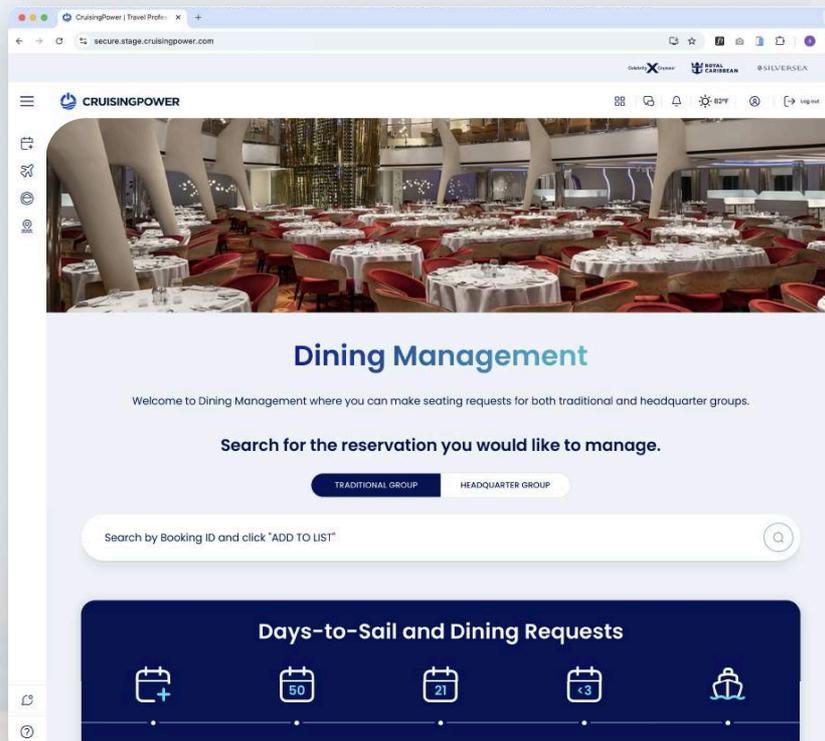


Training Resources

Group Dining Management



Last Update: 01/2026



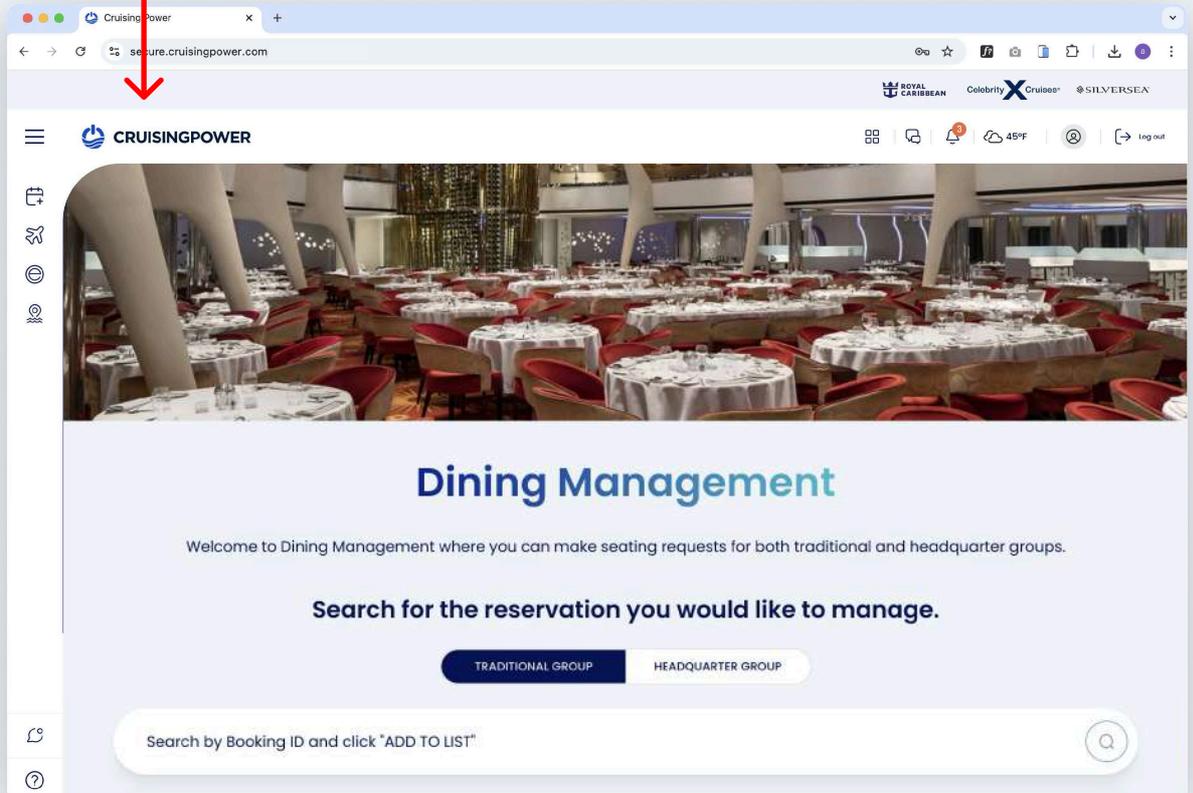
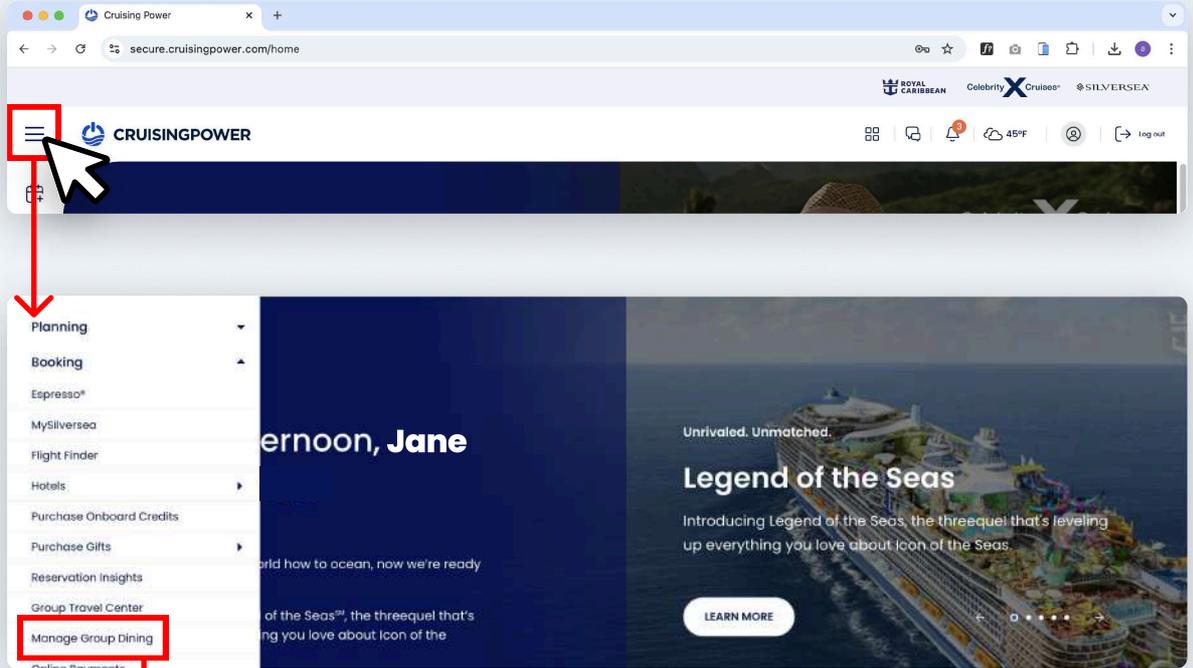
Royal Caribbean Group



Group Dining Management in Global Navigation

The Group Dining Management page makes it easy to create, edit and submit group dining seating requests.

