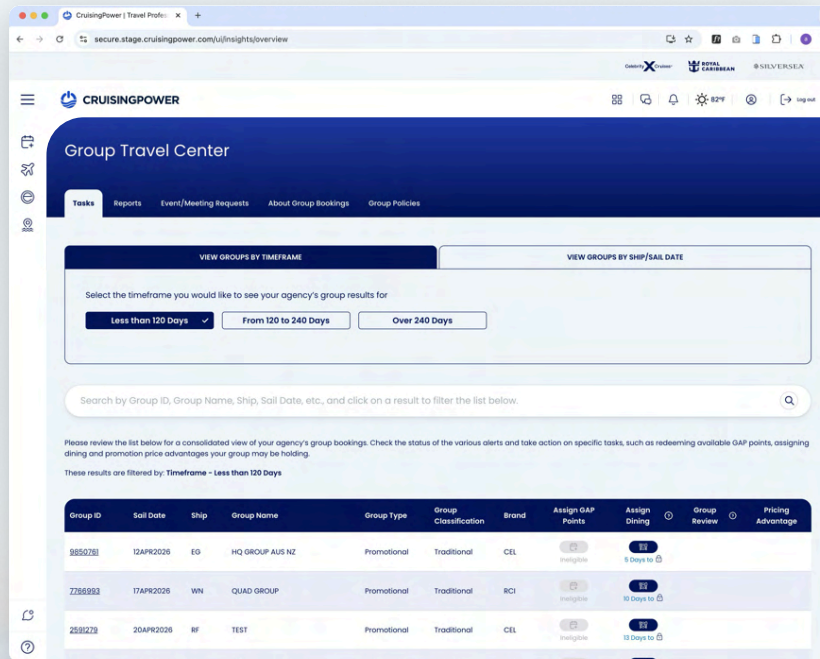


Training Resources

Group Travel Center



The screenshot shows the 'Group Travel Center' interface. At the top, there are navigation tabs: 'Tasks', 'Reports', 'Event/Meeting Requests', 'About Group Bookings', and 'Group Policies'. Below this, there are two main filters: 'VIEW GROUPS BY TIMEFRAME' and 'VIEW GROUPS BY SHIP/SAIL DATE'. Under 'VIEW GROUPS BY TIMEFRAME', there are three buttons: 'Less than 120 Days' (selected), 'From 120 to 240 Days', and 'Over 240 Days'. A search bar is located below the filters with the text: 'Search by Group ID, Group Name, Ship, Sail Date, etc., and click on a result to filter the list below.' Below the search bar, there is a note: 'Please review the list below for a consolidated view of your agency's group bookings. Check the status of the various alerts and take action on specific tasks, such as redeeming available GAP points, assigning dining and promotion price advantages your group may be holding. These results are filtered by: Timeframe - Less than 120 Days'. The main content area displays a table with the following columns: Group ID, Sail Date, Ship, Group Name, Group Type, Group Classification, Brand, Assign GAP Points, Assign Dining, Group Review, and Pricing Advantage. The table contains three rows of data:

Group ID	Sail Date	Ship	Group Name	Group Type	Group Classification	Brand	Assign GAP Points	Assign Dining	Group Review	Pricing Advantage
9850261	12APR2026	EG	HQ GROUP AUS NZ	Promotional	Traditional	CEL	Imagine	8 Days to Go	Review	
7280993	17APR2026	WN	QUAD GROUP	Promotional	Traditional	RCI	Imagine	31 Days to Go	Review	
2580228	20APR2026	RF	TEST	Promotional	Traditional	CEL	Imagine	12 Days to Go	Review	

Last Update: 04/2026



Royal Caribbean Group

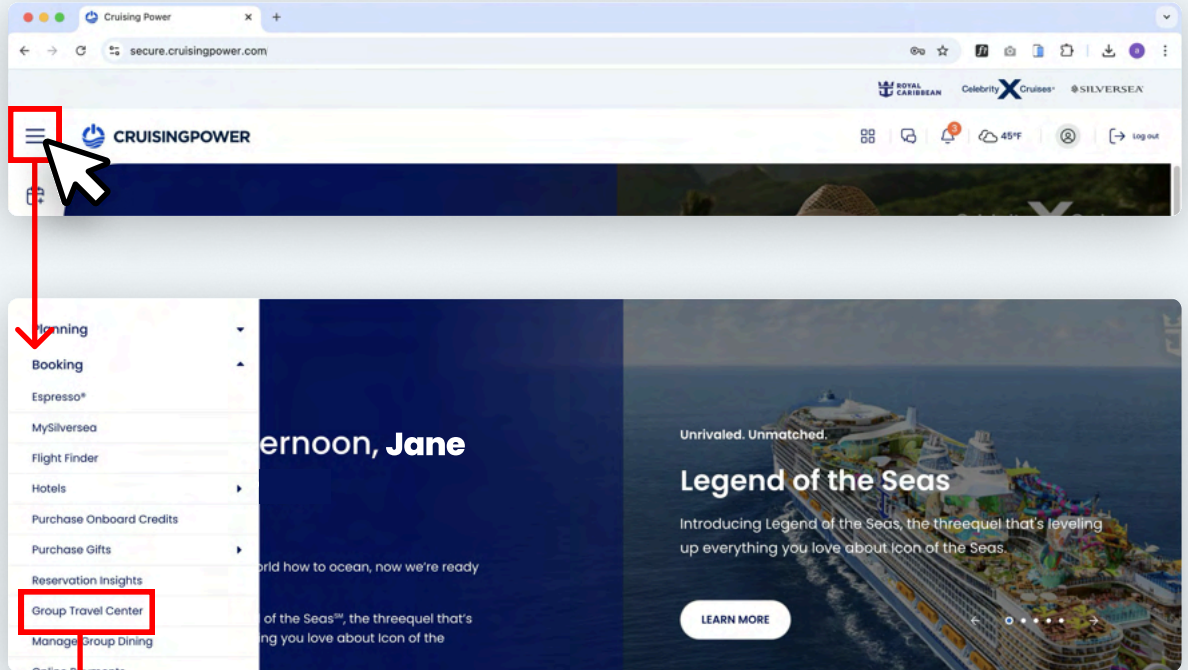


Group Travel Center Overview

The Group Travel Center gives you greater visibility and control over your group bookings—including alerts to redeem GAP points, assign dining, review of your unsold group inventory, event and meeting requests and pricing advantage opportunities

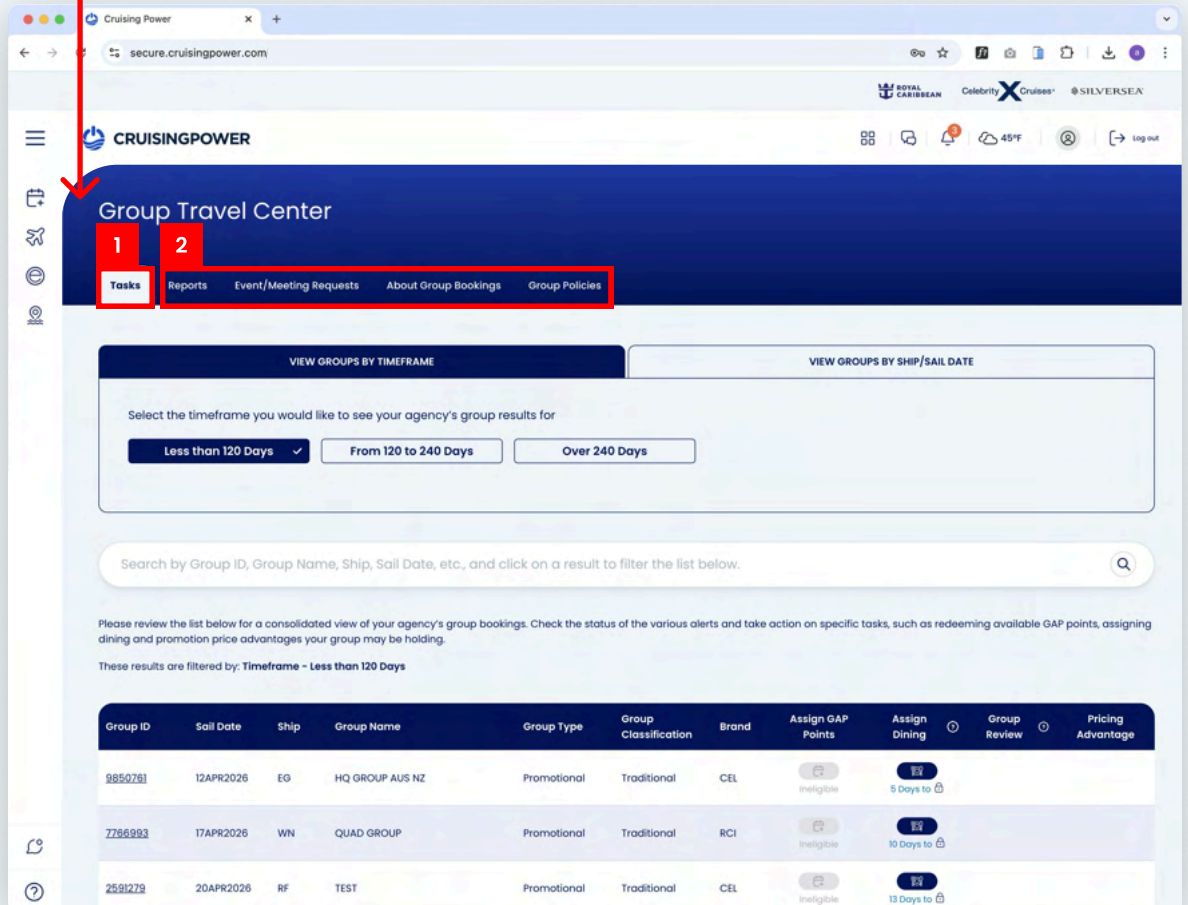
Find Group Travel Center in the Global Navigation

To access this powerful hub, click on the main hamburger menu on the top left corner of the CruisingPower home page, then click “Booking” and “Group Travel Center.”



