



Instructions for Completing Your Online Check-In

Your cruise check-in must be completed before you receive your SetSail Pass (boarding pass) and luggage tags. It's much better to complete your check-in online before you get to the cruise terminal. If you wait to do it in person at the cruise terminal, you'll find yourself waiting quite a while before you can board the ship. Your Online Check-In must be completed no later than January 31, 2018. After that, you won't be able to print your SetSail Pass or your luggage tags. We've endeavored to provide you with easy to understand instructions on how to complete your Online Check-In.

Before you begin, make sure you have:

- Your reservation or booking number. This can be found on your cruise statement from Paradise Travel.
- An emergency contact name and phone number.
- Appropriate proof of citizenship and identification (Passport, passport card etc.). If you're using your original birth certificate and your married name is different on your photo ID, you'll need a 'bridge document', typically your marriage license, to show you're the same person.
- Travel plan information. If you're flying in or taking the motor coach from Branson, you'll select 'Bus'. If you're driving your own vehicle, you'll select 'Private Vehicle'.
- Credit or debit card information for you Onboard Expense Account.
- Your Crown & Anchor number, if you're a Past Guest of Royal Caribbean.

Hopefully these instructions will be easy to understand. If you should need assistance, you can call (800) 398-9819. I've found the agents to be very courteous and helpful.

1. Go to www.RoyalCaribbean.com
2. In the upper right-hand corner, click on LOG IN.
3. In the drop-down menu, click LOG-IN TO MY CRUISES.
4. If this is the first time you've cruised with Royal Caribbean, under MEMBER LOGIN, click on the blue link that says [create one now](#), and set up an account.
5. If you already have a Royal Caribbean account, click on LOGIN.



MY CRUISES

Where Cruising Gets Personal. After All, It's Your Vacation.




Itineraries
Profile
Messages
Bring a Friend

Gregory's Information

Crown & Anchor
Member Status:
Membership # : 379521980
Level: Gold
Completed Cruise Points: 5

[Your Cruise History](#)
[Enroll Other Members of Your Household](#)

Your Reservation

Countdown to Cruise :
58 days until embarkation

7 Night Western Caribbean Cruise
Sun 04 Feb, 2018 to Sun 11 Feb, 2018
Reservation #: 4835156
[View reservation](#)
[Review Travel Documents](#)

Purchased: 1 Cruise(s)
Held: 0 Cruise(s)

[Don't see your reservation?](#)

Gregory, Welcome to My Cruises

Below, you can access itinerary information currently saved in your account. You can review a purchased or held reservation, begin the reservation process for a saved itinerary, reference a past itinerary, or enter your communication preferences.



PURCHASED & HELD CRUISES

Check out cruises you have a current reservation for or have placed on hold.
[Purchased & Held Cruises](#)

Reservation Number 4835156

[Don't see your reservation?](#)

SAVED CRUISES

View itinerary information you've saved while browsing our website.
[Saved Cruises](#)

COMPLETED CRUISES

Look at past cruise itineraries you've sailed.
[Completed Cruises](#)

6. Under PURCHASED AND HELD CRUISES, click on your Reservation Number.
7. That will open up your Vacation Summary. On the right side, click on the blue tab labeled 'Check-in Online'.

Vacation Summary

! Please note that only reservations made on RoyalCaribbean.com with your My Cruises account can be modified online. You can however complete your Online Check-in and make advanced reservations using our Cruise Planner.

Welcome Gregory!
Crown & Anchor Gold Member # 379521980

Guest(s) Total: 2

Guest 1 : Gregory Gray View

Guest 2 : Danene Gray View

Stateroom: Deck 10, Junior Suite #1594 View

Visit [Air2Sea](#) to reserve your air travel.

Ground Transportation: No Airport Transfers selected. [More info](#)

Pre-Cruise Hotel: No Pre Tours selected.
Post-Cruise Hotel: No Post Tours selected.

