

The Moorings Guest List – Instructions for Online Submission

The Guest List will help us prepare for your arrival. As some of the information requested is required by the airlines or local port authorities, please submit your Guest List at least 70 days prior to departure.*

- Step One: From the booking confirmation email, click the Guest List link to be taken to the Guest List PowerForm page online.
- Step Two: Enter the name (first and last) and email address of the Lead Charterer. Click the **Begin Signing** button
- Step Three: A unique access/validation code will be emailed to the address entered above. Save this email for future reference. Enter that validation code in the appropriate field online and click the **Validate** button. You are now at the Guest List..
- Step Four: At the top of the form, enter the Lead Charterer's name (first and last) and charter start date in the fields provided. The contract number may already be filled in, but, if it is not, please enter it now. Refer to your booking confirmation invoice for the contract number. Note that fields outlined in red are required to be filled in prior to submission
- Step Five: Complete the information for ALL passengers, starting with the Lead Charterer. Be sure to include full contact, passport and travel information.

You also have the following options available when you click on the **Other Actions** drop-down at the top of the page:

- **Finish Later:** this will save your Guest List so that you can come back to it later. To access it again, simply click the **Resume Signing** button in the validation email that was sent to you in Step Three above and you can pick up where you left off.
- **Print & Sign:** print the Guest List, fill it out and mail, fax or scan/email it to The Moorings.
- **Decline to Sign:** please reach out to a Moorings Vacation Planner if you prefer to submit your Guest List by another method.

- Step Six: When done filling out your Guest List online, click the Finish button. Your Guest List has now been submitted to The Moorings – thank you!
- Step Seven: The Lead Charterer will receive an email with a PDF attachment of the Guest List submitted.

The online Guest List can only be submitted to The Moorings once per charter. If, after submission, there are any changes to your Guest List (adding or removing passengers, updating passenger information or travel information, etc.) please reach out to a Vacation Planning Specialist for assistance.

Thank you!

The Moorings

**Some destinations charge cruising taxes or similar fees that are based on the number of passengers aboard. Please ensure that the number of passengers shown on your booking invoice matches the number of passengers on your Guest List. Fines incurred by local authorities for providing an incorrect number of passengers are the sole responsibility of the Lead Charterer and may be taken from the security deposit.*