



UNFORGETTABLE MOMENTS
on the water



The Moorings®
Est. 1969

The Moorings Guest List – Instructions for PowerForm 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.* There are two options available for submitting your Guest List, please choose the option that works best for you and your guests

Option A – Lead Charterer or one designated person completes Guest List on behalf of the group

- 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. Scroll down and click the Begin Signing button.
- Step Three: 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 Four: Complete information for ALL passengers, starting with the Lead Charterer. Be sure to include full contact, passport and travel information. When done, click the Finish button.
- Step Five: The Lead Charterer will receive an email inviting them to review the document one more time. Lead Charterer should review the document carefully, amend information if necessary and then click the Finish button when ready. The Guest List has now been submitted to The Moorings.
- Step Six: 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.