If any information is incorrect or you'd like to change something, please contact your Travel agent

Reservation Number: 4835156

Travel Agency: Cruises And Tours Unlimited

Online Check-in

Online Check-in must be completed 3 days prior to your saildate.

Status: Not Started

Check-in online



Destination: [Caribbean](#)
[View Full Itinerary](#)



Ship: [Liberty Of The Seas](#)
[Print your Deck Plans](#)

[Weather in Galveston, Texas](#)

Cruise Planner

Dining & Beverage

Beverages	0 Purchase(s)	Add
Dining	0 Reservation(s)	Add

8. This will take you to the ONLINE CHECK-IN PAGE.

ONLINE CHECK-IN

Before You Begin

View this information in a different language. You'll need to specify your language preference again when you check-in online.

English



Check-in online! It's easy. We'll show you how in 4 simple steps.

When you check-in online, it saves time. You won't have to fill out any forms at the pier. When you and your party arrive, you'll just need your signed SetSail pass, identification documents, and credit card that you register online.

First, gather the following information for all the guests you're checking in:

- ✓ Ship, sailing date and Royal Caribbean [reservation number](#)
- ✓ Passport or [appropriate proof of citizenship and identification](#)
- ✓ Home address
- ✓ Emergency contact name with phone number
- ✓ [Travel plans before and after your cruise](#)
- ✓ Credit card for the [Onboard Expense Account](#)

TIP: For security purposes, the system will time out after 30 minutes even though there is activity, so make sure you have everything listed above before you begin.

IMPORTANT: You must complete and print your SetSail Pass 3 days prior to your sail date.

[PRINT](#) this list of the items you'll need 

You will need Adobe® Acrobat to view this PDF. If you do not have Adobe Acrobat, [download it now](#).

[Traveling with minors \(under 21 years of age\) who will be staying in a separate stateroom?](#)

[Adding other guests \(not traveling in your stateroom\) to your Onboard Expense Account?](#)

9. On the right side, click on the blue tab labeled 'Check-in Online'.

10. Under the tab 'BEGIN CHECK-IN', select the guest(s) you're checking in and click on the blue tab labeled 'BEGIN CHECK-IN'.

[View Online Check-In Status](#)

1. GUEST INFORMATION 2. ONBOARD EXPENSE ACCOUNT 3. CRUISE TICKET CONTRACT 4. SETSAIL PASS

Guest Information

Getting Started
Simply fill in the information for the selected guest below.

If you require assistance with the Online Check-In process or your SetSail Pass, please call (800) 398-9819 or [click here](#) for our [Contact Us](#) information.

If your name does not appear as indicated in your proof of citizenship documentation, contact your travel agent or international representative. You can also [contact us](#) directly.

Gregory Gray

Part 1 of 4.
Reservation Information * Required Information

Title:

* First Name or Forename:
[Is this your legal name?](#)

* Middle Name:
[Is this your legal name?](#) I do not have a middle name.

* Last Name or Surname:
[Is this your legal name?](#)

Crown & Anchor Membership Number:
[What is Crown & Anchor?](#)

SAVE AND CONTINUE

Need technical assistance during your online check-in?

(800) 398-9819

[click here](#) for international numbers
or [click here](#) for our tutorial.

YOUR CRUISE

RESERVATION #:
4835156

LEAVING FROM:
Galveston, Texas

CRUISE:
7 Night Western Caribbean Cruise

TRAVEL DATES:
Sun 4 Feb - Sun 11 Feb 2018

TOTAL GUESTS:
2

SHIP:
Liberty Of The Seas

STATEROOM:
1594 Junior Suite

NOTICE: We may disclose part or all of the information provided as required or requested by governmental entity. The cruise line has no control over how and to whom that information may be disclosed by the governmental entity.

