



Welcome to the VACAYA App

Your vacation starts here.

Whether you're planning your days, discovering unforgettable entertainment, chatting with fellow Vacayans, finding dinner companions, or making lifelong friends, the VACAYA App is your home base before, during, and even after your trip.

Most Vacayans are up and running in just a few minutes, and this guide will walk you through everything you need to know.

SECTION 1

Let's Get You Connected

Setting up takes just a few minutes. The app guides you through a short, step-by-step process before you're ready to explore.

Creating your account

Follow the steps the first time you open the app:

- 1 Enter your email.** Enter your email address and type in the **six-digit code** we email you. No code? Check your junk or spam folder, or tap Resend Code (after waiting a few minutes)
- 2 Accept the agreements.** Tick each item to accept the required documents (Privacy Policy, Terms and Conditions, and so on). Tap any item to read it first.
- 3 Confirm your reservation.** You will need VACAYA Reservation Number (this is different from your cruise line booking number) + last name, and date of birth. Your reservation details are visible only to you.
- 4 Review and create your account and your partner's account.** Review the details on file, then create your account and your partner's account so you're both ready to explore the app.

FOR COUPLES

If you register as a couple, your partner can log in with their own email address.

You will both appear under the same shared profile.

The image displays a sequence of five mobile app screens for account creation, connected by arrows indicating the flow.

- Verify your email:** The screen shows the VACAYA logo and a text input field for an email address. Below the field is a "Continue" button. A note states: "We'll email you a 6-digit code to confirm it's you. Log in with Reservation".
- Enter your code:** The screen shows the VACAYA logo and a numeric input field for a 6-digit code. Below the field is a "Verify & Continue" button. A note states: "6-digit code sent to test@test.com. Valid for 10 minutes.".
- Legal Documents:** The screen shows the VACAYA logo and a "Log out" link. Below is a section titled "Legal Documents" with the text "Accept the following legal document(s) to continue". There are two checkboxes: "I confirm that I have read and agree to the Privacy Policy" and "I confirm that I have read and agree to the Terms & Conditions". Below these is a "Continue" button.
- Find Your Reservation:** The screen shows the VACAYA logo and a "Log out" link. Below is a section titled "Find Your Reservation" with the text "Look for an email from info@myvacaya.com to find your Reservation # or Cruise Booking #". There are three input fields: "Reservation" (with value 2756935), "Last Name" (with value Smith), and "Date of Birth" (with values July, 9, 1984). Below these is a "Lookup" button.
- Reservation Found:** The screen shows the VACAYA logo and a "Log out" link. Below is a section titled "Reservation Found" with a card showing "Vacation: 2026 Northern Legends Cruise" and "Cabin: 3037". Below the card is a section titled "Who's on this profile?" with a note: "Select one travel partner to create a joint profile together, or leave everyone off to continue as a single." There are two options: "Milo Varden" (with a toggle switch) and "Tessa Quill" (with a toggle switch). Below these is a note: "This can only be changed later through Guest Services. If reservation information is not correct, please contact info@myvacaya.com or stop by the Help Desk." At the bottom is a "Continue" button.

Logging in

Already have an account? Tap **Log in**, enter your email, and type in the code we send you. A fresh code is sent each time, so there's no password to remember or reset.

TROUBLE SIGNING IN?

No code? Check your junk or spam folder, then tap **Resend Code**.

Account Details and your Connect Profile

Your information lives in two places. Your **Account Details** (your name, email, and booking information) are private and visible only to you. Your **Connect Profile** is what fellow Vacayans may see: a display name, a photo, and as much or as little about yourself as you choose to share. How visible it is - if at all - is up to you.

Connect Profile settings

You are always in charge of how you appear. **Profile Visibility** can be set to one of three options:

- **Fully hidden**
- **Shown only to guests who are on the same Vacation as you**
- **Shown to all guests across all Vacations / the entire community**

There are also a few additional settings:

- **Searchable by Cabin:** this lets someone enter your cabin number in search and find your profile, even if your cabin number is not shown on your profile, as long as you have shared those details with them.
- **Show in Attendance List:** if you mark an event as "Add to my Events" by clicking the pink button on the event card, your profile is shown

< Save

Profile Visibility

Control who can see your profile and details

- Visible to VACAYA vacation mates** ☒
Your profile is visible to VACAYA guests from the same vacation(s)
- Visible to all VACAYA guests** ☒
Your profile will be visible to all VACAYA guests, even without shared vacations.
- Display cabin number** ☒
Show your cabin number on your profile
- Searchable by cabin** ☒
Allow guests to find you by your cabin number, even if you choose not to display your cabin number on profile
- Show my vacation details on my profile** ☒
Let others see the vacations you've attended on your profile.
- Show in attendee lists** ☒
If off, others won't see you in event lists, but your spot stays reserved.

