

# CARNIVAL CRUISE GUEST REGISTRATION - INSTRUCTIONS

Guest Registration information must be provided for all cruise passengers. You can complete your Guest Registration (Check-in) online (up to 2 days prior to sailing), or you may do it as part of the check-in process at the pier (with assistance of cruise line personnel). If you plan to register at the pier, be sure to arrive **at least** 3 hours before sailing departure time and bring your Direct Line Cruises Cruise Reservation Confirmation because your Boarding ("Fun") Pass will not be available for printing until you check in at the pier. Whether you register at the pier or online, you will need the following:

- Ship Name / Sailing Date / Reservation Number
- Proof of Citizenship (e.g., Passport / Visa or other required documentation based on citizenship and/or cruise itinerary)
- Emergency Contact name & phone number (someone not traveling with you)
- Flight information and /or pre or post cruise travel plans (if any)
- Credit Card for onboard expense account

If you choose to complete the Guest Registration (Check-in) online, print these instructions, as they will help guide you through the process.

Carefully read the information and instructions provided on each screen within the process. You can also refer to the FAQ (Frequently Asked Questions) section for more information. If you experience difficulty or need questions answered while completing the online Registration (Check-in) or when printing your Boarding ("Fun") Pass, call Carnival Help line at 1-866-721-3224.

Click the BLUE Link below. The Welcome page will appear. Scroll to middle of page & click "Booking Quick Access". A Pop-up will open. You will be prompted to enter your Booking ID#, Last Name, Date of Birth, Ship & Sailing date. Click "Submit".

--On the "My Cruise Manager" screen, under "To Do List", click the arrow within "View Details" and select "Online Check-in". On the "Online Check-in" screen, you may register all guests in your stateroom or just one. Make selection and click "Get Started".

--You will be required to enter your personal information, which will include your emergency contact person & phone number and your citizenship information. You have the option of providing additional travel information (however, not required).

## Notes:

- To move from one screen to the next and also save the all information, click "Continue" or "Save & Continue" at end of screen.
- Mid-way through the on-line registration, the "Check-in Summary" page may appear saying you still need to provide information that is incomplete. Click the word "Incomplete" and you will be taken to the appropriate screen.

--On the "Onboard Expense Account Set-up" screen, click "Open a New Account". This will allow you to give the cruise line credit card information to be used for all purchases made onboard the ship. Click "Continue".

--On the next screen, click "Down Arrow" & select cardholder's name after reading "Terms & Conditions". Click "Accept Terms". Enter credit card information. Click "Continue". To extend charging privileges to others in your stateroom, click "Down Arrow" next to "Select from List". Click your choice. Click "Save & Create Account" to move to next screen. Click "Continue" on next screen.

--You will be required to certify that you have read the Cruise Ticket Contract on the next screen. Scroll down as you read that section & then select your name by clicking the "Down Arrow". Click the box next to the other guests in your stateroom to certify that they accept the terms of the contract. Click "Accept Terms".

--You will be taken back to the "Check-in Summary" screen to repeat the same steps for the other guests in your stateroom (whose check-in is incomplete). Click the word "Incomplete" to start the registration process for these guests.

**Note:** If the requested information for these guests match the information entered for the first person registered (probably yourself), you can click the "Down Arrow" next to "Select from Other Guest" and select the person whose information can be copied (probably yourself). This will save you the trouble of entering the same information multiple times.

--When all guests have been registered, the "Check-in is Complete" screen will appear which will tell you to click "Print My Documents". Your Boarding ("Fun") Pass and Luggage tags can now be printed. Bring your Boarding Pass ("Fun Pass") & all other required documentation to the pier. **NOTE: Your Boarding Pass and Luggage Tags will only be available within 45 days prior to sailing. These two documents may not be available earlier than this date.**

**[To begin the Guest Registration process, CLICK HERE.](#)**