



Pre-Cruise Online Check In Guide

1. LOGIN TO THE MY EXPLORATIONS PORTAL.

<https://mycruises.co.nz/explorations-by-norwegian-manage-my-booking/>

2. CHOOSE YOUR BOOKING.

After logging in or creating a new account, you'll be redirected to the My Account Home screen. If you haven't previously added your booking, please view our instructional video located on our Help Centre for instructions on how to do so. If you have previously added your booking to your account, you'll see it here.

MY ACCOUNT: BOOKED CRUISES

OVERVIEW
BOOKED CRUISES
SAVED CRUISES
OCEANIA CLUB
EDIT PROFILE

Booking Number:

[Manage Booking ►](#)

Rome (Civitavecchia) to Athens (Piraeus)
ROME TO ATHENS

13-Day Voyage
Oceania Regatta

SEP
1
2026

TO

SEP
14
2026

CONCIERGE LEVEL VERANDA (A3)

Guarantee

Guest(s): Michelle Testuser, Jane Testuser

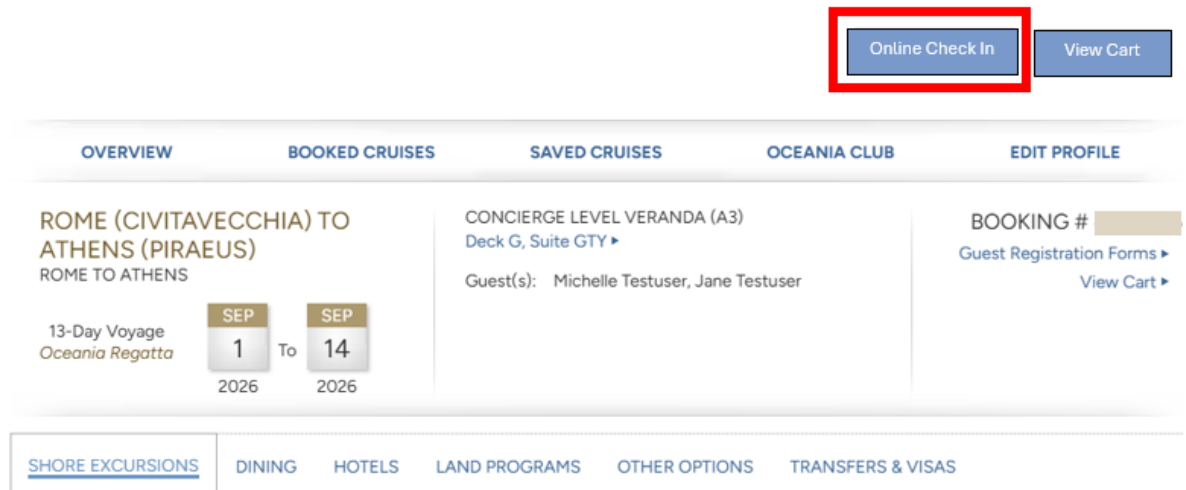
[✕ Remove Booking](#)

To-Do List

- ☒ **January 24, 2026**
Deposit Received
- ☒ **May 4, 2026**
Final Payment Made
- ☐ Complete Your Guest Registration Form
- ☐ Complete Online Check In
- ☒ **0 Shore Excursion(s) Reserved**
- ☐ **July 3, 2026**
Make Dining Reservations