YOU ARE IN CONTROL

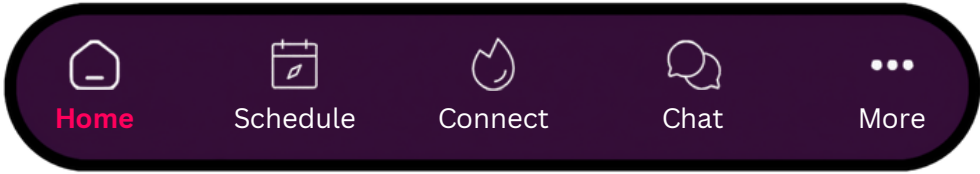
You can update your profile and settings at any time from the **Privacy Settings**

SECTION 2

Welcome to Your VACAYA HQ

Once you're signed in, a row of tabs along the bottom of the screen takes you everywhere you need to go.

Tab	What you will find there
Home	Your dashboard: announcements, featured items, and your upcoming booked events.
Schedule	The full event schedule, day by day, with search and filters.
Connect	VACAYA vacations are built around one simple idea: Amazing vacations are even better when shared. Browse fellow Vacayans, discover common interests, and start making connections before you've even unpacked.
Chat	Your conversations: one-to-one and group messages.
More	Additional items such as your profile, settings, and event pages.



SECTION 3

Your Event Schedule

Schedule is your complete schedule of everything happening during your Vacation. Think of it as your daily program, but searchable, filterable, and always in your pocket.

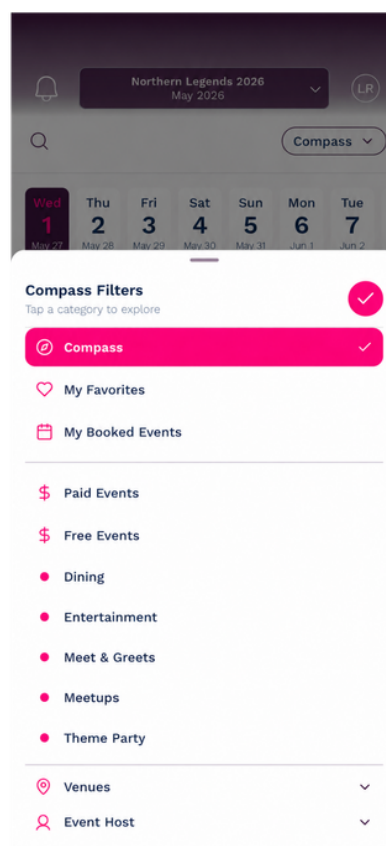
Browsing the schedule

Open the **Schedule** tab to see a scrollable list of events. A row of days along the top lets you jump to any date. Each event card shows its photo, title, start time, venue, and price (or a **Free** label).

Searching and filtering

Two tools help you find exactly what you want:

- **Search:** tap the search icon and type an event name, category, description, or host.
- **Filters:** narrow by view (all, favorites, booked), free or paid, category, venue, or host.



Liking an event

Don't want to forget it? Tap the **add to favorites** icon on any event card to like it: the event is saved under your **My Favorites** view so you can find it later. Tap the icon again to remove it.

A LIKE IS NOT A RESERVATION

Liking an event only saves it to your favorites; it does not hold or guarantee you a spot. To attend, open the event and reserve it (see Section 6, FUTURE FUNCTIONALITY)

SECTION 4

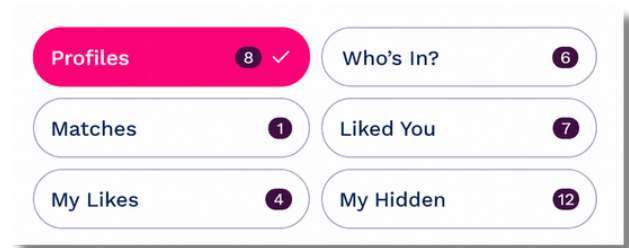
Connect: Meet Fellow Guests

Connect is where the VACAYA magic really begins. Whether you're looking for new friends, dinner companions, excursion buddies, dance partners, or maybe even a vacation romance, Connect helps you find your people.