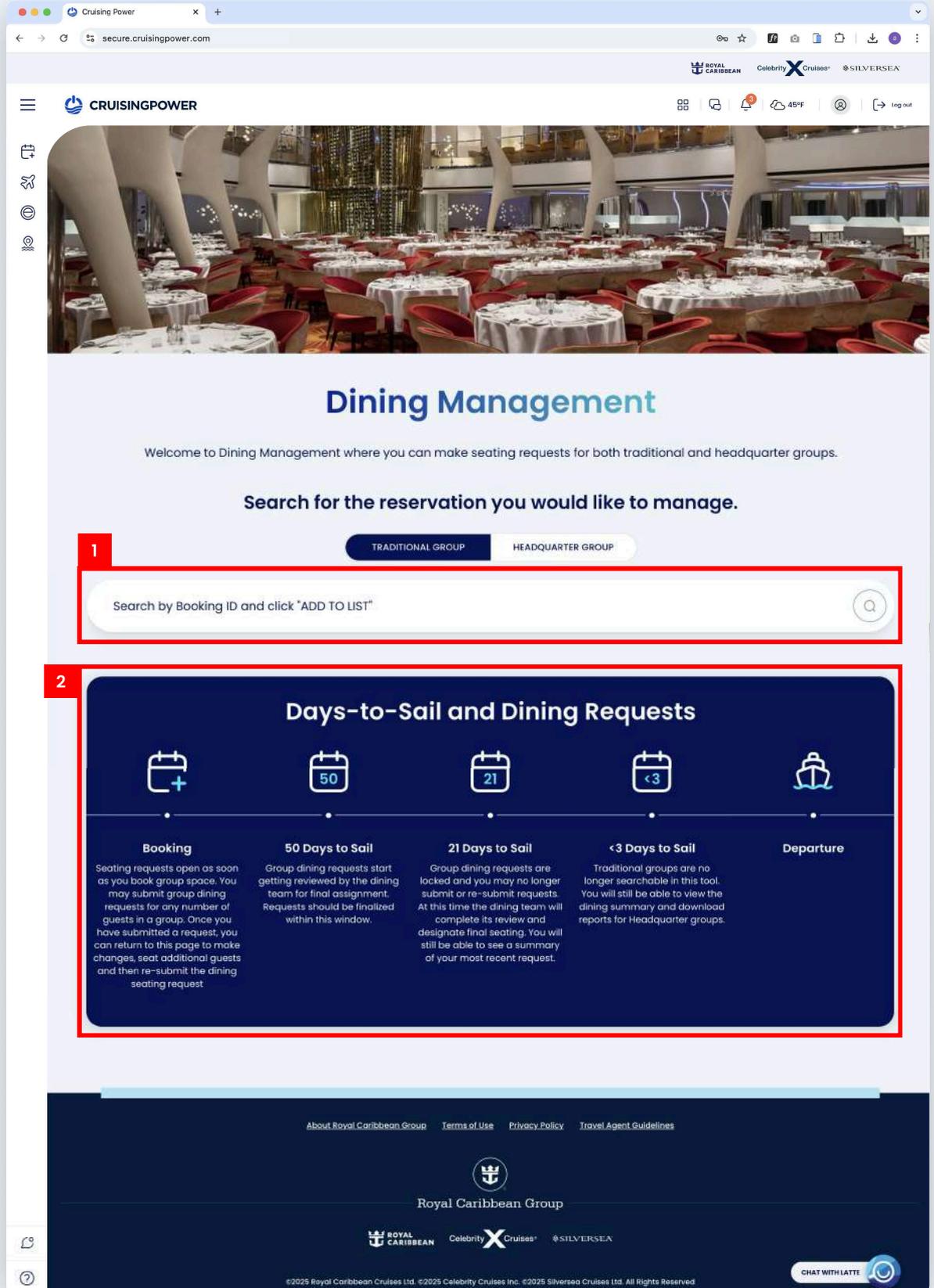
To begin, click on the main hamburger menu on the top left corner of the CruisingPower homepage, then click "Booking" and "Manage Group Dining."



Group Dining Management Landing Page

On the Group Dining Management Page you have the option to search from either Traditional Groups or Headquarter Groups. Choose the type of group to search in by clicking on the respective button.

1. The search bar will give you instructions on how to search for guests based on the group classification.
2. The "Days to Sail and Dining Requests" chart explains the timing of group dining requests relative to the sail date, including when to submit your request and view seating assignments.



Dining Management

Welcome to Dining Management where you can make seating requests for both traditional and headquarter groups.

Search for the reservation you would like to manage.

1. **TRADITIONAL GROUP** HEADQUARTER GROUP

Search by Booking ID and click "ADD TO LIST"

2. **Days-to-Sail and Dining Requests**

Booking	50 Days to Sail	21 Days to Sail	<3 Days to Sail	Departure
Seating requests open as soon as you book group space. You may submit group dining requests for any number of guests in a group. Once you have submitted a request, you can return to this page to make changes, seat additional guests and then re-submit the dining seating request.	Group dining requests start getting reviewed by the dining team for final assignment. Requests should be finalized within this window.	Group dining requests are locked and you may no longer submit or re-submit requests. At this time the dining team will complete its review and designate final seating. You will still be able to see a summary of your most recent request.	Traditional groups are no longer searchable in this tool. You will still be able to view the dining summary and download reports for Headquarter groups.	

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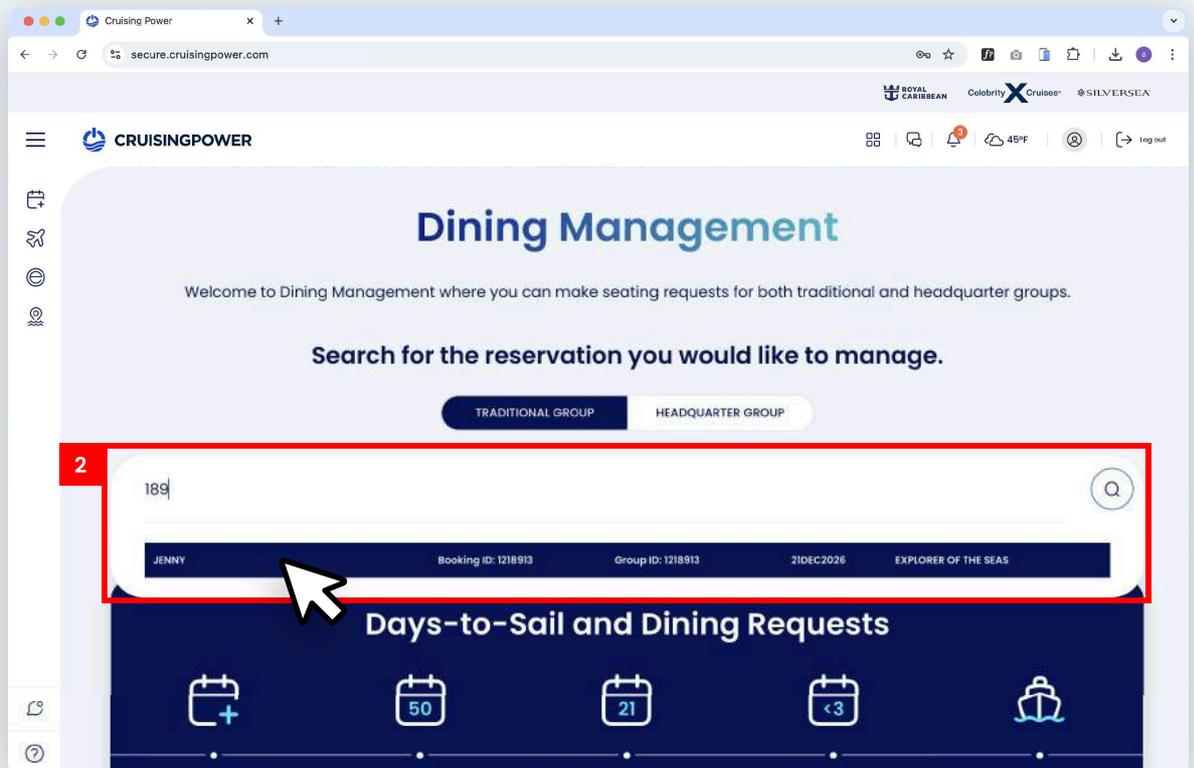
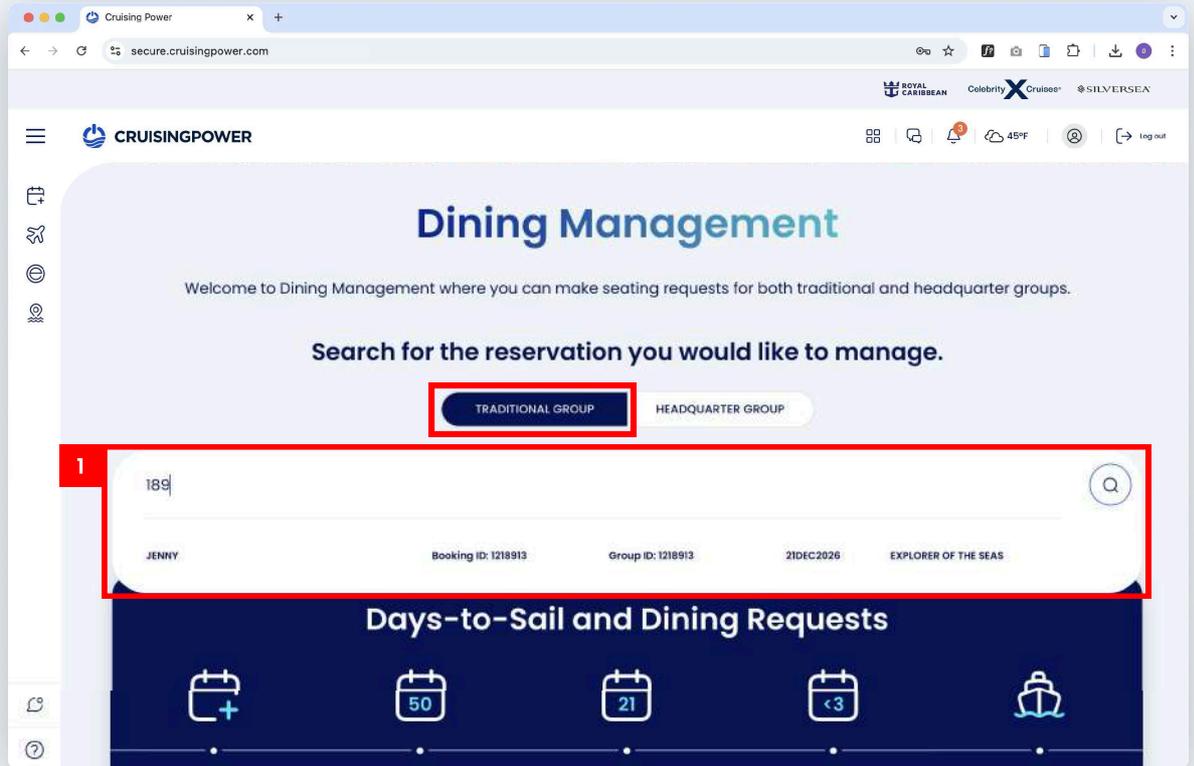
CHAT WITH LATTE