3. CHOOSE ONLINE CHECK IN.

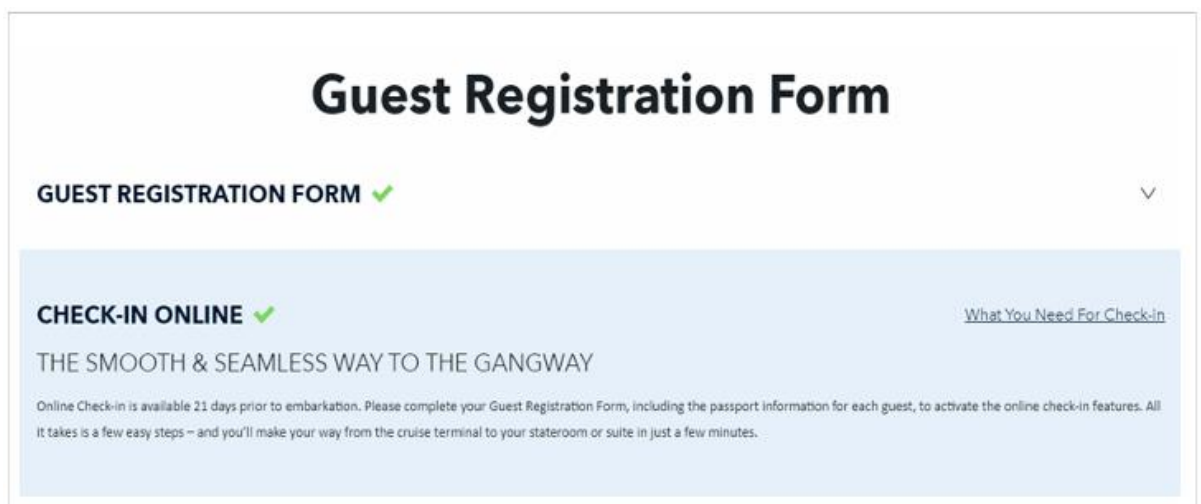
By the time Online Check-In becomes available, **21 days prior to embarkation**, you likely will have already completed your Guest Registration Form. If not, you will do so as part of your Online Check-In anyway, so proceed by clicking the “Complete Online Check-In” link,



The screenshot shows a user interface for a cruise line. At the top right, there are two buttons: "Online Check In" (highlighted with a red box) and "View Cart". Below these is a navigation bar with tabs: "OVERVIEW", "BOOKED CRUISES", "SAVED CRUISES", "OCEANIA CLUB", and "EDIT PROFILE". The main content area displays details for a cruise: "ROME (CIVITAVECCHIA) TO ATHENS (PIRAEUS)", "ROME TO ATHENS", "13-Day Voyage", "Oceania Regatta", and dates "SEP 1 To SEP 14 2026". It also shows the cabin "CONCIERGE LEVEL VERANDA (A3)", "Deck G, Suite GTY", and the guest list "Guest(s): Michelle Testuser, Jane Testuser". On the right, there is a "BOOKING #" field and links for "Guest Registration Forms" and "View Cart". At the bottom, there is a horizontal menu with tabs: "SHORE EXCURSIONS", "DINING", "HOTELS", "LAND PROGRAMS", "OTHER OPTIONS", and "TRANSFERS & VISAS".

4. GUEST REGISTRATION & ONLINE CHECK-IN

After clicking on the “Complete Online Check-In” link from the previous step, you will be redirected to the page below. If you have completed your Guest Registration Form, or any other steps, that section will show as “Complete”. All steps must be completed in order, with the Guest Registration AND Health and Safety Attestation/Ticket Contract steps completed for ALL GUESTS in the stateroom first, before proceeding to the Onboard Payment step. For any steps that are “Incomplete,” click the corresponding down arrow next to each section and follow the on-screen instructions, which are detailed in the following steps should you require them. Once all sections are complete, your Boarding Pass will process and be emailed to you within 24 hours



The screenshot shows the "Guest Registration Form" page. The title "Guest Registration Form" is prominently displayed at the top. Below it, there is a section titled "GUEST REGISTRATION FORM" with a green checkmark icon. Further down, there is a section titled "CHECK-IN ONLINE" with a green checkmark icon. To the right of this section, there is a link that says "What You Need For Check-in". Below the "CHECK-IN ONLINE" section, there is a heading "THE SMOOTH & SEAMLESS WAY TO THE GANGWAY" and a paragraph of text: "Online Check-in is available 21 days prior to embarkation. Please complete your Guest Registration Form, including the passport information for each guest, to activate the online check-in features. All it takes is a few easy steps – and you'll make your way from the cruise terminal to your stateroom or suite in just a few minutes."

