



Setting Up Your Profile

How shared and individual profiles work, and how to choose the right one when you set up your account.

Guest Guide • Profiles & Reservations

GETTING STARTED

What is a profile?

Think of your profile as your VACAYA introduction. It's how fellow Vacayans discover you, see what you're into, and decide whether they should invite you for cocktails, trivia, dinner... or that midnight dance party.

In a nod to our polyamorous guests, a single profile can include anywhere from 1 to 4 people. You have two choices:



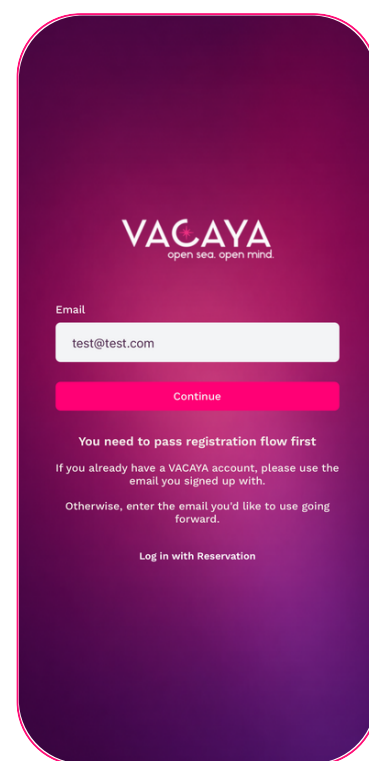
Shared profile · 2–4 people



Individual profile · just you

🚩 The one screen that matters

Both choices are made on the “**Reservation Found**” screen during account setup. This guide walks through exactly what to do for each option.



Signing in to the app

How you reach the profile setup screen

After you verify your email, you confirm your reservation with your VACAYA reservation number, last name, and date of birth.. The app then shows your **Reservation Found** screen with everyone on the booking.

Find Your Reservation

- 1 Enter your **VACAYA** Reservation # (or Cruise Booking #).
- 2 Enter the **Last Name** on the booking.
- 3 Select your **Date of Birth**.
- 4 Tap **Lookup** to find your reservation.

OPTION 1

Shared profiles (2–4 people)

If your reservation includes 2, 3 or 4 people, you can create **one shared profile** that covers your whole party.

On the **Reservation Found** screen, you appear at the top. Everyone else on your reservation appears below, **already toggled on by default**.

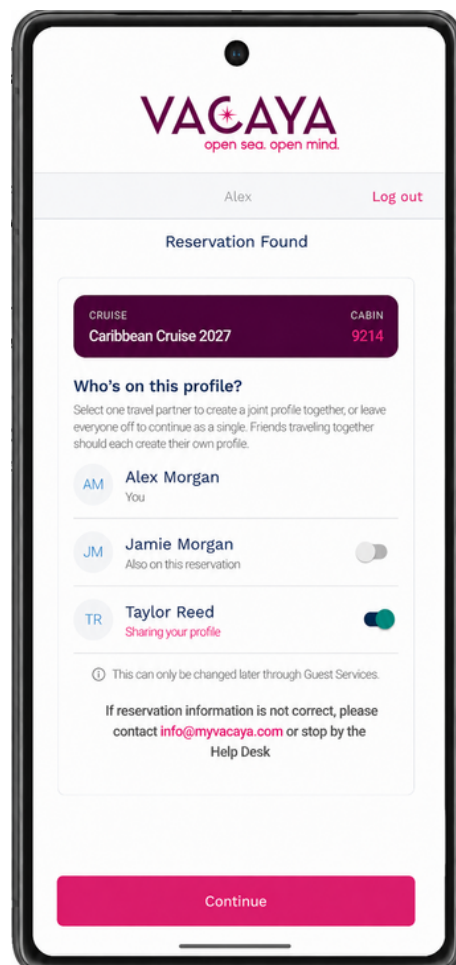
✓ To share a profile

Leave the person toggled on. Anyone toggled on will be included in your shared profile.