Search for a Traditional Group

To create a group seating request for a traditional group, begin by choosing the "Traditional Group" button.

To find your traditional group, enter the Group ID, Group name, or Booking ID into the search bar.

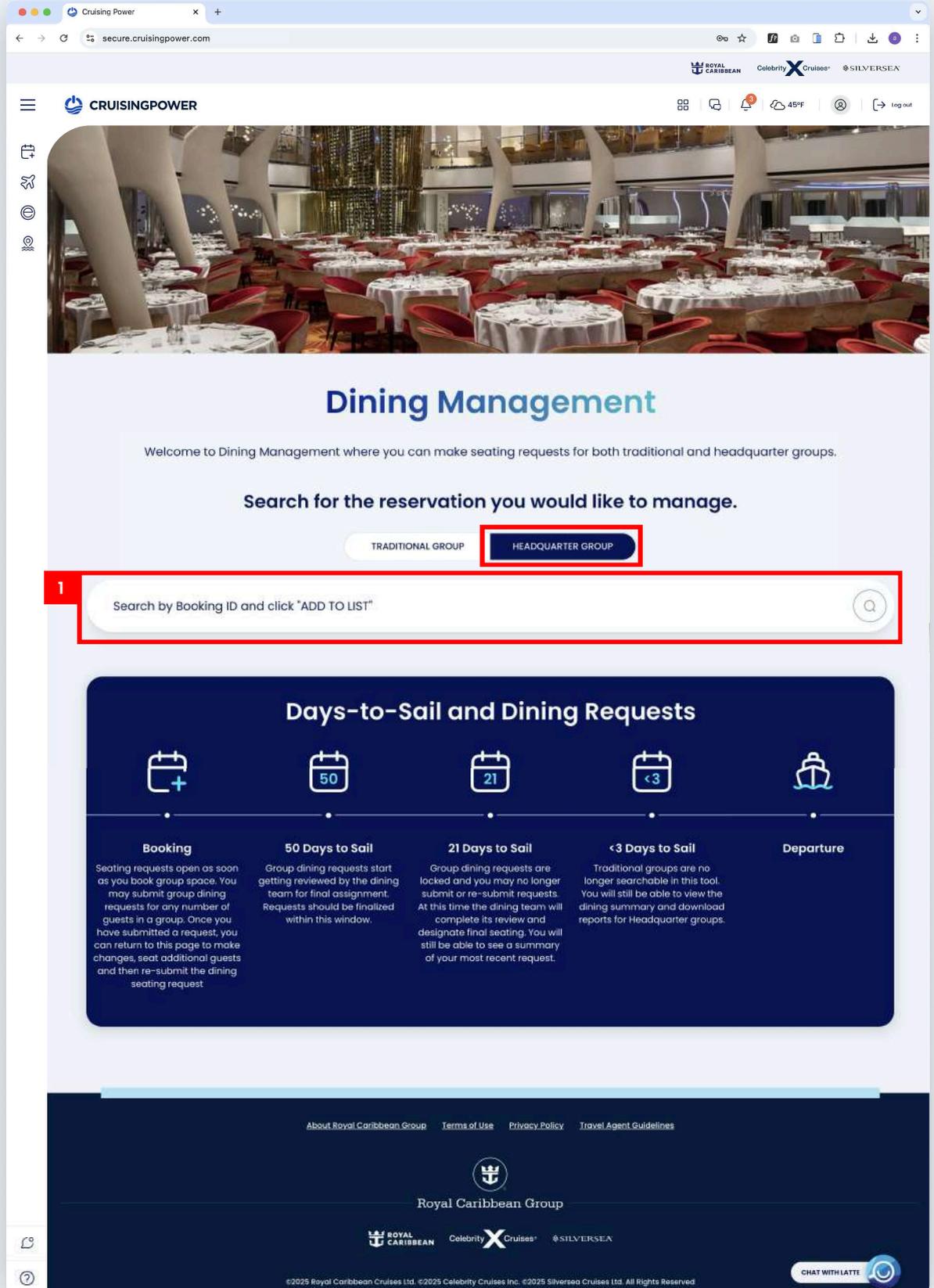
1. Below the search bar, a list of search results will appear.
2. Click on the reservation you would like to create a seating request for.



Search for a Headquarter Group

To create a group seating request for a headquarter group, begin by choosing the "Headquarter Group" button at the top.

