

ROYAL CARIBBEAN 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 3 days prior to sailing, or you may do it as part of the check-in process at the pier (with the assistance of cruise line personnel). If you plan to register at the pier, be sure to arrive **at least** 3 hours before departure time and bring your Direct Line Cruises Cruise Reservation Confirmation because your Boarding ("Set Sail") 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 your Guest Registration (Check-in) online, first print these instructions as they will help guide you through the process.

Carefully read the information and instructions provided on each screen within the Registration (Check-in) process. You can also refer to the FAQ section for more information. If you experience any difficulty or need any questions answered while completing your online Guest Registration (Check-in) or while printing your "Set Sail Pass" and Luggage Tags, call the Royal Caribbean Technical Assistance help line at 1-800-398-9819.

Click the BLUE link below, and you will be prompted to enter your Reservation number, Last Name, Ship and Sailing date (on the "Before you Begin" page). Click "Submit".

The next screen will display the 4 steps within the Guest Registration (Check-in) process. Also, on that screen, you will need to select the guests you wish to register. The default selection is "All Guests" (in your stateroom). You may leave the default setting or just choose to check in one guest (in your stateroom). So long as you "Save & Continue" at the end of each screen, you can stop and go back to complete your check-in at any time. Click "Begin Check-in" to begin Step 1.

Step 1. Guest Information. Complete any personal and travel information that has not already been entered by the cruise line. This includes your emergency contact person and your proof of citizenship information. Be sure everything is accurate. Click "Save & Continue".

Step 2. Onboard Expense Account (to make purchases on the ship). Enter your credit card information. Click "Save & Continue". Cruise line personnel will ask at the pier to confirm that this is the credit card you wish to use to set up your onboard expense account.

Note: In several places throughout the registration process, you will be asked the same information for all guests being registered. If the information matches the first person being registered (probably yourself), you can click the "down arrow" next to "Copy Information From" and select the person whose information can be copied (probably yours). This will save you the trouble of re-entering the same information (such as address, phone number, credit card, emergency contact info.) multiple times.

Step 3. Reading and Accepting the Cruise Ticket Contract. After you have read it (by scrolling down to the bottom of that section as you are reading), you must "check" the box that says, "I have read and accept the Cruise Ticket Contract Terms & Conditions". You will be unable to continue to the next step if you do not "check" the box. Click "Save & Continue"

Step 4. Printing your "Set Sail Pass". Your Boarding ("Set Sail") Pass" and Luggage Tags will be available to print on the next screen immediately after completing your Guest Registration (Check-in). In the "Step 4 – Set Sail Box", click "Print" under your names. On the next screen, click "Print Set Sail Pass". On the next screen, click "Print" at the top of the screen. You may need to click "Print" again (depending on your computer). Bring your "Set Sail Pass" and all other required documents to the pier.

Printing your Luggage Tags. After printing your "Set Sail Pass", click "Close Window" at top of screen. You will be taken back to the screen where you printed your Boarding ("Set Sail") Pass. Click "Exit & View Reservation". Click "OK" in the pop-up window. You will be taken to the "Countdown to Cruise" screen. On this screen, under "Cruise Documentation", click "Check Status". On the next screen, under "Guest Vacation Documents", click "Check Status". On the next screen, click "Print Documents". Your electronic Ticket Booklet (which contains your luggage tags) will come up on the next screen. You will need to print this by either clicking a "print" icon" or right-clicking your mouse and then clicking "Print".

NOTICE: Your Set Sail Pass and Luggage Tags will 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.](#)