Discovering people

Open the **Connect** tab to browse guest profiles. Each card gives you a snapshot; tap any card to open the full profile. Connect is organized into a few simple areas:

- **Profiles:** browse and discover fellow Vacayans
- **Matches:** people you have mutually connected with
- **My Likes/Liked You:** people you liked, and people who liked you
- **Who's In?:** propose or browse suggested meetups
- **My Hidden:** profiles you have hidden



Ways to connect

When a profile catches your eye, you have these actions:

Action	What it does	
Like 	Shows you're interested.. If the other person likes you back, it becomes a mutual match and you both appear in each other's Matches.	
Hide 	Removes that profile from your browsing so you will not see it again.	

PRIVACY FIRST

Only the details a person chooses to share are visible, and your own privacy settings (Section 1) decide how you appear to others. You can adjust these at any time.

Who's In?

Who's In? is where spontaneous vacation magic happens. Looking for dinner companions? A trivia team? Someone to grab coffee with? Beach buddies? Dancing until 3am? **Post what you're looking for and see who wants to join the adventure.**

SECTION 5

Chat: Keep the Conversation Going

Chat keeps you in touch with the people you meet. You can hold private one-to-one conversations or gather several people into a group.

Individual chats

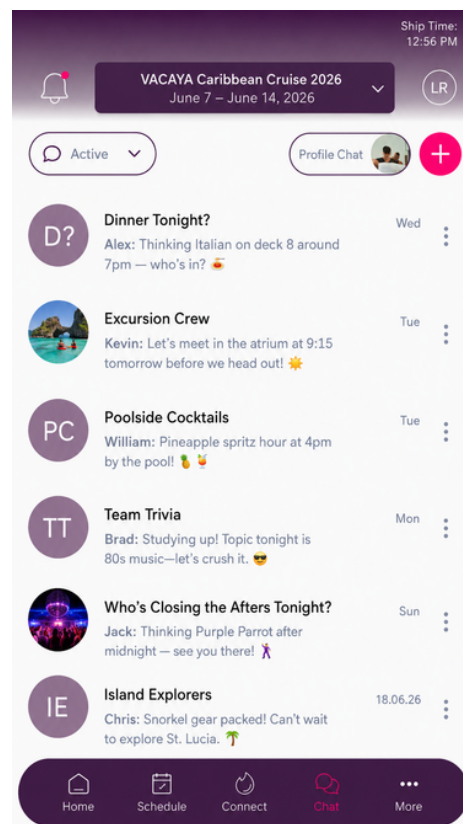
A private, one-to-one conversation. It's named automatically after the other profile, and only the two of your profiles can see it.

Group chats

A conversation with several people at once. Groups have a name that you choose.

Create a group for anything:

- Dinner tonight?
- Excursion crew?
- Poolside cocktails?
- Team Trivia?
- "Who's closing the Afters tonight?"



Starting a chat

- 1 **Individual:** open someone's profile and tap the **Chat** button, or tap the + icon in the Chat tab and pick one person.
- 2 **Group:** tap the + icon, select each **profile** you want to include, then tap **Next**. For a group, **name the group** (for example, "Dinner Crew"), then tap **Next** to create it.

YOU'RE CHATTING AS A PROFILE

When you create a group chat you select a **profile**, not an individual person. A **Connect Profile** can consist of 1, 2, 3 or 4 Partners, and everyone on that profile is part of the conversation.

Inside a conversation

- **Send text messages** using the box at the bottom of the screen
- **Share photos** from your device or camera
- **React** to messages with emoji
- **Copy** a message, or **delete** a message you sent