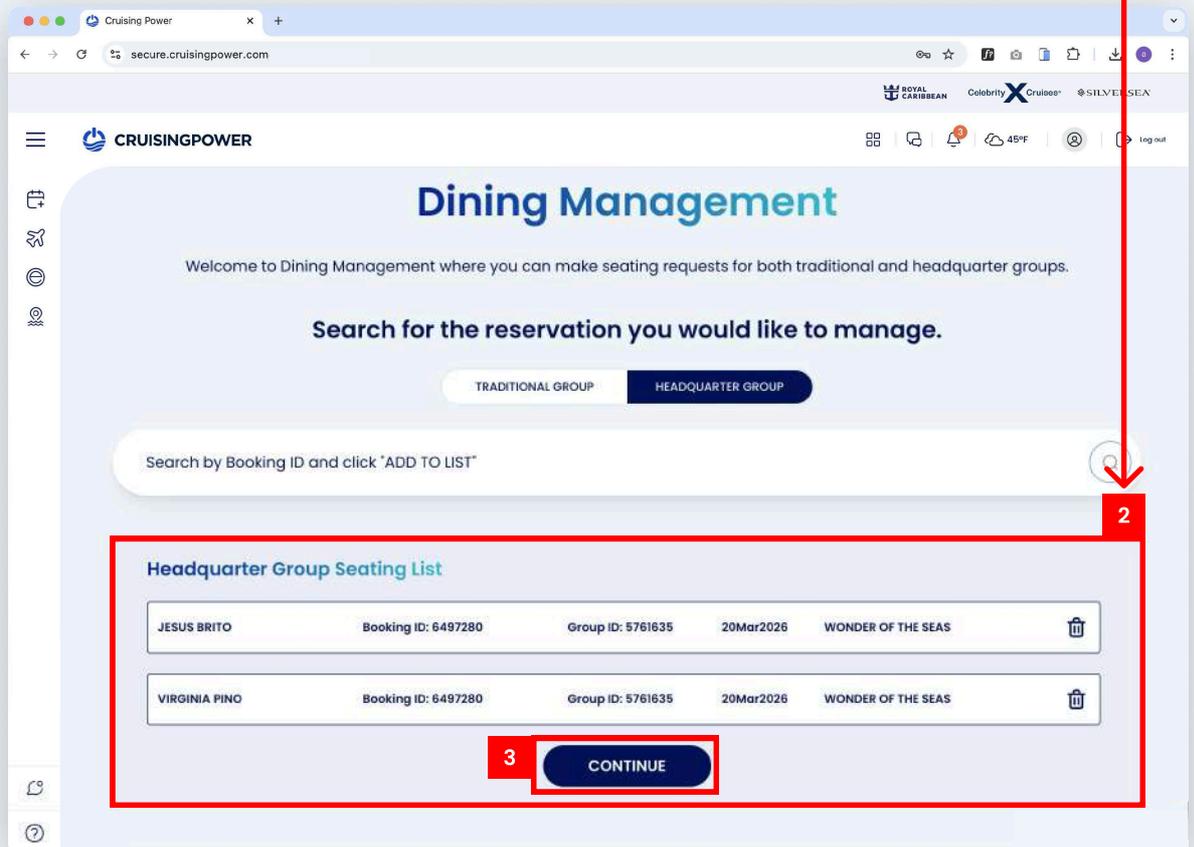
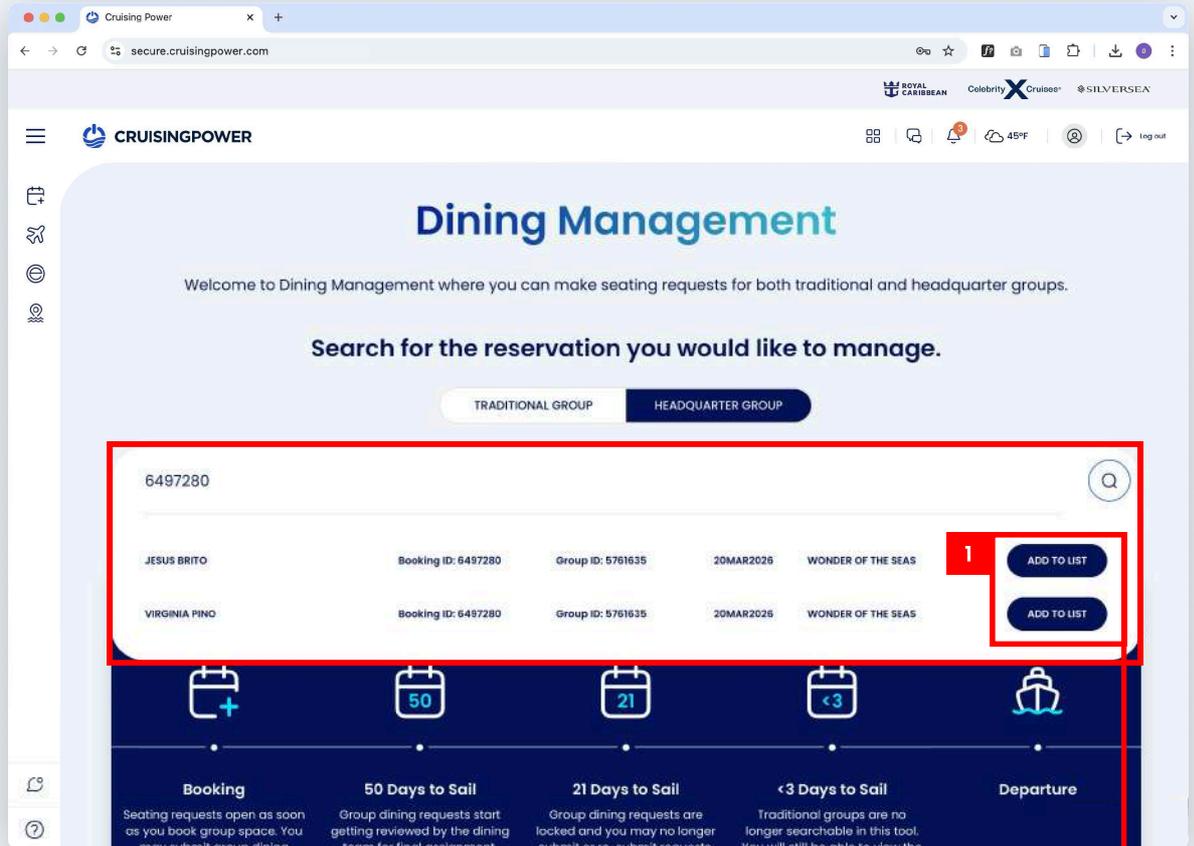
1. To find your headquarter group, begin by entering the Booking ID into the search bar.



Search for a Headquarter Group cont.

Search results will appear below the search bar.

1. Click "ADD TO LIST" to add the guests you'd like to seat.
2. A Headquarter Group Seating List will appear with the guests you've chosen on it. You can add guests from another Booking ID by entering the Booking ID and clicking on the magnifying glass and continuing to click "ADD TO LIST."
3. Once you've added all your guests, click "CONTINUE".



Dining Seating Requests

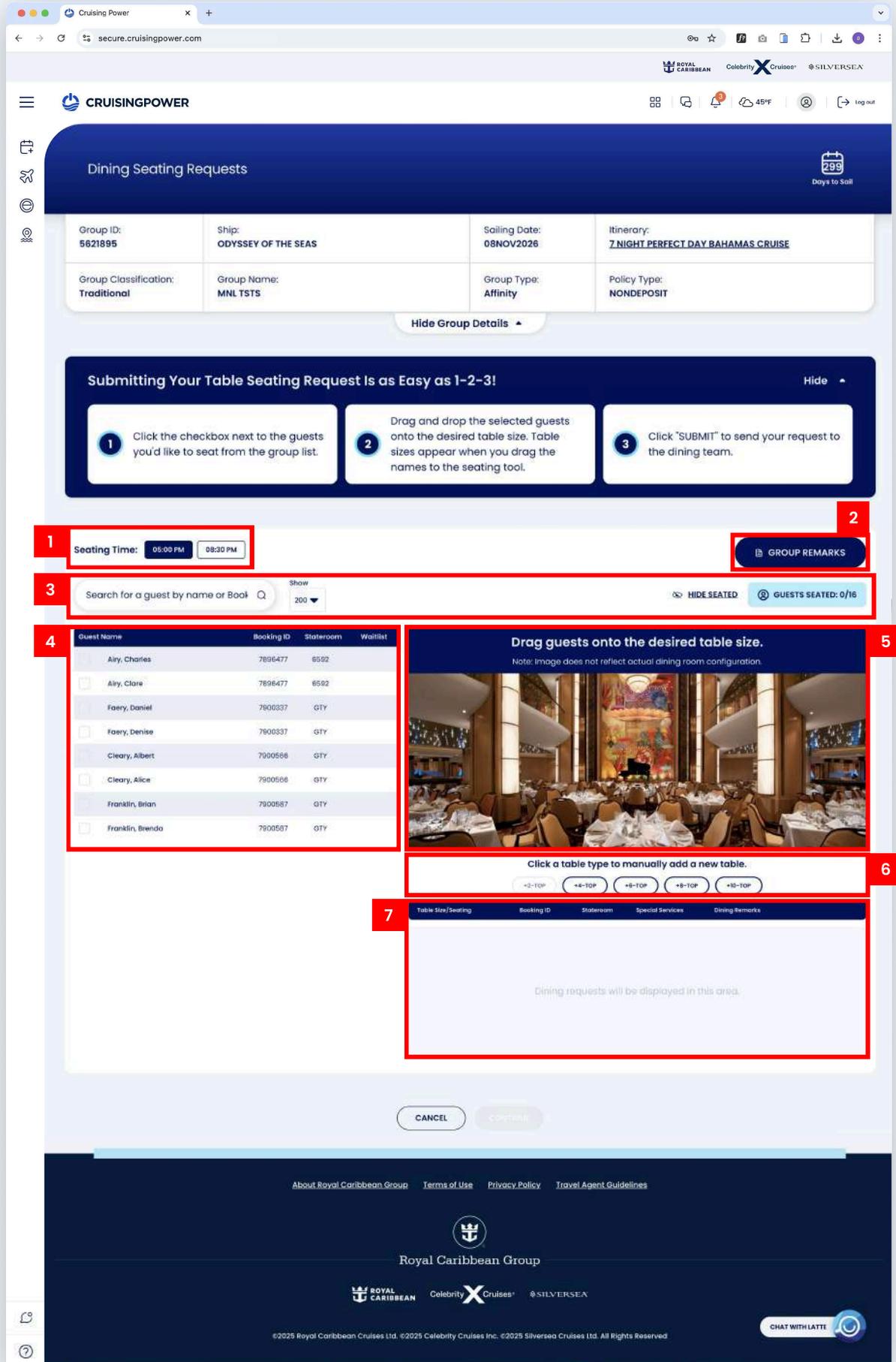
Once you have selected either your Traditional Group, or made your Headquarter Group Seating List, you'll be directed to the Dining Seating Request page.