Group Travel Center Landing Page

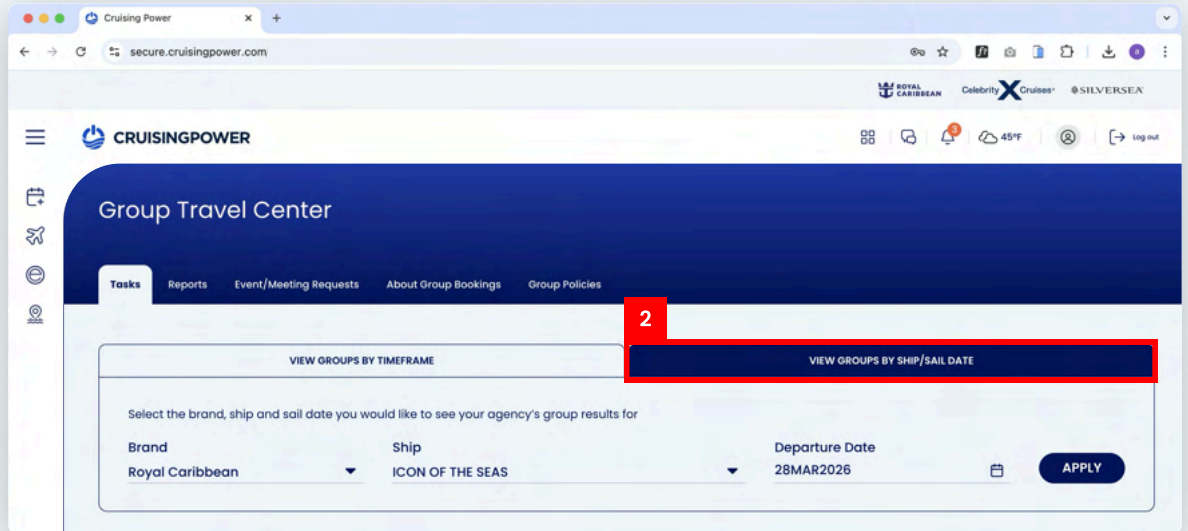
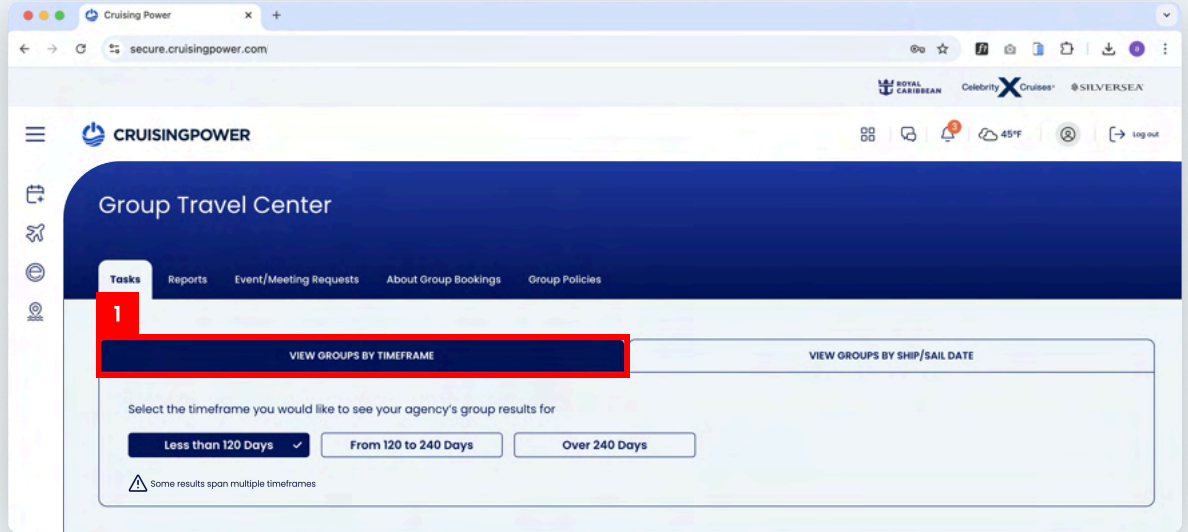
1. The Group Travel Center begins with the Task tab open.
2. Click on the other tabs to access: Reports, Event/Meeting Requests, About Group Bookings or Group Policies.




Tasks Tab Overview

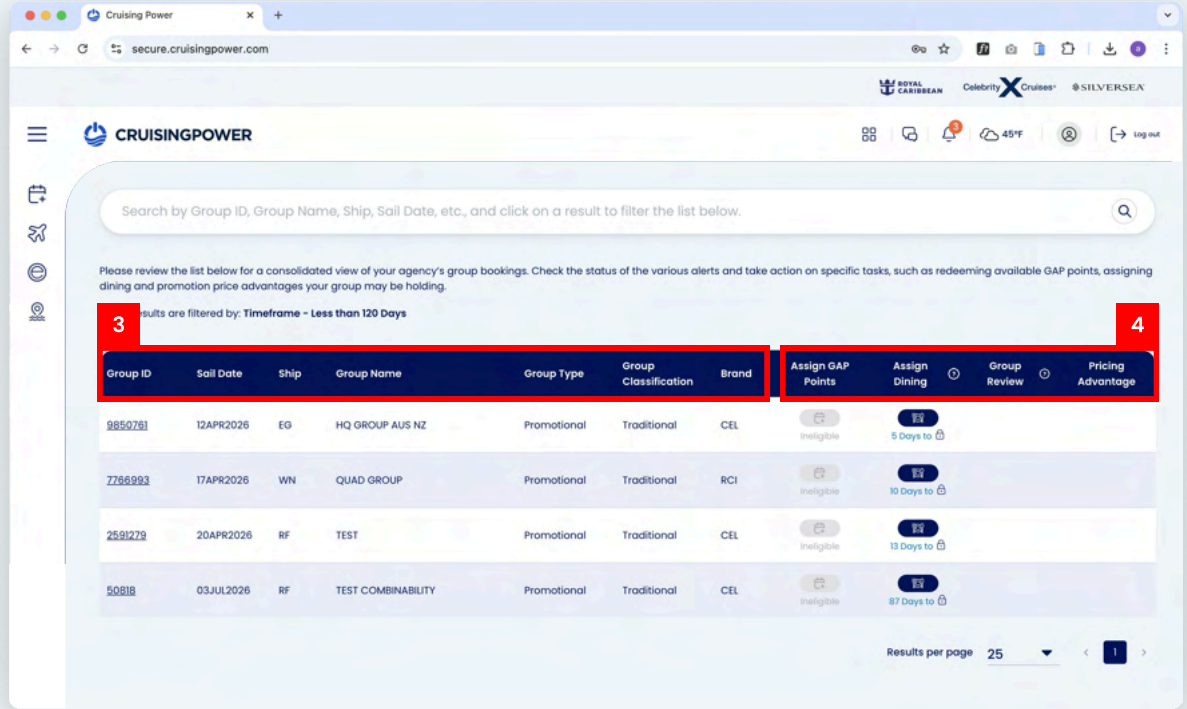
The Tasks Tab gives you a high-level view of your agency's group bookings, including the status of key tasks, and the ability to take action when needed. Your agency's group bookings can be viewed by:

1. TIMEFRAME: By default, bookings that are less than 120 days to sailing are shown first. Click on the other timeframe options in this tab to view group bookings by those timeframes.
2. SHIP/SAIL DATE: Click on this tab, choose from the dropdown menu options and then click "APPLY" to view by Ship or Sail Date.



Tasks Tab Overview

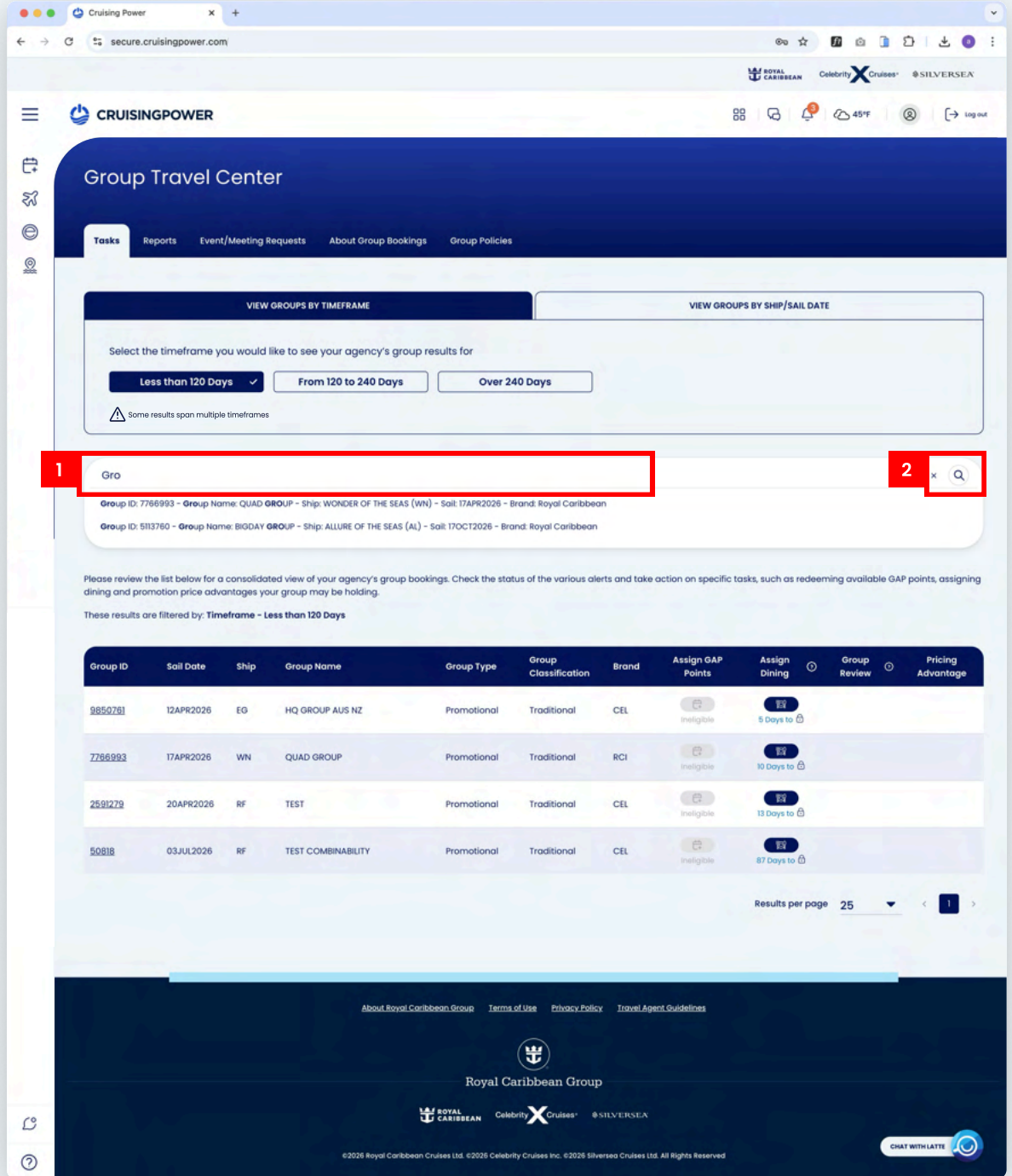
- Table headers show what details are provided including: Group ID, Sail Date, Ship, Group Name, Group Type, Group Classification, and Brand.
- The last four columns are tasks that may require action, including Redeem GAP Points, Assign Dining, Group Review and Pricing Advantage. You can click on the tooltip  for more information about those columns. (Details on pages 5-6).



