

POLAR ONLINE

Completing a booking by adding 'Passenger Immigration' details

In order to create a booking on POLAR Online, we require the following information to be provided for each passenger at the time of booking:

- **NAME AS PER PASSPORT**
- **DATE OF BIRTH**
- **ADDRESS**
- **PHONE NUMBER**

When creating a booking, after you complete the 'Create Booking' screen (where you enter passenger names and dates of birth), you will be taken to our 'Booking Confirmation' screen.

Please Note: This is not the end of the booking process. As any booking created without the required information will be subject to cancellation, please ensure you follow these steps to ensure your bookings are not cancelled.

Step 1

From the 'Booking Confirmation' screen, please select:

The screenshot shows the 'BOOKING CONFIRMATION' screen with the following details:

- Booking ID: 00000000
- Booking Status: CONFIRMED
- Booking Summary: Status: Booked, Group: 0, Cabin: T11
- Passenger Information Table:

Passenger	Title	First Name	Last Name	Arrival City	Category	Age
1	MR	TEST	TEST	SID	No	
2	MR	TEST	TEST	SID	No	
3	MR	TEST	TEST	SID	No	
4	MR	TEST	TEST	SID	No	

The navigation menu below the screenshot contains the following buttons:

- BOOKING INFORMATION
- PRICING SUMMARY
- PASSENGER IMMIGRATION**
- WAITLIST
- COMMISSION DETAIL
- VOYAGE ITINERARY
- SPECIAL REQUEST
- TRAVEL PACKAGES
- CLONE BOOKING
- BOOKING SEARCH / LIST

You will then be taken to our : 'Immigration – Passenger Information' screen.

Step 2

From the 'Immigration – Passenger Information' screen, please update the required information. The mandatory fields to complete are:

- **STREET**
- **CITY**
- **STATE**
- **ZIP CODE (Postcode)**
- **COUNTRY**
- **PHONE NUMBER**

The screenshot shows a form titled 'PASSENGER ADDRESS' with a 'PREVIOUS' and 'NEXT' button in the top right. Below the title, it says 'Use PREVIOUS and NEXT to switch passengers.' and 'Red indicates required information'. The form is divided into two columns: 'Passenger 1' and 'Passenger 2'. The 'Passenger 2' header has a 'COPY PAX 1 INFO' button. The fields are as follows:

Mailing Address	Passenger 1	Passenger 2
Street	1 EXAMPLE STREET	1 EXAMPLE STREET
Street 2	ST LEONARDS	ST LEONARDS
City	ST LEONARDS	ST LEONARDS
State	NSW	NSW
ZIP Code	2065	2065
Country	AU	AU
E-mail		
Phone	028888 9999	028888 9999
Cell		
Marital Status		
Retired		
Occupation		

At the bottom of the form, there are buttons for 'SUBMIT CHANGES', 'BACK', 'SAVE & CONTINUE', and 'RESET'.

To update the address details for passenger 3 or 4, please click on:

NEXT

If the passengers share the same address, copy the information by clicking on:

COPY PAX 1 INFO

To save the details please click on:

SUBMIT CHANGES

Once finished, to return to the booking, please click on:

BACK

This will return you to the '**Booking Confirmation**' screen.

Your Booking is now **COMPLETE**

Please Note: If you select **SAVE & CONTINUE** you will be taken to further immigration screens where you can enter Passport details and Emergency Contact details – this information is not mandatory at the time of booking and can be entered by the passenger on Cruise Personaliser.