1. You can quickly see how many days to sail there are.
2. The top area of the page provides a quick glance at the reservation including details like the itinerary and group name. You can hide these details by clicking "Hide Group Details"
3. Here is a quick overview of how to create a seating request in just 3 easy steps.
4. Below the overview is the seating request tool. This is where you'll create your seating request—see next page for details.

The screenshot shows the 'Dining Seating Requests' page in a web browser. The page header includes the Cruising Power logo and navigation icons. A red box labeled '1' highlights a 'Days to Sail' widget showing '299' days. A red box labeled '2' highlights a summary card for Group ID: 5621895, Ship: ODYSSEY OF THE SEAS, Sailing Date: 08NOV2026, Itinerary: 7 NIGHT PERFECT DAY BAHAMAS CRUISE, Group Classification: Traditional, Group Name: MNL TSTS, Group Type: Affinity, and Policy Type: NONDEPOSIT. A red box labeled '3' highlights a 'Submitting Your Table Seating Request Is as Easy as 1-2-3!' section with three steps: 1. Click the checkbox next to the guests you'd like to seat from the group list. 2. Drag and drop the selected guests onto the desired table size. Table sizes appear when you drag the names to the seating tool. 3. Click "SUBMIT" to send your request to the dining team. A red box labeled '4' highlights the main seating tool area, which includes a 'Seating Time' selector (05:00 PM, 08:30 PM), a search bar, a 'Show' dropdown (200), a 'GROUP REMARKS' button, and a table of guests with checkboxes. The table has columns for Guest Name, Booking ID, Stateroom, and Waitlist. Below the table is a 'Drag guests onto the desired table size' section with a dining room image and table size selection buttons (+3-TOP, +4-TOP, +6-TOP, +8-TOP, +10-TOP). A table header is visible with columns: Table Size/Seating, Booking ID, Stateroom, Special Services, and Dining Remarks. The main content area below the header is empty, with a placeholder text: 'Dining requests will be displayed in this area.'

Group Dining Tool Overview

1. To create your seating request begin by clicking on a seating time.
2. Here you can add any special remarks that apply to the whole group. Ex: a special occasion or celebration.
3. This toolbar lets you find a guest by their name or Booking ID, change how many guests to view at a time, hide seated guests and see how many guests have been seated.
4. This table lists all the guests either in your traditional group or from your headquarter group seating list.
5. Our interactive dining room is where you can drag and drop guests onto tables (more details on the next page).
6. You can also click to add tables by clicking on a table size to add it to the Table Summary
7. This is the Table Summary (more details on page 9) that includes all tables, seated guests, notes and more.



Drag & Drop Tables

1. To add guests to a table, begin by clicking on the box next to the guest's name(s) that you would like to seat. You can choose a single guest or multiple at the same time.
2. Next, click and hold on any of the selected guests, and while holding down the mouse, drag the selection to the interactive dining room.
3. Table options will appear when you drag names to the dining room image.
4. Simply "drop" the names on the desired table size by releasing your mouse. The table option you're going to add them to will turn blue as you hover over it.
5. If the number of guests you've selected exceeds the number of seats at a table, the table selection will turn red, indicating you cannot seat those guests at that size table.