Tasks Tab Overview

Filtering or Searching Group Bookings

1. To filter the list of group bookings, use the search bar to type in a Group ID, Group Name, Ship or Sail Date.
2. For a full view of all the search results click on the magnifying glass.




Tasks Tab Group Details and Actions

1	Group ID	Sail Date	Ship	Group Name	Group Type	Group Class.	Brand	2	3	Group Review	Pricing Advantage
	34927859	30SEP2025	AD	Abigail Birthday celebration	Affinity	Traditional	RCI	1 GAP Point(s)	Locked	120	View Pricing


1 Group ID


34927859 **Group Overview:** Click on the Group ID to see the "Group Details" for your group and shortcuts to Manage Group, Manage Dining, View Reports and Book Venue. (See more details on page 7.)


2 Assign GAP Points

 **Assign GAP Points:** The button in this column will display how many GAP points the group has. If the button is blue, you can redeem the available GAP points by clicking the blue button and it will take you to Espresso to redeem the GAP points.

When the button is grey, you cannot redeem GAP points either because:


 It's too close to the sail date.
3 GAP Point(s)


 Ineligible
The group is ineligible for GAP points.



 There are no GAP points available to redeem.
0 GAP Point(s)

3 Assign Dining

Assign Dining: Here you can see the status of your group dining seating requests. If the button is blue you can create, edit or submit a dining request by clicking on the blue button and it will take you to the Group Dining Management tool.

 Click on this tooltip anytime for details on this column. (See more details on page 8.)

 This group is closed for dining requests and/or the booking is within 21 days of sailing.
Locked

 This group has one or more requests submitted and you have the listed number of days before the request is locked and no longer editable. Click to edit and resubmit your dining request for this group.
7 Days to 

 A group dining request has not been submitted for this group. You have the listed number of days to submit a dining request on our Group Dining Management page by clicking on this button.
13 Days to 

Tasks Tab Group Details and Actions

Group ID	Sail Date	Ship	Group Name	Group Type	Group Class.	Brand	Assign GAP Points	Assign Dining	Group Review	Pricing Advantage
34927859	30SEP2025	AD	Abigail Birthday celebration	Affinity	Traditional	RCI	1 GAP Point(s)	Locked	11 Days left	View Pricing

4 Group Review

Group Review: This column indicates the number of days left for a group to be reviewed for any unsold space. For Royal Caribbean groups, this is an initial review, with a subsequent final review closer to the sail date. For Celebrity Cruises, this will be the final review date. After the final review date for either brand, any unsold group inventory will be released. Review dates vary depending on the sailing duration and brand.

Group Review

Click on this tooltip for details on Group Review. (See more details on pages 8-9.)

150

11 Days left

The number below the button indicates how many days remain until the Group Review period.

150

11 Days left

The number in the button indicates the number of days before the sail date when your group will be reviewed for unsold space (either 180/150/120 days). Hover over the button for an expanded statement on when Group Review occurs for the group. Click the button for Group Review details including how much unsold group inventory there is in the group. (See more details on pages 8-9.)

5 Pricing Advantage

View Pricing

Pricing Advantage: If this group has a Group Pricing Advantage, you'll see this blue button with the dollar icon. Click on the blue button to view Your Group's Pricing Advantage. (See more details on page 10.)

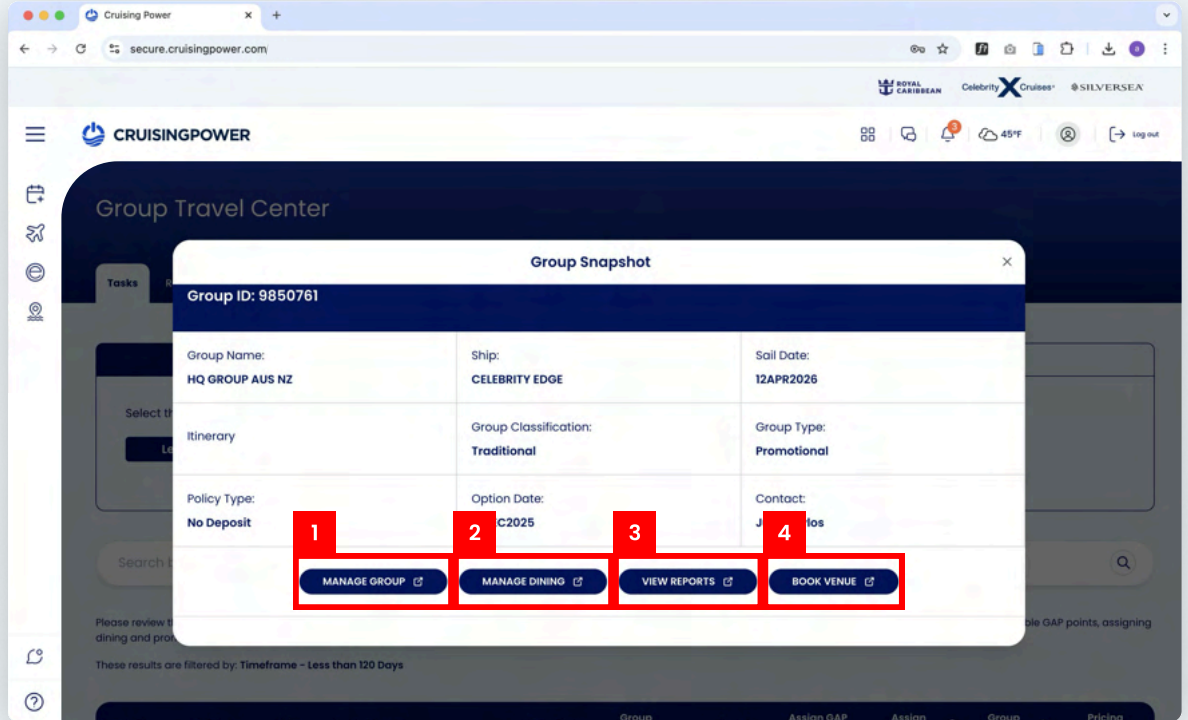
Group Details

9850761



When you click on the Group ID you'll see the Group Details and a menu of options.

Note: Be sure to allow pop ups for the site to view modals.



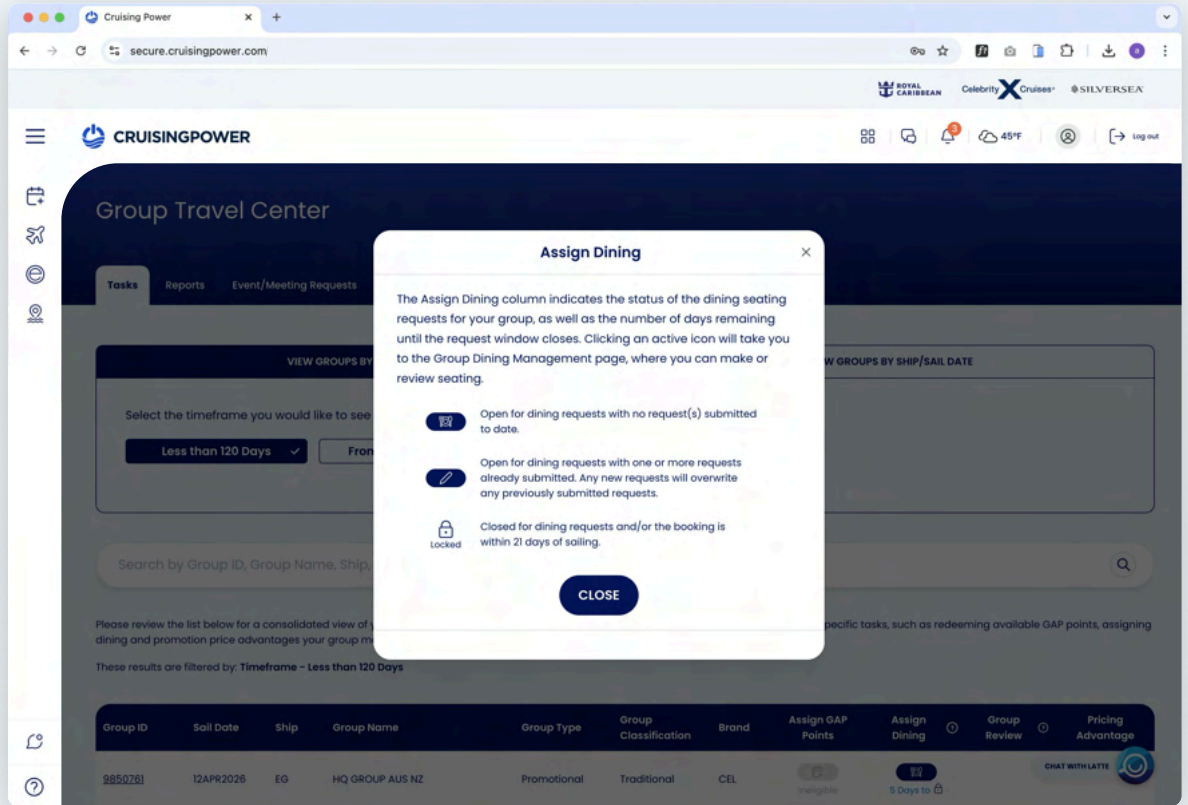
1. Manage Group: Takes you to Espresso.
2. Manage Dining: Goes to our Group Dining Management tool to create, edit and submit group dining requests.
3. View Reports: Takes you to the Reports tab to view financial, booking and guest reports for the group.
4. Book Venue: Takes you to the Event/Meeting Requests tab to submit a venue request for the group.

