

## 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 B – Lead Charterer and guests complete the Guest List collaboratively

The completed form is ultimately submitted by the Lead Charterer.

- Step One: From the booking confirmation email, Lead Charterer will click the Guest List link to be taken to the Guest List PowerForm page online.
- Step Two: In the top section of the PowerForm (Option A), enter the name (first and last) and email address of the Lead Charterer. Then, continuing with the Option B section, add the names and email addresses of additional households that will provide their own contact and travel information. When done, scroll down and click the Begin Signing button.
- Step Three: The Lead Charterer information is entered first. Note that fields outlined in red are required. 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. Lead Charterer completes their own contact and travel information. If Lead Charterer is completing information for additional passengers (ex. spouse and/or children), enter their information now. When done, click the Finish button
- Step Four: An email will now be sent to the other email addresses listed in Step Two above, inviting them to go online to complete their portion of the Crew List. Each person should click the Finish button when done.
- When the last person named in Step Two completes their portion of the Guest List and clicks the Finish button, the form automatically goes back to the Lead Charterer for a final review before submission to Sunsail. Lead Charterer should review this final document carefully, amend information if necessary and, when ready, click the Finish button. The Guest List has now been submitted to The Moorings.
- Step Six: The Lead Charterer and each person named in Step Two will receive a final 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.