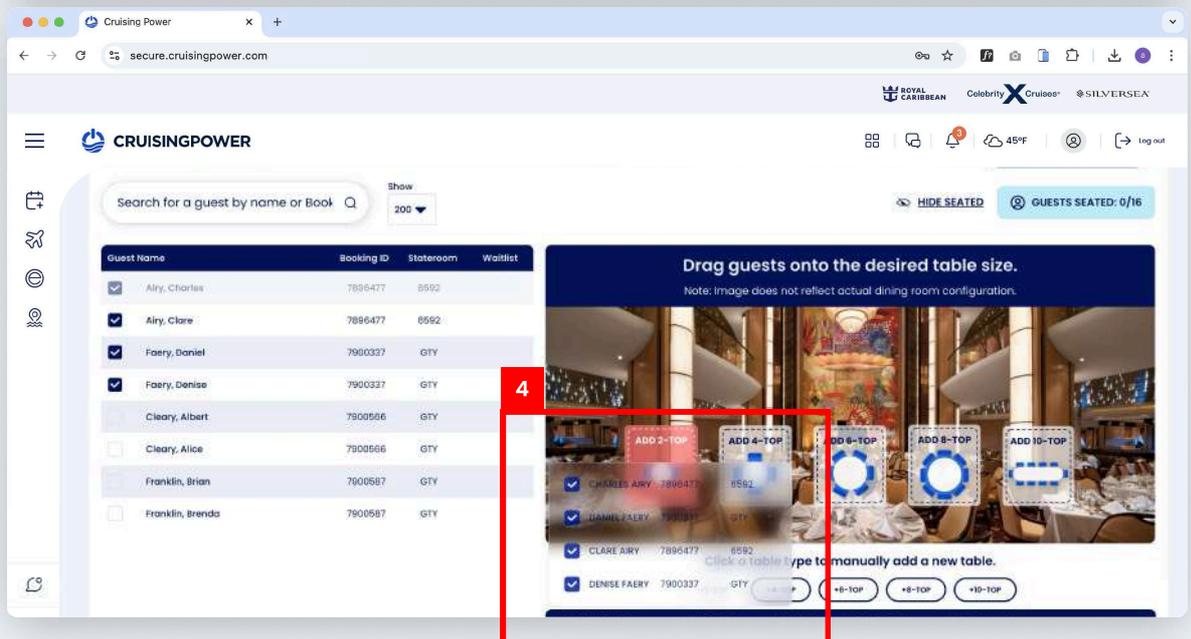
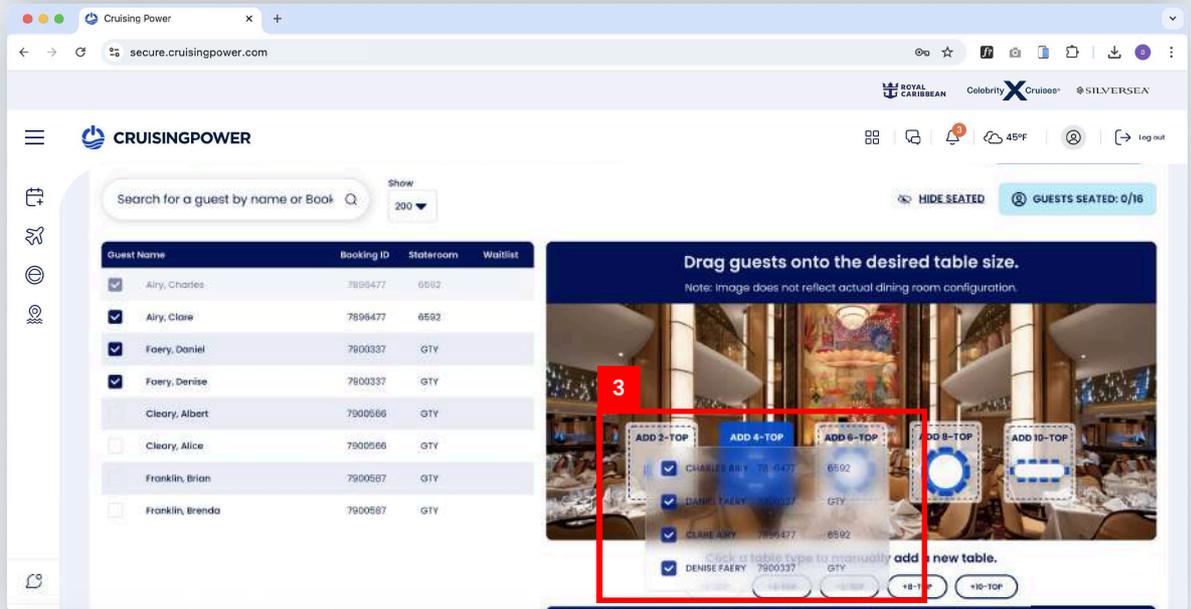
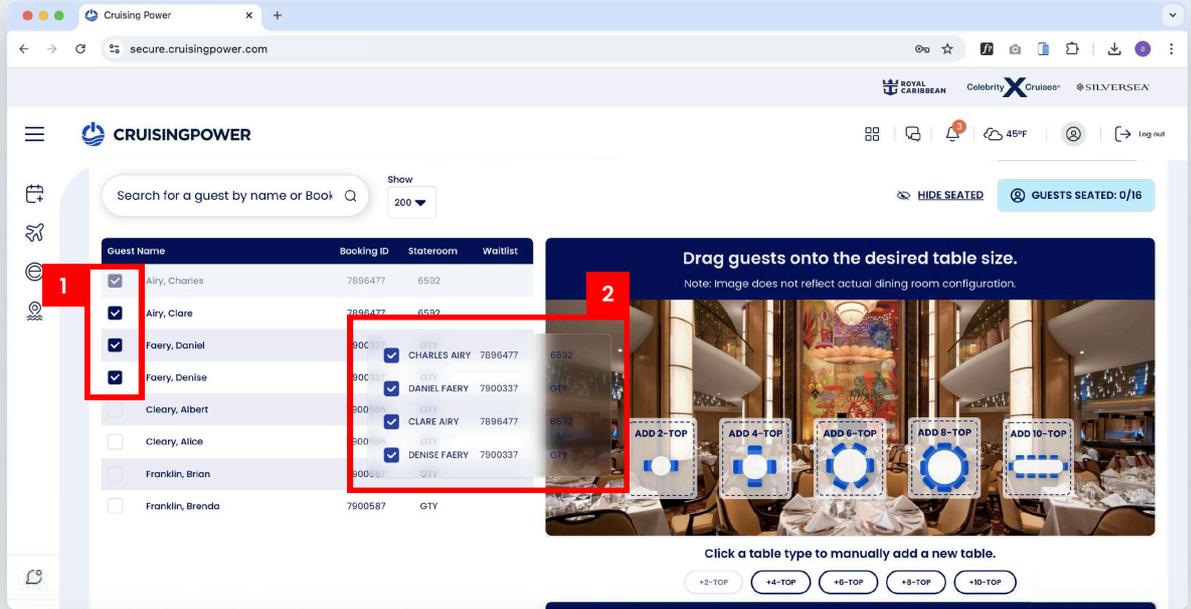


Table Summary Details

- Under the interactive table seating tool is the Table Summary. Here you can view all the tables you've seated including the size of the table, the guests seated there, their Booking ID, stateroom number, any special services that have been requested for that guest.
- Click on "Options" next to a guest's name to see more you can do. (See more details on these actions on the next page.)
- Click on the paper icon to add an individual note or click on the trash can icon to delete this guest from this table. (More details on these actions on page 11.)
- Once you have your guests at the correct tables click on "CONTINUE" at the bottom of the page to review your seating request before submitting it.

Dining Seating Requests

Group ID: 5621895	Ship: ODYSSEY OF THE SEAS	Sailing Date: 08NOV2026	Itinerary: 7 NIGHT PERFECT DAY BAHAMAS CRUISE
Group Classification: Traditional	Group Name: MNL TSTS	Group Type: Affinity	Policy Type: NONDEPOSIT

Submitting Your Table Seating Request Is as Easy as 1-2-3!

- Click the checkbox next to the guests you'd like to seat from the group list.
- Drag and drop the selected guests onto the desired table size. Table sizes appear when you drag the names to the seating tool.
- Click "SUBMIT" to send your request to the dining team.

Seating Time: 05:00 PM | 08:30 PM

Search for a guest by name or Book

Guest Name	Booking ID	Stateroom	Waitlist
Airy, Charles	7896477	6592	
Airy, Clare	7896477	6592	
Foery, Daniel	7900337	GTV	
Foery, Denise	7900337	GTV	
Cleary, Albert	7900566	GTV	
Cleary, Alice	7900566	GTV	
Franklin, Brian	7900567	GTV	
Franklin, Brenda	7900567	GTV	

Drag guests onto the desired table size.

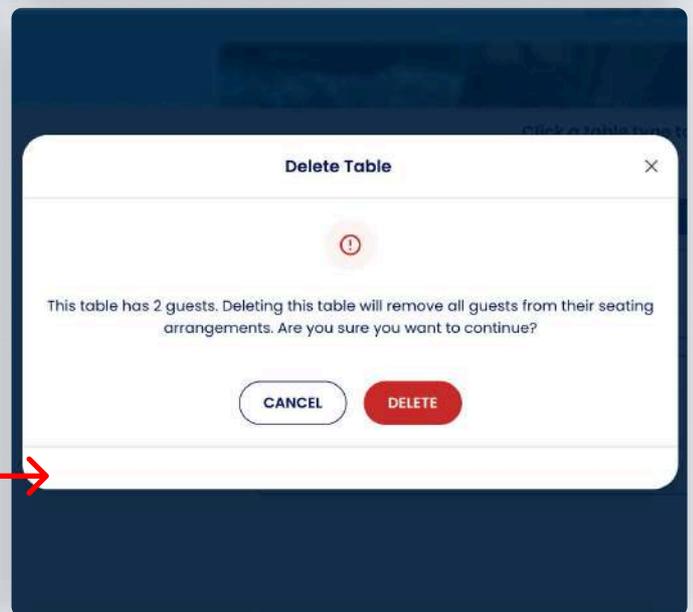
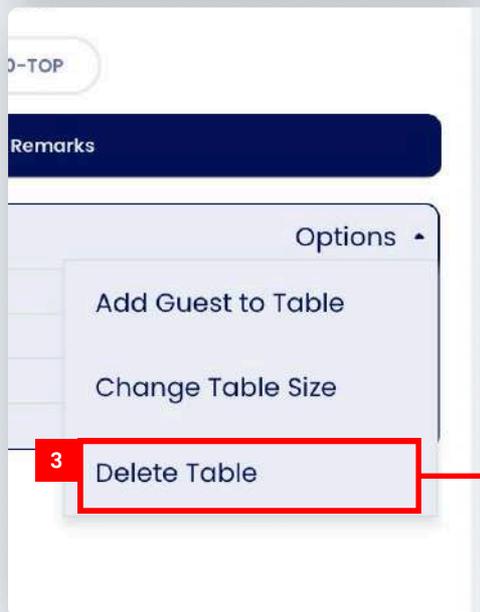
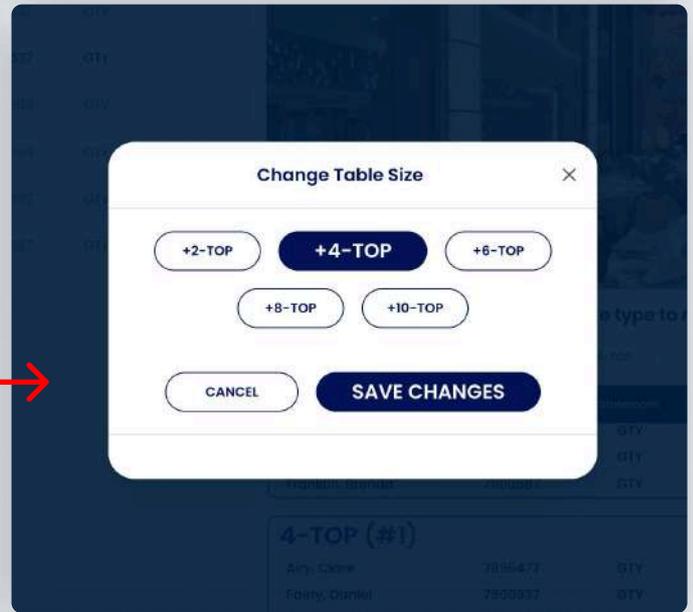
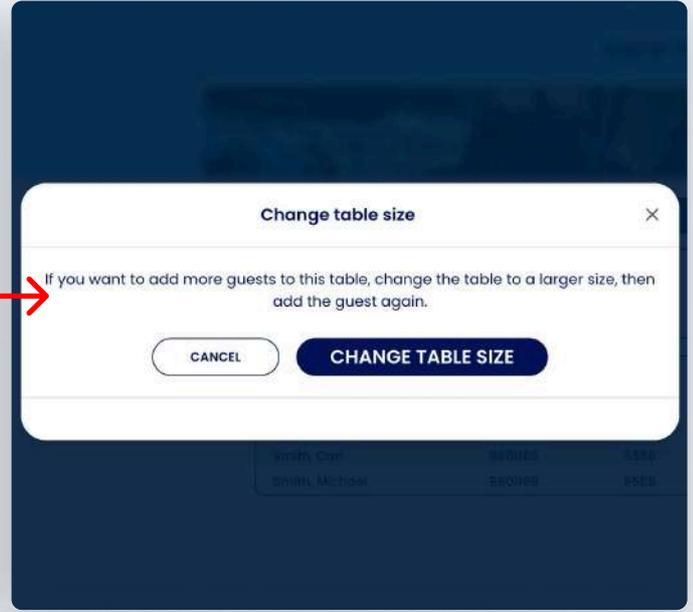
Click a table type to manually add a new table.