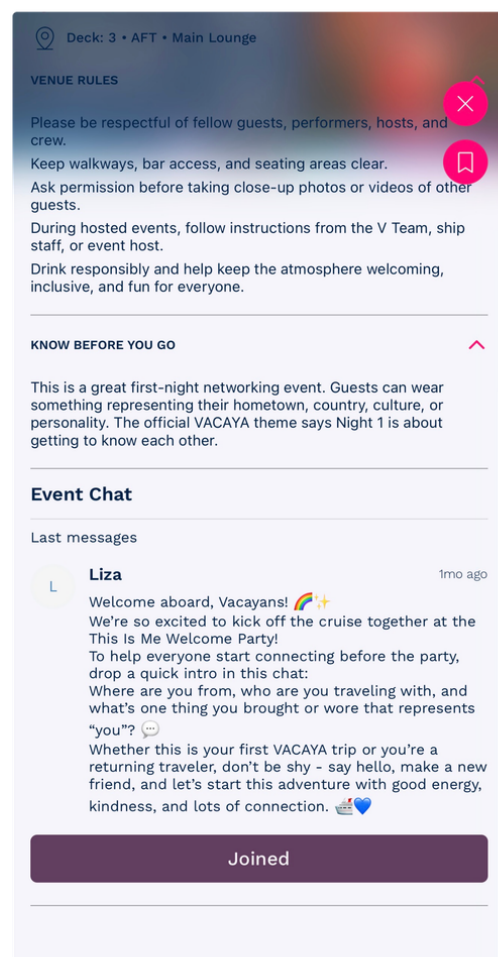
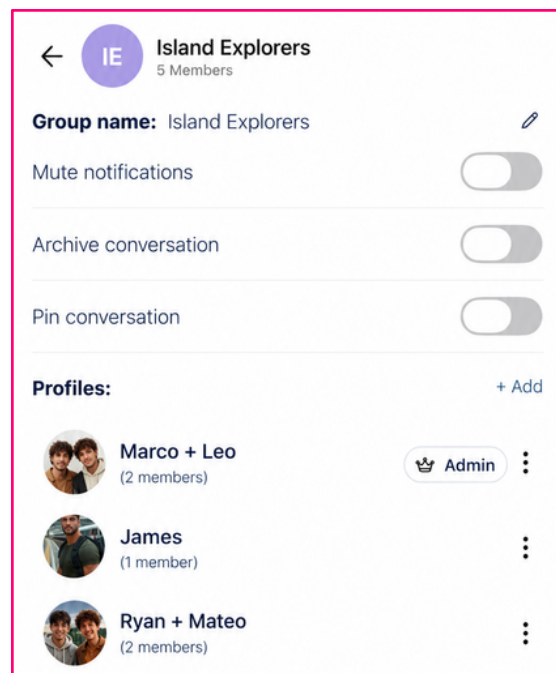
Your full list of conversations lives in the **Chat** tab. You can **pin** important chats, **mute** a busy thread, or **archive** conversations to clean up.

Managing a group chat

- **Add people** after the chat has already been created. This is only available to the admin who created the group chat.
- **Remove people** from the group chat. This is only available to the admin who created the group chat.
- **Leave the group** chat at any time if you are no longer interested in the discussion or no longer want to take part.

Event chats

Event chats are not created automatically. To join one, open the event in **Compass**. If event chat is enabled for that event, you can join it from there. Once you have joined, you can use the chat to discuss the event, ask questions about the details, and interact with the fellow Vacayans who are attending.



SECTION 6

Never Miss the Fun



This is functionality that will come later with future trips

Reserving an event takes just a few taps, and every booking is easy to find again.

Reserving an event

Tap any event to open its **details** screen, then use the button at the bottom. What it says depends on the event:

Button	What it means
Add to my Events	A free event: tap to reserve your spot instantly.
Reserve Now	A paid event: tap to begin booking and payment.
Sold Out	The event is full and cannot be reserved.

- 1 Tap the reserve button on the event details screen.
- 2 **A confirmation** appears. For a paid event it shows the exact price, including any discount you qualify for, and notes that your spot is held for a short time while you pay.
- 3 For a free event, confirm and you are booked. For a paid event, tap **Confirm and Pay** and complete payment securely in the app.
- 4 You will see a confirmation message once your spot is reserved.

Viewing your reservations

- **In Compass:** tap the filter and choose **My Booked Events** to see everything you reserved.
- **On the Home screen:** a **My Calendar** area highlights your upcoming booked events.

SECTION 7

Helpful Extras

Notifications

The app can send push notifications for new messages, event reminders, and announcements, even when it's closed. You can mute a busy conversation without leaving the group.

Helpful Tips

- **Not receiving codes?** Check your junk or spam folder, then tap Resend.
- **Can't find your reservation?** Double-check the details match your booking exactly. For our App, you're using your VACAYA Reservation Number, not your Cruise Line Booking Number.
- **A feature is missing?** Not every event enables every feature, so some tabs may not appear.

SECTION 8

Quick Answers

Do I need a password?

No. The app signs you in with a fresh code emailed to you each time, so there's nothing to remember or reset.

Is my personal information shared with fellow Vacayans?

Your **Account Details** are private and visible only to you. Fellow Vacayans see only what you put on your **Connect Profile**, and its visibility settings control who can find it.

What does the Like button do?

A **Like** signals interest in another guest. If they like you back, it becomes a mutual match and you both appear in each other's Matches.

How do I know if I'm booked?

Booked events are marked as Booked on their card, and it simply means you intend to attend that particular event and you'll be shown on the event's guest list. You can see them all under the My Booked Events filter or in My Calendar on the Home screen.