Assign Dining Tooltip



Click on the Assign Dining tooltip icon for helpful details on the Group Dining Management information provided in the Assign Dining column.

Note: Be sure to allow pop ups for the site to view modals.

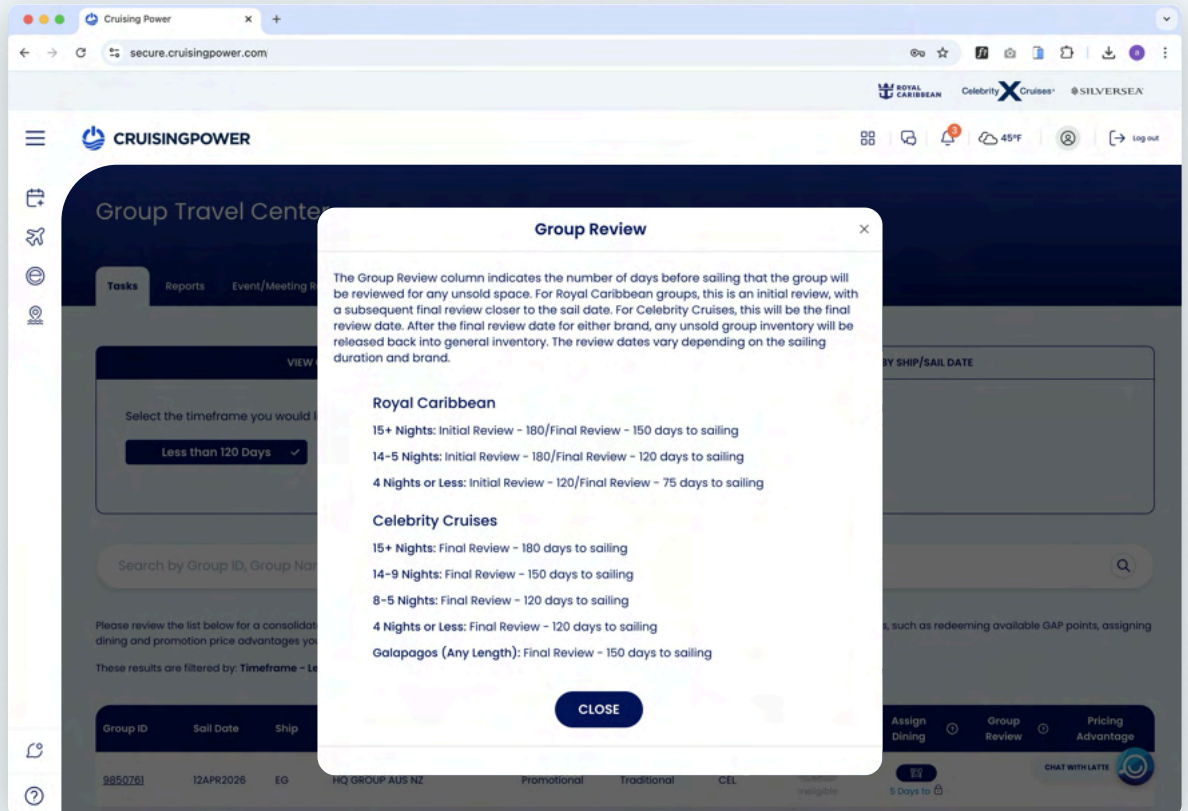


Group Review Tooltip

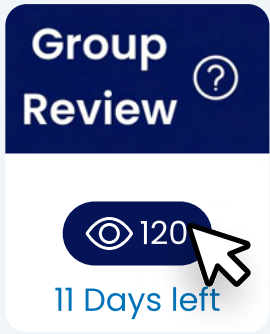


Click on the Group Review tooltip icon for helpful information on the Group Review process and applicable dates and details.

Note: Be sure to allow pop ups for the site to view modals.



Group Review Modal cont.



Click on the blue button with the eye icon to see Group Review Details.

A modal will appear that provides details on this group and the number of unsold group inventory.

Note: Be sure to allow pop ups for the site to view modals.

A screenshot of the Cruising Power website interface. A modal window titled "Group Review Details" is open, displaying information for a group booking. The modal includes a title, a brief overview, and a table with the following data:

Group ID: 1778733	Group Name: CRUISE GROUP	Initial Review Date: 26MAY2026
Ship: SYMPHONY OF THE SEAS	Sail Date: 22NOV2026	Final Review Date: 25JUL2026

Below the table, it shows "Unsold/Unnamed Space Within this Group" with a large number "8". The background shows a table of group bookings with columns for Group ID, Sail Date, Ship, Group Name, and various icons for actions like "Assign Dining", "Group Review", and "Pricing Advantage".

Your Group Pricing Advantage



Understanding and marketing your group's pricing advantage is a great way to promote your group to new and existing customers.

For details on the pricing advantage your group rate may have compared to the individual best rate for comparable categories and occupancies, click View Pricing in the Pricing Advantage column. A modal will appear with a side-by-side comparison of your group's.

Note: Be sure to allow pop ups for the site to view modals.

The chart below compares your group's allocated rates, which have a pricing advantage over the prevailing individual rate for comparable categories and occupancies. Understanding and marketing your group's pricing advantage is a great way to promote your group to new and existing customers.

Group ID: 3561915	Ship: CELEBRITY XCEL	Sail Date: 08AUG2026	Itinerary: 7 NIGHT GREECE, MALTA & TURKEY CRUISE
Group Classification: Traditional	Group Name: CRUISE GROUP	Group Type: Promotional	Policy Type: Deposit

Occupancy: Double

Taxes, fees and port expenses included: 226.40 USD
Price includes all guests, taxes, fees and port expenses.

Group Rate (USD)					Individual Best Rate* (USD)			Price Advantage
Category Allocated	Occupancy	Promo Name	Unnamed	Current Group Rate (USD)	Promo Name	Available	Prevailing FIT Rate (USD)	
C1 V CONCIERGE	Double	GROUPX	2	2846.40	ALL INC 2PK	10	4238.40	1392.00 32.84%
E2 INVERANDA	Double	GROUPX	4	2656.40	ALL INC 2PK	10	3918.40	1262.00 32.21%
O1 OV STM	Double	GROUPX	2	2289.40	ALL INC 2PK	10	3299.40	1010.00 33.61%

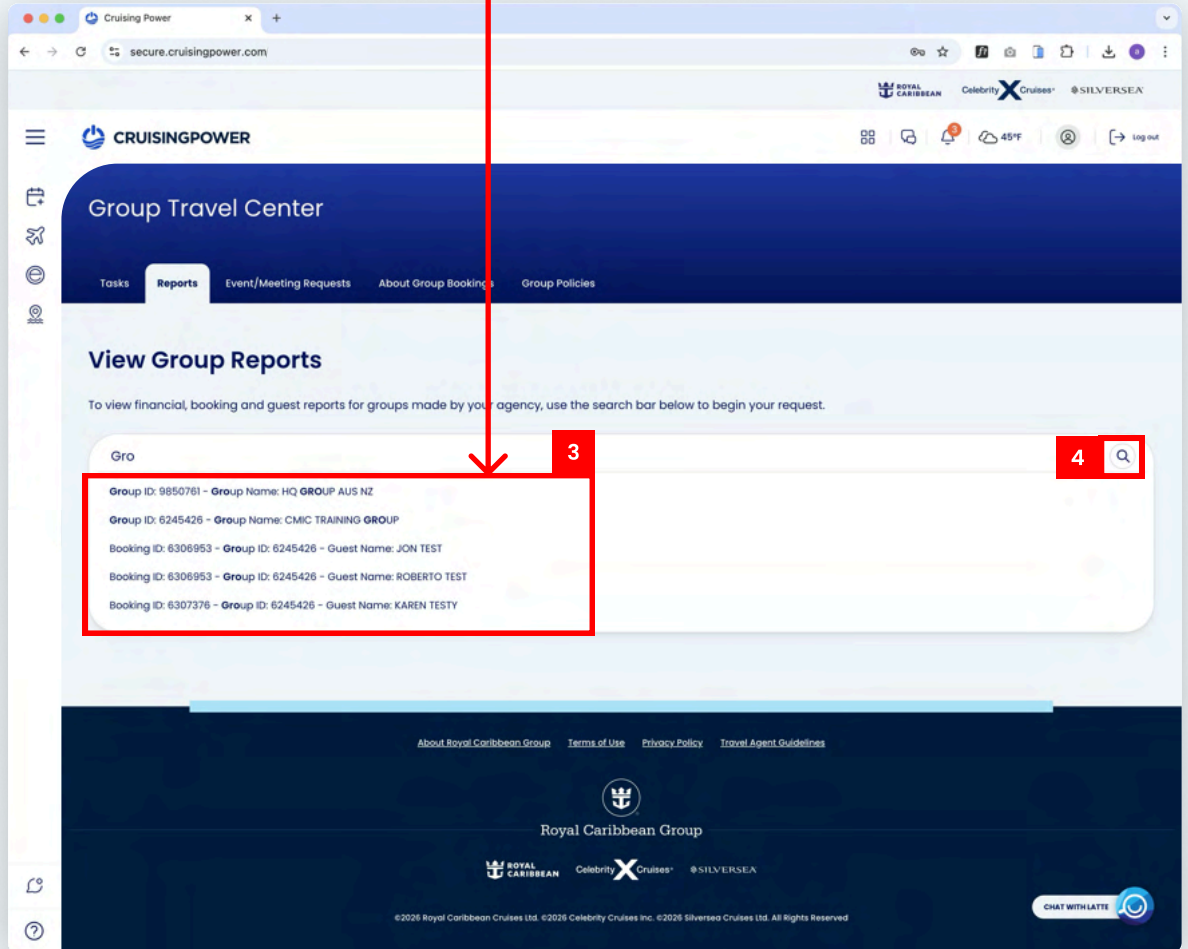
Results per page 25

Price is per person, in USD, based on double-occupancy, reflects any promotional savings, and is subject to change and availability. Taxes, fees, and port expenses are included in the fare shown for Celebrity River voyages. For ocean voyages, these charges are shown in the displayed price but are charged separately and not bundled into the fare unless otherwise noted. Bookings made under the Non-Refundable Deposit Program are subject to a 100 USD change fee per guest. Celebrity River voyages include one shore excursion per destination, complimentary Wi-Fi, select wine, beer, cocktails, coffee, and soft drinks throughout the day, dining at multiple onboard restaurants including 24-hour options, and access to onboard experiences and entertainment. Gratuities are not included and, unless pre-paid, will be automatically charged onboard at the prevailing rate per guest, per night, based on stateroom category. Additional restrictions apply, including the terms and conditions of any promotions and pricing programs. © 2026 Celebrity Cruises, Inc. Ship's registry: Malta, Ecuador and Switzerland.