Table Size/Seating	Booking ID	Stateroom	Special Services	Dining Remarks
4-TOP (#1)				
Airy, Charles	7896477	6592		Options
Airy, Clare	7896477	6592		
Foery, Daniel	7900337	GTV		
Foery, Denise	7900337	GTV		

CANCEL | CONTINUE

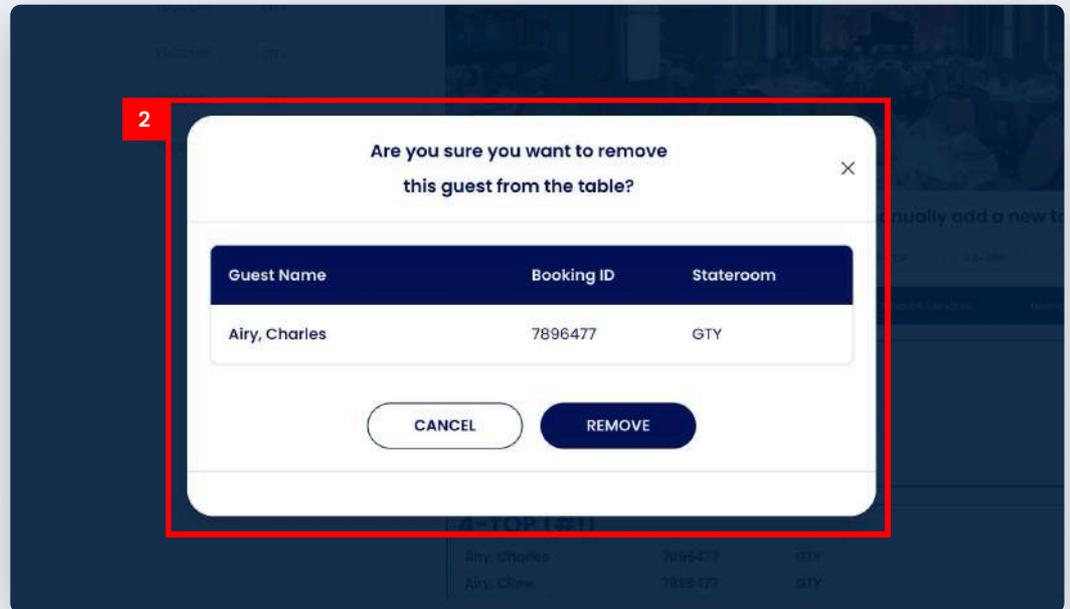
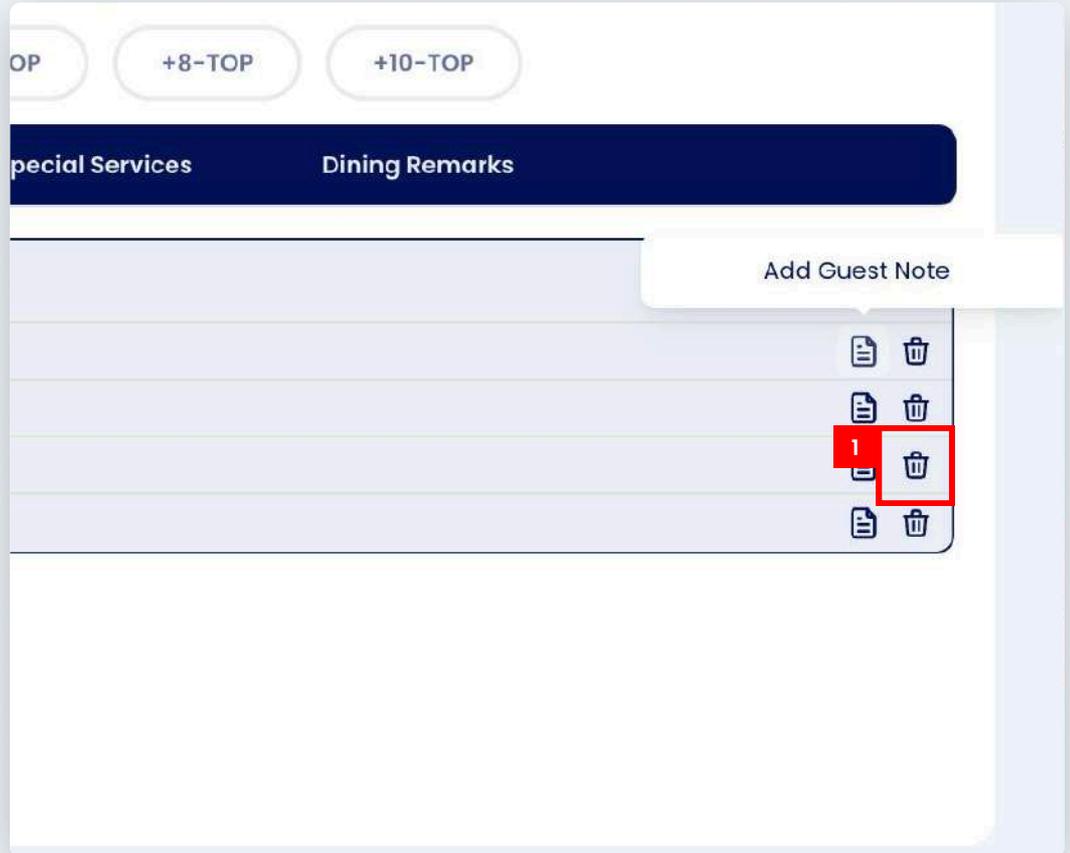
Options: Add Guest to Table, Change Table Size, Delete Table

1. To add a guest to a table in the Table Summary, click "Add Guest to Table". If the table is already full, you'll be given the option to CHANGE TABLE SIZE and then come back and Add Guest to Table again.
2. You can click "Change Table Size" to change the table size. A modal will appear with the current table size highlighted in blue. Click on the table size you'd like to change it to and then click SAVE CHANGES. Be sure to allow pop ups to view modals.
3. To delete a table, click "Delete Table". Note that if you delete the table, you'll remove all guests from the table and you'll need to seat those guests again.