5. GUEST REGISTRATION.

Complete all required fields in the Guest Registration section following the on-screen instructions, paying special attention to your title and the way your name appears on this step, as it must match your passport. It is also important to provide a valid email address and mobile phone number, which we can use to contact you with important health, safety and travel information if necessary.

Guest Registration Form

GUEST REGISTRATION FORM

Please add details for each guest to activate the online check-in process. All it takes is a few easy steps and you'll be ready to come aboard and avoid standing in lines. Kindly ensure all names below (first, middle and last) must appear as they do in your passport. If you require an update to a field that is locked, please call our

6. HEALTH & SAFETY ATTESTATION and TICKET CONTRACT.

Carefully read the Health and Safety Attestation and Ticket Contract, then check the two boxes confirming your acceptance before saving and proceeding.

Guest Ticket Contract Acceptance

Important Notice for all Guests
The passenger's attention is specifically directed to paragraphs 10, 11, and 27 of the terms and conditions of the guest contract. These paragraphs and all of the terms and conditions of this contract affect important legal rights, and the passenger is advised to read them and the [Privacy Policy](#).

TICKET CONTRACT
IMPORTANT NOTICE: THESE ARE THE TERMS AND CONDITIONS OF THE LEGALLY BINDING CONTRACT BETWEEN YOU AND OCEANIA CRUISES S. de R.L., THIS TICKET CONTRACT CONTAINS SUBSTANTIAL PENALTIES FOR CANCELLATION, AS WELL AS CERTAIN LIMITATIONS OF LIABILITY, INCLUDING LIMITATIONS CONCERNING OUR LIABILITY FOR YOUR DEATH, ILLNESS OR INJURY, AS WELL AS LIMITATIONS CONCERNING DAMAGE CLAIMS RELATING TO BAGGAGE AND PERSONAL PROPERTY. PLEASE READ ALL THESE TERMS AND CONDITIONS CAREFULLY, PARTICULARLY CLAUSES 11, 12 AND 27 GOVERNING LIMITS TO OUR LIABILITY, YOUR RIGHT TO SUE OR ARBITRATE, CHOICE OF FORUM, AND YOUR WAIVER OF THE RIGHT TO SUE OR ARBITRATE IN A CLASS ACTION.

☒ I HAVE READ THE TERMS AND CONDITIONS OF THE GUEST TICKET CONTRACT, AND THE PRIVACY POLICY, AND ACCEPT ALL OF THE TERMS AND CONDITIONS STATED THEREIN. [Print Ticket Contract](#)

Vaccine Attestation
☒ I UNDERSTAND THAT IN ORDER TO EMBARK THE SHIP, I MUST PROVIDE PROOF OF FULL VACCINATION FROM THOSE VACCINES THAT HAVE BEEN AUTHORIZED FOR USE BY THE WORLD HEALTH ORGANIZATION (WHO), U.S. FOOD AND DRUG ADMINISTRATION (FDA) OR THE EUROPEAN MEDICINES AGENCY (EMA). I ALSO UNDERSTAND THAT I MUST CONSENT TO RECEIVE A COVID-19 ANTIGEN TEST, WHICH WILL BE ADMINISTERED AND PAID FOR BY THE CRUISE LINE, WITH A NEGATIVE RESULT PRIOR TO EMBARKATION. I CONSENT TO RECEIVE A TEXT MESSAGE AND/OR EMAIL CONTAINING MY COVID TEST RESULTS AT THE MOBILE PHONE NUMBER AND EMAIL ADDRESS I PROVIDED IN THE CONTACT INFORMATION SECTION, AND I ALSO AGREE THAT OCEANIA CRUISES MAY RECEIVE MY COVID TEST RESULTS.

SAVE

7. ONBOARD PAYMENT INFORMATION

Follow the on-screen instruction to enter a credit or debit card for payment for each guest in the suite. If each guest is going to use the same card, it is only necessary to enter the card details once, and you may assign multiple guests to that card at that time. After entering the card details, billing address and guests for whom the payment applies, check the authorize box and Save.