1. Allocated Best Rate to the Individual Best Rate across all applicable categories including any applicable onboard credits. For Celebrity, the group allocated Best Rate will be compared to All Included 2 Perk Refundable Rate.
2. Group allocated Best Rate categories may not be shown if the comparable prevailing Individual Best Rate category is "Closed".
3. The Pricing Advantage column displays the cost savings in dollars and as a percentage of savings over the Prevailing FIT Rate.

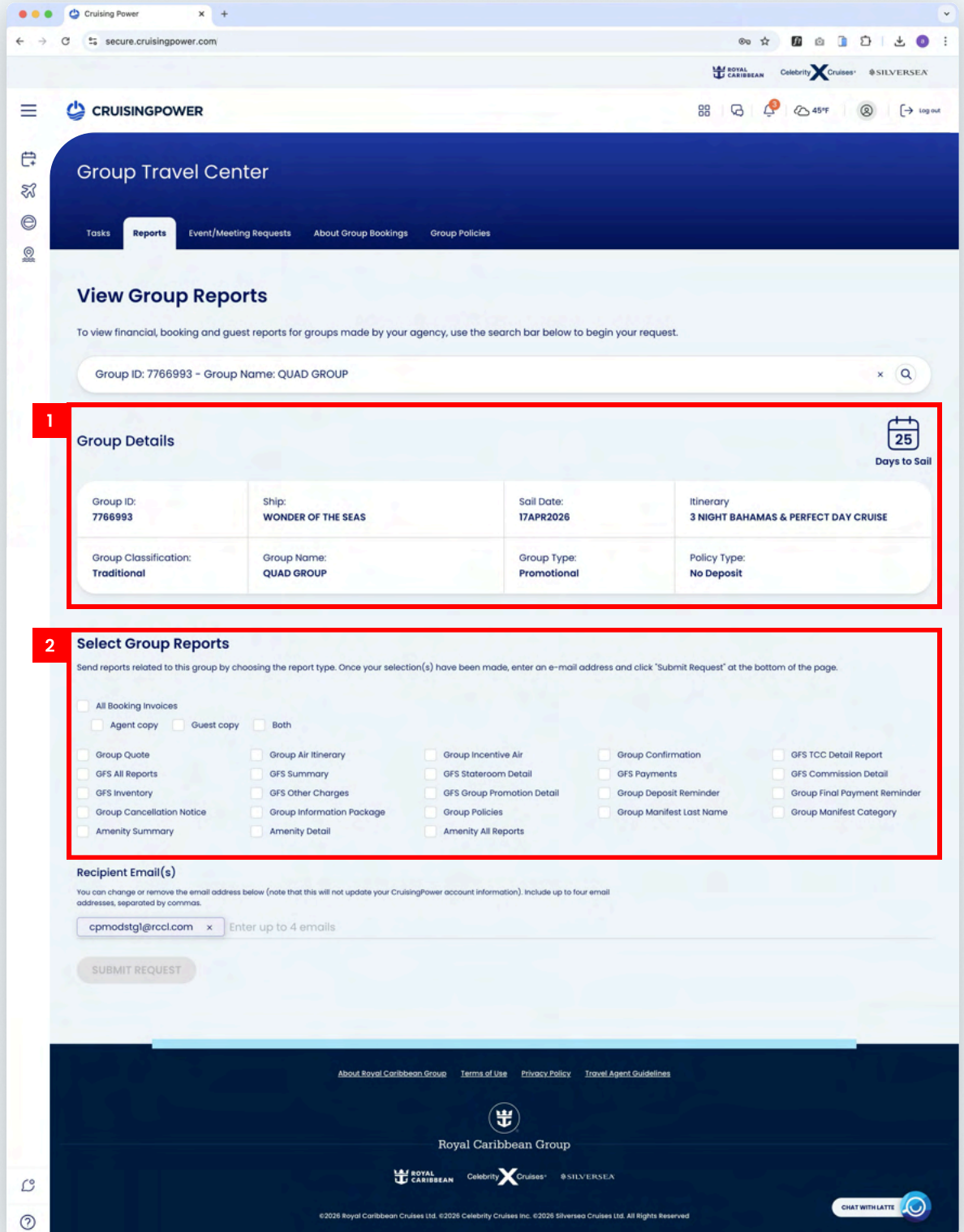
Reports Tab

1. Click on the Reports tab to view financial, booking and guest reports for groups made by your agency.
2. Begin by entering the Group ID, Booking ID, Ship or Sail Date to find the group you'd like to see reports for.
3. A list of search results matching your criteria will appear below the search bar. Click on the group you'd like to see reports for.
4. Or click on the magnifying glass to select the first search result.



Generate Group Reports

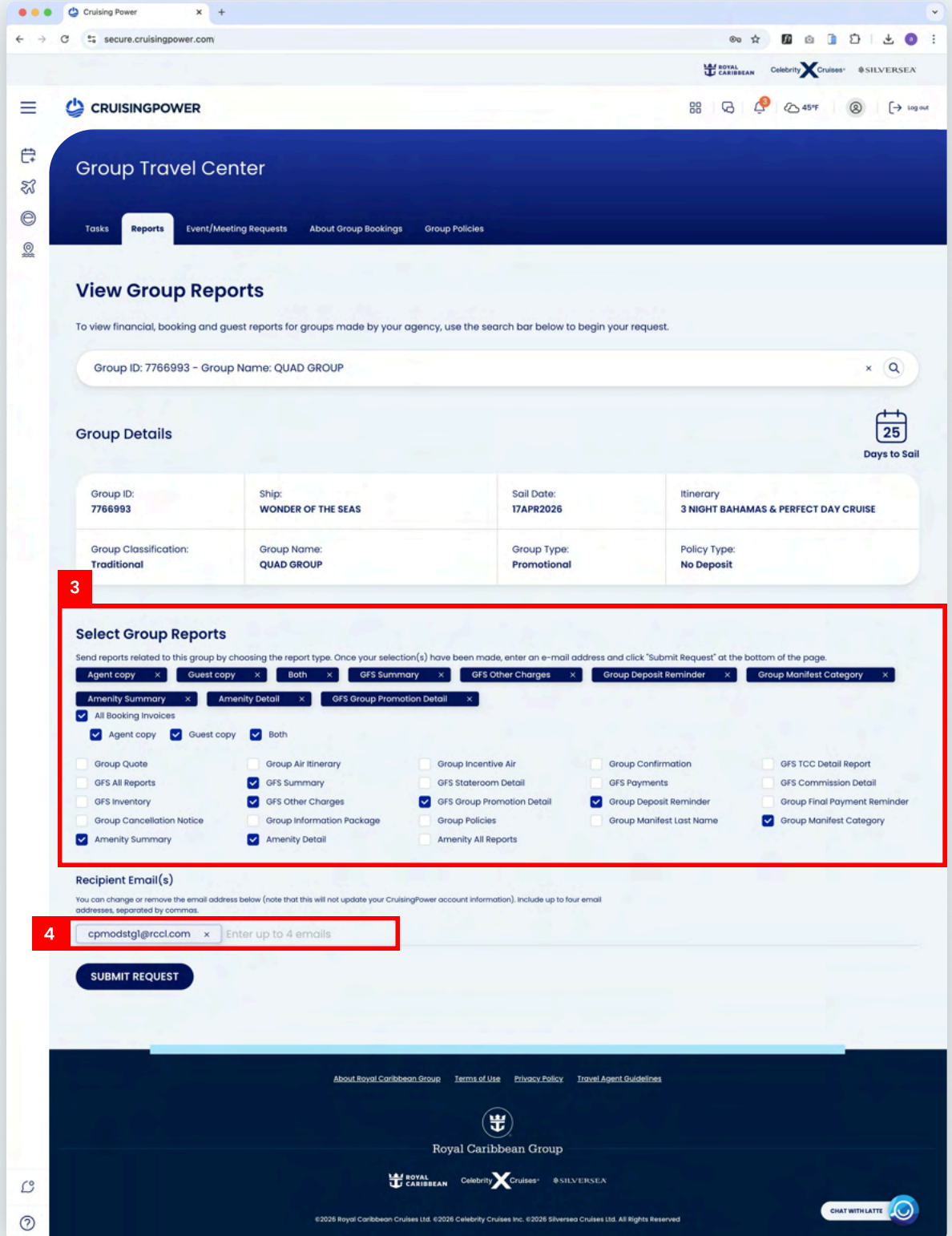
1. Once you've selected a group, you'll see the group details and the remaining days to sail at the top.
2. Below the group details you'll see a menu of reports. Click the box next to the report you would like to generate.



