): _____

___ **GOV'T ISSUED BIRTH CERTIFICATE (w/a raised seal):** State Issued _____

2. GOVERNMENT ISSUED PHOTO ID (not needed if you are using a passport or passport card):

___ **DRIVER'S LICENSE:** State Issued _____

___ **MILITARY ID**

___ **STATE ID:** State Issued _____

___ **STUDENT ID**

ONBOARD EXPENSE ACCOUNT INFORMATION:

___ ✓ Here if you CHOOSE NOT to open an **Onboard Account** (You WILL NOT be able to make any purchases onboard).

I will pay for my **Onboard Expense Account** with (please circle): CREDIT CARD or CASH

***If you chose to pay for your account with CASH, you will do so on DECK 4 after you board.*

If you are using a CREDIT CARD for your **Onboard Expense Account** please complete the following:

*****Please note: The credit card MUST be in your name and presented at the pier during check-in.***

Name as it appears on Credit Card: _____

Billing Address: _____

City, State, Zip Code: _____

Type of Card (please circle): VISA MASTERCARD AMEX DISCOVER

Credit Card Number: _____ Expiration Date: _____