Remove Guest from Table

1. To remove a guest from the table, click on the trashcan icon to the right of their name.
2. A modal will pop up asking you to confirm that you would like to remove the guest. Click "CANCEL" if you've changed your mind or "REMOVE" to remove them from the table.



Review & Submit Dining Seating Requests

Here you will need to review your seating request before submitting it.

1. To make changes to your request click "Make Edits" on the Group Dining Tool page.
2. Hover over the guest note to see the full note.
3. Once your dining request is complete click on "SUBMIT" to send it to our dining team who will do their best to fulfill your requests.

The screenshot shows the 'Review & Submit' page for dining seating requests. At the top, there is a 'Dining Seating Requests' header and a 'Show Group Details' dropdown. A red box labeled '1' highlights the 'MAKE EDITS' button. Below this, the main heading is 'Review & Submit' with the instruction: 'Once you have reviewed your dining request and made any necessary edits, click SUBMIT.' The 'Group Remarks' section shows 'TAG 1 REQUESTED TABLE FOR 8'. The 'Seating Time' is set to 05:00 PM, and 'GUESTS SEATED: 8/16' is displayed. A table lists dining requests with columns for Table Size/Seating, Booking ID, Stateroom, Waitlist, Special Services, Dining Remarks, and Guest Note. Two tables are shown: '4-TOP (#2) | 05:00 PM' and '4-TOP (#1) | 05:00 PM'. A red box labeled '2' highlights the 'Birthday' note in the 'Dining Remarks' column of the second table. At the bottom, a red box labeled '3' highlights the 'SUBMIT' button next to a 'CANCEL' button. The footer contains links for 'About Royal Caribbean Group', 'Terms of Use', 'Privacy Policy', and 'Travel Agent Guidelines', along with the Royal Caribbean Group logo and logos for Royal Caribbean, Celebrity Cruises, and Silversea.

Dining Seating Request Submitted

Once your request is successfully submitted, a confirmation page will appear and you'll receive a confirmation email with all the details of your submission.

1. Use these buttons to download a .XLSX file of your request, print a summary or seat another group.
2. Click on "Return to Dining Management Home" to go back to the dining management page.

Dining Seating Requests

298 Days to Sail

Dining Request Submitted

Below is a summary of your dining request, it has also been emailed to you.

1 DOWNLOAD .XLSX PRINT SUMMARY SEAT ANOTHER GROUP

Group Remarks:
TAG 1 REQUESTED TABLE FOR 8

Seating Time: 05:00 PM 08:30 PM **GUESTS SEATED: 8/16**

Table Size/Seating	Booking ID	Stateroom	Waitlist	Special Services	Dining Remarks	Guest Note
4-TOP (#2) 05:00 PM						
Cleary, Albert	7900566	GTY				
Cleary, Alice	7900566	GTY				
Franklin, Brian	7900567	GTY				
Franklin, Brenda	7900567	GTY				
4-TOP (#1) 05:00 PM						
Airy, Charles	7896477	6592				Birthday
Airy, Clare	7896477	6592				
Faery, Daniel	7900337	GTY				
Faery, Denise	7900337	GTY				

2 RETURN TO DINING MANAGEMENT HOME

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Review & Submit: Dining Seating Request Errors

If there aren't enough guests seated at a table, or there are other issues with your seating request, you'll see the alert(s) describing the error(s) in red.

Click on "Make Edits" at the top left of the page to go back to the Dining Tool page to resolve any seating request errors.

You will not be able to submit your seating request until all errors are resolved.

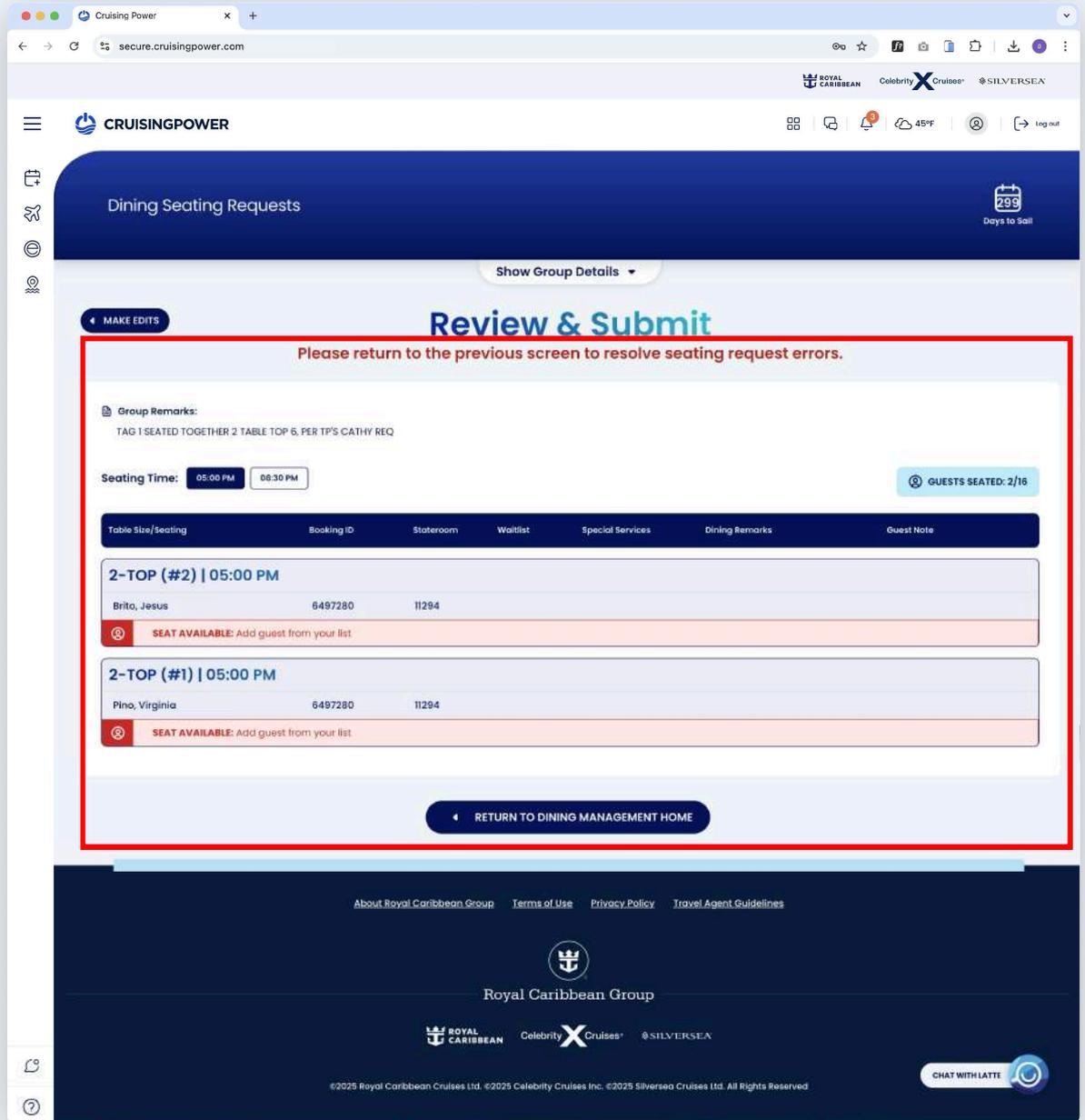


Table Assignments: Review Your Report

Once your seating assignments have been created, you'll receive an email inviting you to review your group's Table Assignment Report.

Here you'll see the tables included in your request and the guests seated at each.

1. If adjustments to your request were necessary, this alert will indicate where they were made and provide contact information for any questions you may have.

2. At the top of the report, the status bar indicates the status of your request based on how many days to sail remain.

Statuses:

3. Open for seating requests.

4. Submitted - Open for changes. Click on the "Make Edits" button to make changes to this seating request and resubmit it.

5. Submitted - Locked. Seating is still being completed and you can no longer make changes to this request but you can view, print or download the request.

6. Seating Allocated - Locked, you can no longer edit or view your seating but you can view your seating assignment report.