Generate Group Reports

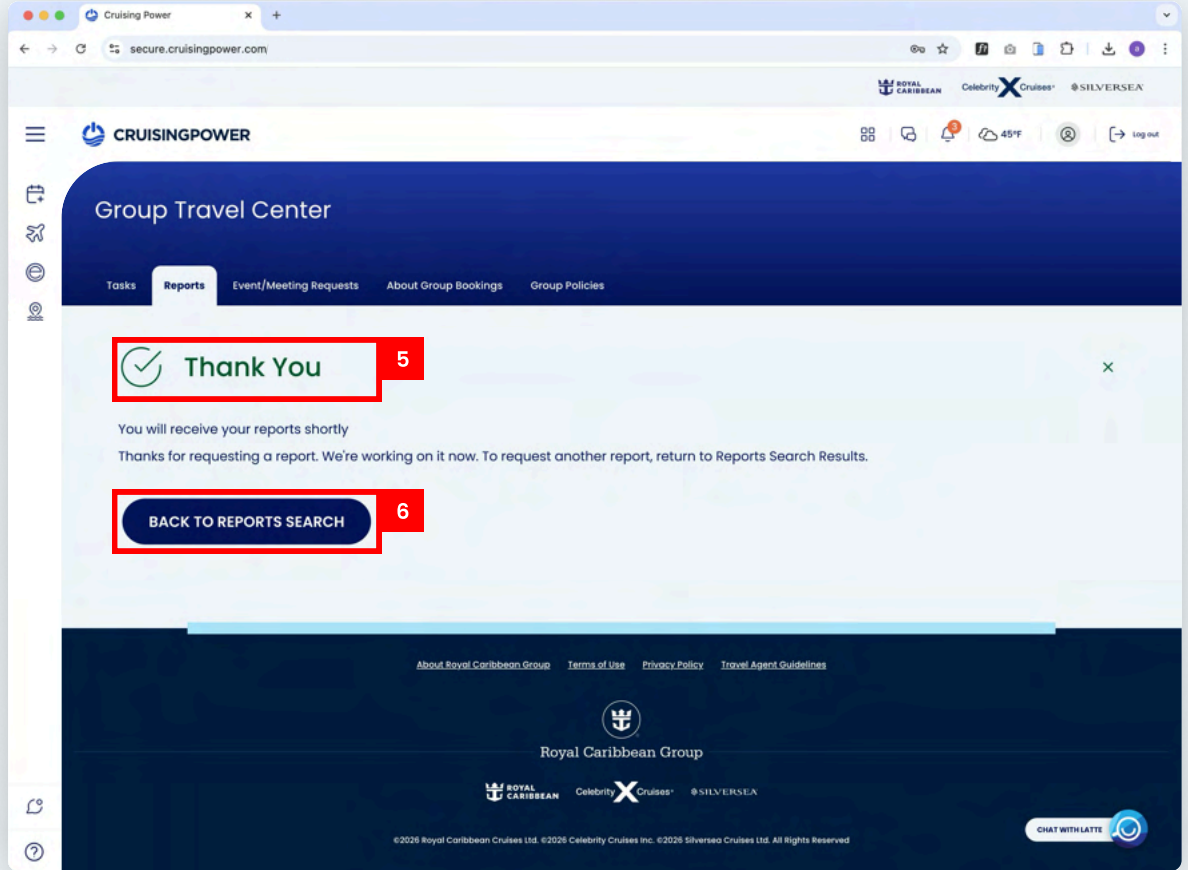
3. Selecting Reports: As you select a report, it will appear in a blue box above the menu. To remove a report, click on the "X" next to the report name or uncheck the box in the menu.

4. Sending Reports: The email address associated with your CruisingPower account is automatically entered as a recipient. If you would not like reports sent to that email address, remove it by clicking on the "x", and then enter the email address(es) you would like the reports sent to. You may add up to 4 additional email addresses.



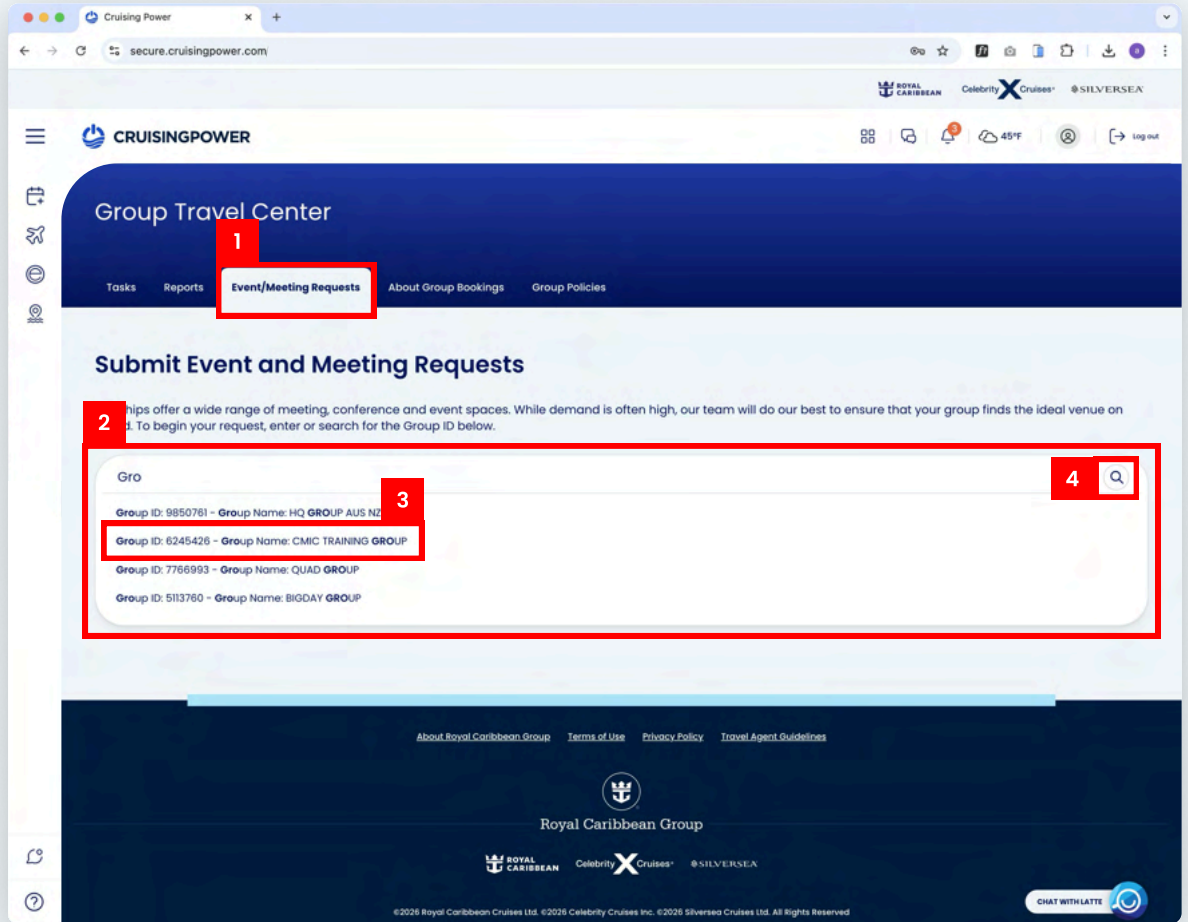
Generate Group Reports

- 5. You'll receive a confirmation message when your request is sent.
- 6. You can click on "BACK TO REPORTS SEARCH" to search for another group to generate reports for.



Event/Meeting Requests

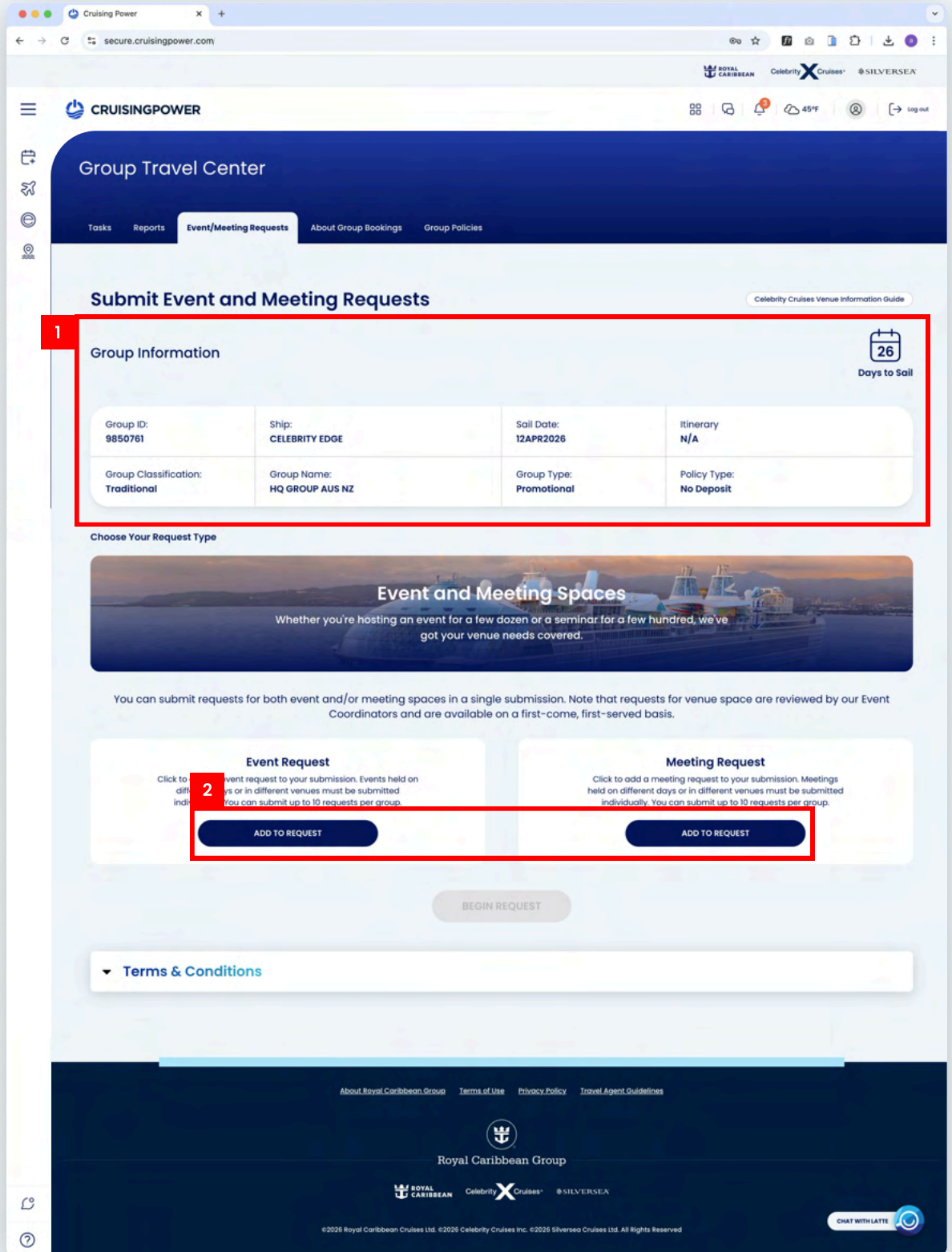
1. To submit a venue request for a group, click on the Event/Meeting Requests tab.
2. Next, search for the correct group by entering the Group ID, Booking ID, Ship or Sail Date.
3. A list of search results matching your criteria will appear below the search bar. Click on the group you'd like to request a venue for.
4. Or click on the magnifying glass to select the first search result.