If any information is incorrect or you'd like to change something, please contact your Travel agent
Cruises And Tours Unlimited
9125 Phillips Hwy
Jacksonville FL 32256

11. Under GUEST INFORMATION, check the spelling of your first and last name and add your middle name in the appropriate box. Also, add your Crown & Anchor number if you have one. Then click the blue tab labeled "SAVE AND CONTINUE".
12. Continue filling out your Guest Information on the new page. When you're finished, click the blue tab labeled "SAVE AND CONTINUE".
13. On the new page, you'll enter your emergency Contact Information and the document type you're using for identification. When you've completed this, click the blue tab labeled 'SAVE AND CONTINUE'.
14. Part 4 of 4 under GUEST INFORMATION concerns your Travel Plans. Under Travel Plan Type, select 'Bus', unless you're driving your own car. Then you would select 'Private Vehicle'. In the Arrival Carrier box, type 'Branson Motor Coach'.
15. Anyone not flying into Houston (driving your own car or taking the motor coach from Branson) should select 11 00 AM as your Estimated Time of Arrival to Pier. If you flew into Houston, you'll be on our second motor coach group. Select 12 00 PM as your Estimated Time of Arrival to Pier and in the Arrival Carrier box, type 'Branson Motor Coach'.
16. Click on the blue tab labeled 'SAVE AND CONTINUE'.

[View Online Check-In Status](#)

1. GUEST INFORMATION 2. ONBOARD EXPENSE ACCOUNT 3. CRUISE TICKET CONTRACT 4. SETSAIL PASS

Onboard Expense Account

Onboard our ship you will be using a cashless system for all purchases and services. You may establish a master account and add guests from your stateroom or another stateroom as authorized purchasers on your account. If setting up an onboard expense account with a credit card, the card holder must be one of the guests sailing. In order to activate your onboard charge account, you will need to complete the following information.

Please make sure all the information entered is correct and final prior to arrival at the pier. Changes may be made online up to 24 hours before the sailing. Making changes at the pier will cause a delay in your boarding process.

If you require assistance with the Online Check-In process or your SetSail Pass, please call (800) 398-9819 or click here for our [Contact Us](#) information.

Gregory Gray

Onboard Expense Information

* Required Information

I would like to pay for my Onboard Expenses with:

- Credit Card [Credit Card Hold Terms](#) (?)
- Cash
- None - Guest will not have an expense account. [What Does This Mean?](#) (?)

[How can I pay for other guests in another reservation?](#) (?)

Please enter your credit card information below:

* Credit Card Holders Name
As it appears on the card for Gregory Gray

* Credit Card Number



   

Need technical assistance during your online check-in?

(800) 398-9819

[click here](#) for international numbers or [click here](#) for our tutorial.

YOUR CRUISE

RESERVATION #: 4835156

LEAVING FROM: Galveston, Texas

CRUISE: 7 Night Western Caribbean Cruise

TRAVEL DATES: Sun 4 Feb - Sun 11 Feb 2018

TOTAL GUESTS: 2

SHIP: Liberty Of The Seas

STATEROOM: 1594 Junior Suite

If any information is incorrect or you'd like to change something, please contact your Travel agent
Cruises And Tours Unlimited
9125 Phillips Hwy
Jacksonville FL 32256

17. Now it's time to set up your Onboard Expense Account. Fill out all the appropriate information. When you get to the box that says 'Please Read and Accept the Credit Card Terms', scroll and read the terms, or the box you need to check for your acceptance will not become available for you to check (it will remain greyed-out).
18. You guessed it, click on the blue tab labeled 'SAVE AND CONTINUE'.
19. Now you should be on a page that says 'Cruise/ Cruisetour Ticket Contract'. Read your Cruise Contract and check the appropriate boxes. Then click on the blue tab labeled 'SAVE AND CONTINUE'.
20. After all guests in your stateroom have completed their Online Check-In, you may print your SetSail Pass(es) (boarding passes) and your luggage tags. Print several luggage tags, as it's better to have more than you need than not enough.

Congratulations. You're Checked-In!