AUTOMANUS POWERTEST | SUEDEMAN SUITE

Choose Payment Type

To make purchases on board your cruise, you will need to register a major credit card or debit card for your onboard account. Card and merchant fees are not accepted on board for purchases. OCEANA Cruises accepts Visa, MasterCard, American Express and Discover. Please select one of the options below:

☐ CREDIT CARD
☐ DEBIT CARD

Use This Payment Preference for

You may choose to register an individual credit card or debit card for each guest or use it for multiple guests in your reservation. To select, please select the guest names below that you would like to use it as form of payment for:

☐ All guests in my reservation
☒ SUEDEMAN SUITE

Card Information

Please enter the account information for your major credit card or debit card. If the card is the same as the one you entered in the Suite Registration form, please click the box below:

☐ SAME AS PASSPORT

Billing Address

Please enter the billing address for your major credit card or debit card. If the address is the same as the one you entered in the Suite Registration form, please click the box below:

☐ SAME AS PASSPORT

Payment Authorization

☐ I authorize OCEANA CRUISES to charge all my purchases to my selected card. I agree to be personally liable for all charges made by AUTOMANUS POWERTEST using my card. I understand that OCEANA CRUISES will obtain all authorizations on my selected card for all purchases. I have read and understand these terms and conditions. Authorization holds are released from your selected card account at the discretion of your card issuer and may take up to 30 days. Please contact your card issuer for details if necessary.

☐ I agree to the Terms and Conditions.

SAVE

8. SECURITY PHOTO

Carefully read and follow the instructions for uploading each guest's photo, which will be used for security purposes each time you board or leave the ship. After you have uploaded a photo that meets all of the requirements, click Save.

MICHELLE TESTUSER **JANE TESTUSER**

PHOTO REQUIREMENTS

- Photo must be in colour
- Do not wear head-covering, unless for religious purposes. It must not cover the face.
- Do not wear sunglasses. Prescribed eyeglasses can be worn if they allow the eyes to be seen and do not cause a glare
- Take picture at a distance no more than 1/2 metre from the camera.
- Face the camera with a natural smile or neutral expression.
- Photo should not be in the glare of the sun or in the dark where face cannot be clearly seen.
- No one other than you should be in a photo. This holds also true for babies.
- Eyes should be open unless a medical condition prevents you from doing so.
- The photo should show your full head from the top of the hair and include shoulders.
- The photo used must represent your current appearance.
- The photo dimensions must be larger than 500 x 500 at 300dpi.

UPLOAD NEW **TAKE NEW** **REMOVE**

9. ARRIVAL TIME AT PORT

In order to account for physical distancing, and to assist reducing wait times at the port, we are staggering embarkation times for boarding. Please select a 30-minute window from the available options during which your party wishes to arrive and click Save*.

Click on the terminal arrival time to select

 SELECT ARRIVAL TIME 

SAVE

10. SAFETY VIDEO

To comply with SOLAS safety guidelines, all guests must watch a brief 1-minute safety video in its entirety. After doing so, check the box acknowledging that you have done so and click the Save button to continue.



 I HEREBY CONFIRM THAT I WATCHED THE ENTIRE HEALTH & SAFETY VIDEO AND UNDERSTAND THE REQUIREMENTS

SAVE

13. BOARDING PASS

After completing ALL the sections above for ALL of the guests in your suite or stateroom, a Boarding Pass will be emailed within 24 hours to the email address(es) you provided via the Guest Registration step above. If you wish to send your Boarding Pass to a different email address, after all guests have completed all of the steps above, you may return to this section and provide a different email address.

BOARDING PARTY:	MICHELLE TESTUSER	JANE TESTUSER
BOOKING NUMBER:	XXXXXXX	
SHIP:	REGATTA	
SAIL DATE:	September 01, 2026	
STATEROOM:	GTY	

Resend Boarding Pass

You can manually resend a boarding pass after online check in has been completed:

 EMAIL ADDRESS

SEND BOARDING PASS

Should you have any questions while completing the Online Check-In process, please call the Explorations by Norwegian Team, or the travel advisor you booked with.