Event/Meeting Requests cont.

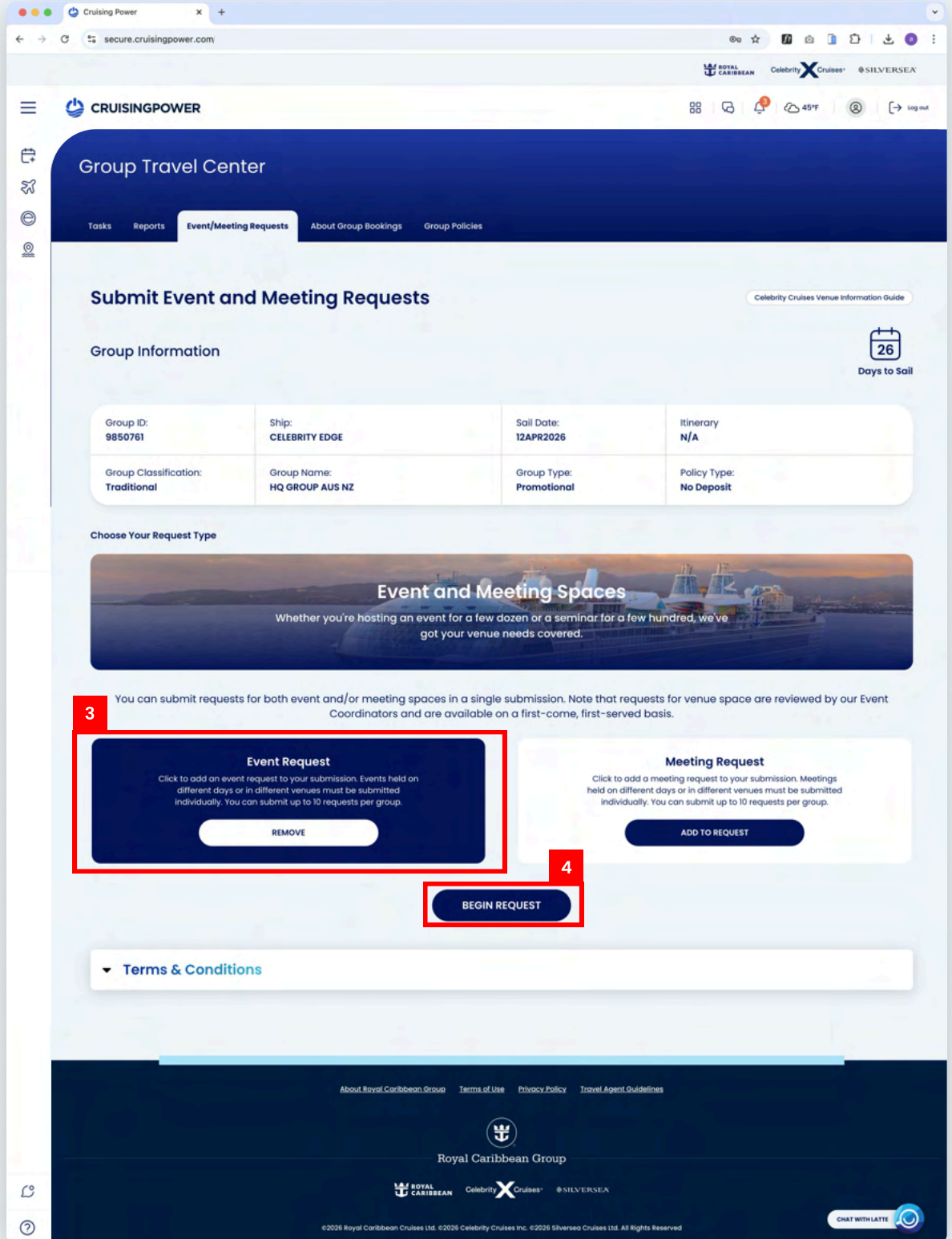
1. After selecting the Group you'd like to request a venue for, you'll see the group information and the remaining days to sail under "Group Information".
2. Next, select the type(s) of request(s) you'd like to submit by clicking "ADD TO REQUEST".

Note: You can request an event, a meeting, or both, in a single submission.



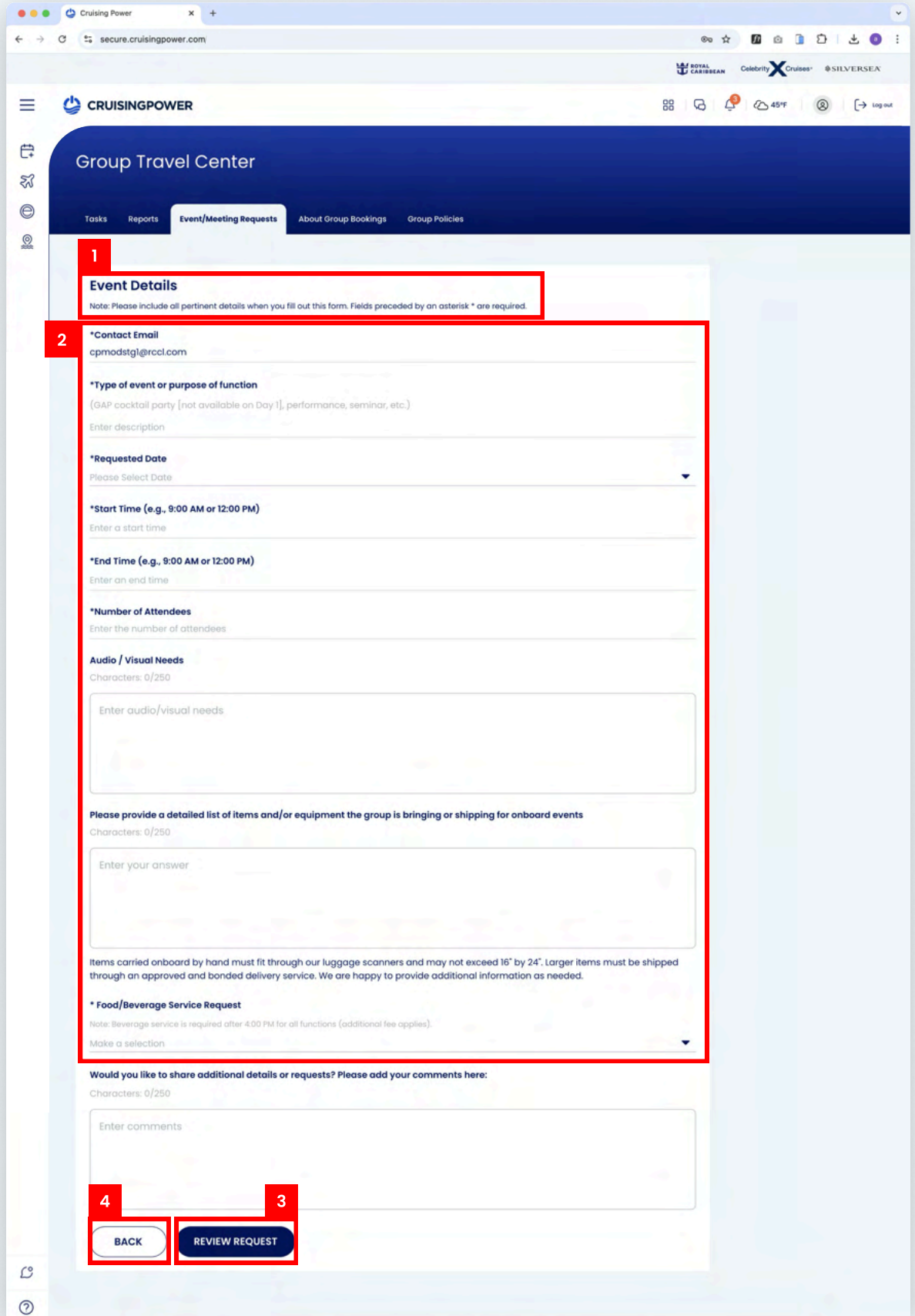
Event/Meeting Requests cont.

- When you select a request type, the box will turn blue to indicate it has been selected. To undo a request simply click "REMOVE".
- Once you've selected the request type(s) click "BEGIN REQUEST".



Create Event Requests

1. To complete an Event Request you'll need to provide a few details about your event under "Event Details."
2. Note that * indicates a required field. An error message will appear if you try to add a meeting request without entering all the necessary information.
3. Once you've completed the event details, click "REVIEW REQUEST".
4. To go back and search for a different group or change the request type, click "BACK".



Event Details
Note: Please include all pertinent details when you fill out this form. Fields preceded by an asterisk * are required.

***Contact Email**
cpmodstgl@rccl.com

***Type of event or purpose of function**
(GAP cocktail party [not available on Day 1], performance, seminar, etc.)
Enter description

***Requested Date**
Please Select Date

***Start Time (e.g., 9:00 AM or 12:00 PM)**
Enter a start time

***End Time (e.g., 9:00 AM or 12:00 PM)**
Enter an end time

***Number of Attendees**
Enter the number of attendees

Audio / Visual Needs
Characters: 0/250
Enter audio/visual needs

Please provide a detailed list of items and/or equipment the group is bringing or shipping for onboard events
Characters: 0/250
Enter your answer

Items carried onboard by hand must fit through our luggage scanners and may not exceed 16" by 24". Larger items must be shipped through an approved and bonded delivery service. We are happy to provide additional information as needed.