💬 How a shared profile works

- In the chat, **each of you sends messages under your own name.**
- The profile itself is **shared** — either of you can edit it: upload photos, write the description, update details, and so on.

- 1 Confirm the reservation details (trip & cabin) at the top.
- 2 Under **“Select the partner(s) you'd like to include,”** **toggled on** each person you want to share with.
- 3 Tap **Continue** to add each partner's details and finish the shared profile.



Partner **toggled on** — included in a shared profile

OPTION 2

Individual profiles

On a reservation with someone but prefer to keep your own separate profile? Just **toggle that person off** on the Reservation Found screen.

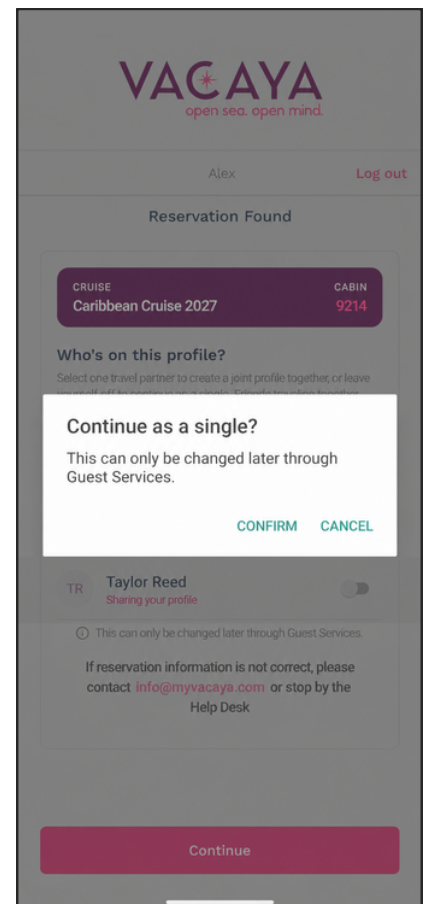
- 1 Tap the **person's toggle** to switch it off.
- 2 When prompted, tap **Confirm** on “Please confirm your selection.”
- 3 The toggle turns **off** — that person is no longer part of your profile.
- 4 Tap **Continue** to proceed with a profile **just for you**.

⚠ Remember

Toggling someone off only affects **your** profile. The other guest still has their own reservation and can set up their own profile separately.

🚩 You are always included

You can never remove yourself — the guest marked “**You**” stays on the profile. You choose only which *partners* to add or leave out.



Confirming the change

New cruise. New partner? It happens.

If you sail as a couple with one partner, and later book another cruise as a couple with a **different** partner, we **can't link your existing shared profile** to the new trip.

When that happens, you have two options:

1 Start fresh

Delete your current profile and register again from scratch for the new cruise with your new partner.

2 Keep both profiles

Register a new profile with your new partner using a **different email address**. This lets you keep two separate profiles — one for each partner and trip.

Which should I choose?

Choose **Start fresh** if you only need one profile going forward. Choose **Keep both** (a different email) if you'd like to keep each couple's profile separate.

Shared vs. Individual

	Shared profile	Individual profile
Who it's for	Couples & travel companions on the same reservation	Guests who want their own separate presence
People included	2–4 people	1 person (just you)
What to do	Leave the partner(s) toggled on	Toggle the partner(s) off , then Confirm
In the chat	Everyone messages under their own name	
Editing the profile	Either person can edit, add photos & write the description	Only you
Where	The “ Reservation Found ” screen, during account setup	

✓ In short

A partner **toggled on** means “include this person in my profile.” Leave partners **on** for a **shared** profile; toggle them **off** for an **individual** profile.

Need help?

If your reservation details are not correct, or you have any questions about your profile, contact info@myvacaya.com or stop by the Help Desk on board.