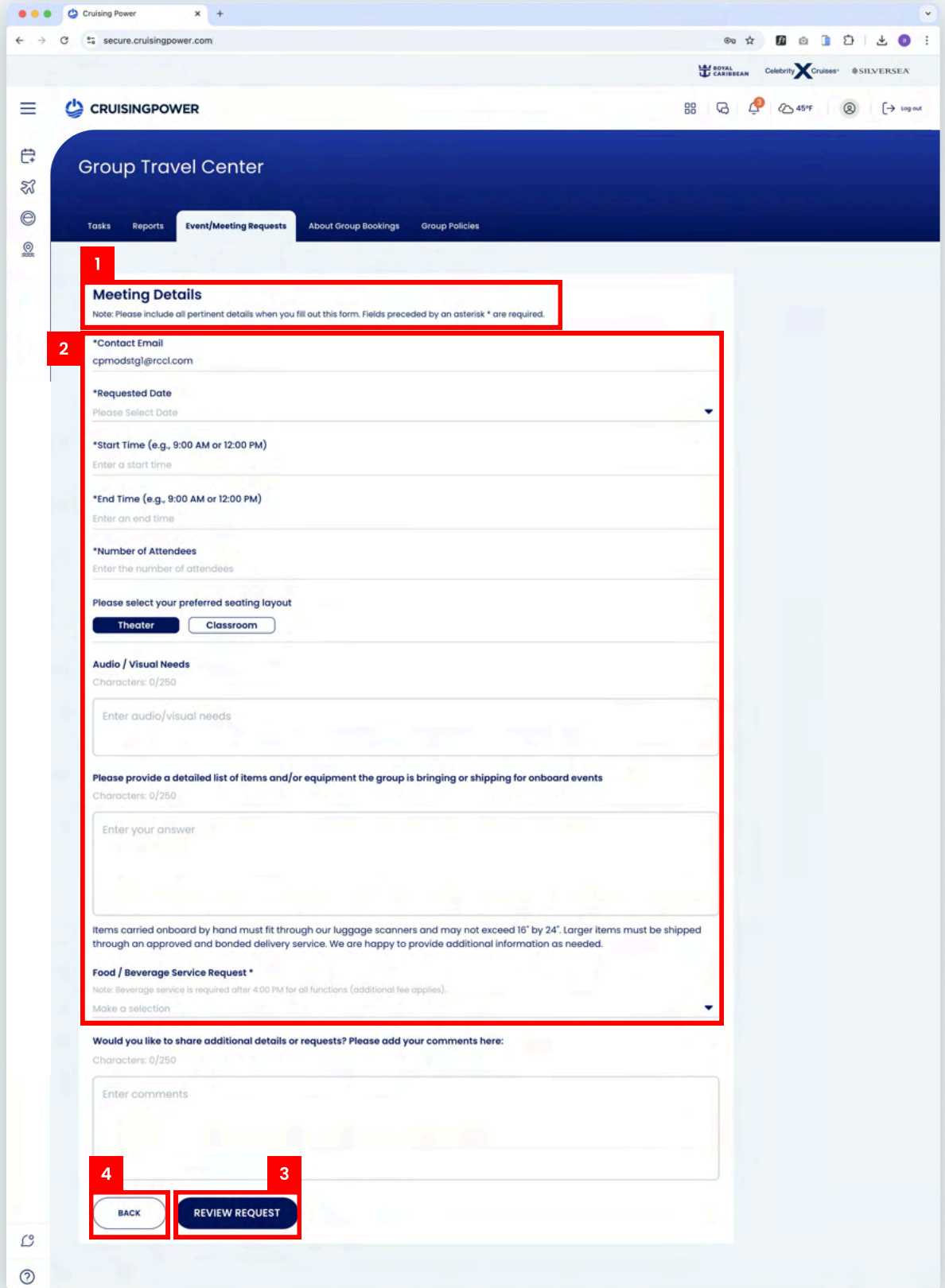
*** Food/Beverage Service Request**
Note: Beverage service is required after 4:00 PM for all functions (additional fee applies).
Make a selection

Would you like to share additional details or requests? Please add your comments here:
Characters: 0/250
Enter comments

BACK **REVIEW REQUEST**

Create Meeting Requests

1. To create a Meeting Request, you'll need to provide a few details about your event under "Meeting Details."
2. Note that * indicates a required field. An error message will appear if you try to add a meeting request without entering all the necessary information.
3. Once you've completed the event details, click "REVIEW REQUEST".
4. To go back and search for a different group or change the request type, click "BACK".



Meeting Details
Note: Please include all pertinent details when you fill out this form. Fields preceded by an asterisk * are required.

***Contact Email**
cpmodstgl@rccl.com

***Requested Date**
Please Select Date

***Start Time (e.g., 9:00 AM or 12:00 PM)**
Enter a start time

***End Time (e.g., 9:00 AM or 12:00 PM)**
Enter an end time

***Number of Attendees**
Enter the number of attendees

Please select your preferred seating layout
 Theater Classroom

Audio / Visual Needs
Characters: 0/250
Enter audio/visual needs

Please provide a detailed list of items and/or equipment the group is bringing or shipping for onboard events
Characters: 0/250
Enter your answer

Items carried onboard by hand must fit through our luggage scanners and may not exceed 16" by 24". Larger items must be shipped through an approved and bonded delivery service. We are happy to provide additional information as needed.

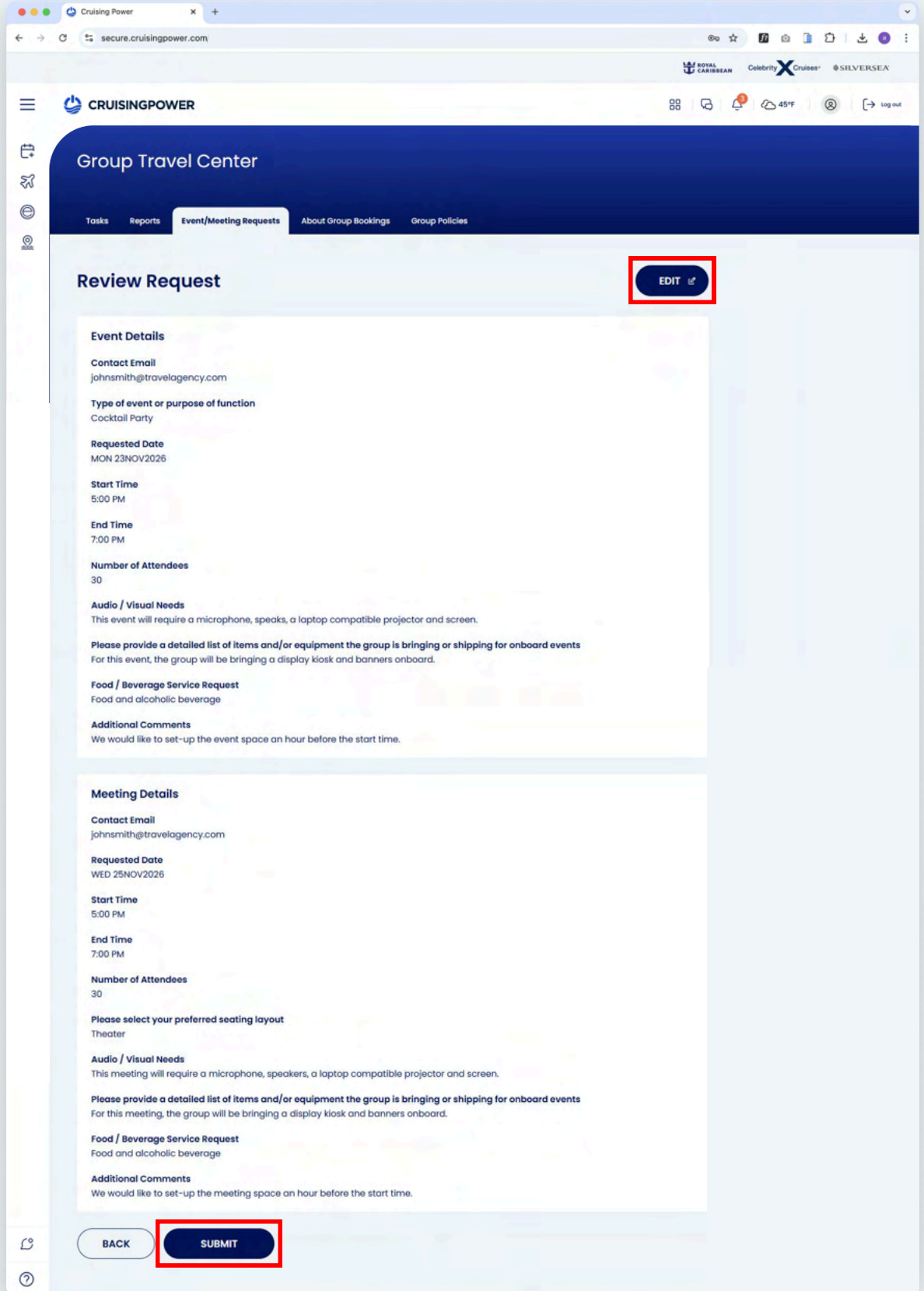
Food / Beverage Service Request *
Note: Beverage service is required after 4:00 PM for all functions (additional fee applies).
Make a selection

Would you like to share additional details or requests? Please add your comments here:
Characters: 0/250
Enter comments

Review Request

Review the details of your Event/Meeting Request and then click on either "EDIT" to make changes or "SUBMIT REQUEST" to submit your request.

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



About Group Travel

The About Group Travel tab gives you the tools to learn more about group travel and maximize your marketing.

1. First select the brand you're interested in by clicking on the icon in the toggle.
2. Then click "LEARN MORE" under any topic you're interested in.
3. You'll also find Featured Offers at the bottom of the page. Click "SEE OFFER DETAILS" for more information on that offer.

Group Travel Center

Tasks Reports Event/Meeting Requests **About Group Bookings** Group Policies

About Group Travel

The More the Merrier

From family reunions and milestone celebrations to corporate retreats and special interest groups, Royal Caribbean makes it easy to bring everyone together at sea. With flexible group options, exclusive perks, and dedicated support every step of the way, your clients can relax and enjoy the adventure—while you grow your business.

Group Resources
This checklist provides a quick and easy overview of Royal Caribbean's available Group resources.

Group Amenities
From event planning and food and beverage options to embarkation/debarkation and other services, this checklist will help to ensure your Group...

Sales Tips Flyer
One of the most challenging tasks for any travel agent is generating new business. These promotional ideas will help maximize your Group...

Featured Offers (2 of 2)

- March Monthlong**
60% off Second Guest + Kids
Sail Free + Free 3rd & 4th...
- \$50 Onboard Credit**
Early Booking

Group Policies

The Group Policies tab gives you quick and easy access to the latest policies and guidelines for Royal Caribbean and Celebrity Cruises group bookings and travel so you can manage your groups with total confidence.

1. Select the brand you'd like to see by clicking on the icon in the toggle.
2. Then click "DOWNLOAD" under any topic you're interested in.
3. You can also access helpful forms by clicking "DOWNLOAD" on the form you need.

