

# HOW TO BOOK MINI-CRUISE IN OUR AGENT BOOKING PORTAL

1. Log in here: <https://hurtigrutensvalbard.travelize24.com/agents>

**Log in**

Code:

User name:


Password:

Save userinfo

**Log in »**

All details are in your introductory email.

Logged in as: Anna Powell (Hurtigruten Svalbard)  
Agent



- Home
- **Package reservation**
- Amend personal information
- Product
- User
- reservations
- Search for reservation
- Print single confirmation

2. Start a new booking by clicking on 'Package Reservation'.

**Search tour**

Destination:

Departures from:

Number of travellers:

Web code:

**Continue »**

3. Select 'Cruise Package' under 'Destination'. Choose desired departure date, or today's date to see all available cruise dates.

4. Select departure date by clicking "Book now"

Departure date	Return date	Tour	Price	spaces	
Sat 16/05/2026	Thu 21/05/2026	Package Saturday - Thursday Adventure Cruise	NOK 0	>8	<b>Book now »</b>
Sat 23/05/2026	Thu 28/05/2026	Package Saturday - Thursday Adventure Cruise	NOK 0	>8	<b>Book now »</b>
Sat 30/05/2026	Thu 04/06/2026	Package Saturday - Thursday Adventure Cruise	NOK 0	>8	<b>Book now »</b>
Sat 06/06/2026	Thu 11/06/2026	Package Saturday - Thursday Adventure Cruise	NOK 0	>8	<b>Book now »</b>
Sat 13/06/2026	Thu 18/06/2026	Package Saturday - Thursday Adventure Cruise	NOK 0	>8	<b>Book now »</b>



NB: Triple occupancy is only possible in a double bed cabin when one of the guests is a child under 6 years old.

Adults:

Children (0 - 15 Years):

Rooms:

- 1 x F - Standard twin cabin  
NOK 30,575 per person
- 1 x D - Deluxe double cabin  
NOK 42,007 per person
- 1 x A - Executive Suite cabin with double bed and balcony  
NOK 62,000 per person
- 1 x F - Standard double cabin  
NOK 30,575 per person
- 1 x E - Superior twin cabin  
NOK 34,829 per person
- 1 x B - Owner s suite cabin with double bed  
NOK 56,000 per person

5. List will auto-update when you change pax count. Note: Children under 6 can share a bed with an adult in a double/twin cabin.

- 2 x E - Superior twin cabin for single use  
NOK 34,829 per person
- 2 x B - Owner s suite cabin with double bed for single use  
NOK 56,000 per person

[Show more combinations of rooms »](#)

campaign code:

**Continue »**

F1 category (Standard Single Cabin) is the only true single occupancy cabin. All others will incur an empty-bed surcharge in the next step.



6. If you have a campaign code, please enter it here.

### Selected tour

**Destination:** Package Saturday - Thursday Adventure Cruise  
(ACB2CMON16.05.2026)

**Period:** 16 - 21 May 2026

**Included in package:** Advertised package – Saturday to Thursday. 2 nights in Longyearbyen and 3 nights on the MS Serenissima.

Accommodation and Transfers: Teo-night stay in Longyearbyen before the voyage, with transfers to and from the airport, hotel, and ship.

Food and Drink: Full board as per the programme (breakfast, lunch,

### Price information

Room supplement / reduction	NOK 92 000
<b>Total price</b>	<b>NOK 92 000</b>

### Payments

Final payment to be paid by NOK 92 000  
16/05/2026

7. When the next page loads, scroll up to the top to check 'Price Information'. Please note, your commission will not appear until step #10

### Traveller 1, Adult (Lead traveller)

First name:  \*  
 Last name:  \*  
 Date of birth (DD/MM/YYYY):  \*  
 Address:  \*  
 Postal Code:  \*  
 City:  \*  
 Country:  \*  
 Mobile phone:  \*  
 E-mail:  \*  
 Nationality:  \*

8. Enter all guest information you have, or fill with agency info. For email be sure to add the email address you would like the Passenger Information Form (PIF) sent to.

### Confirm

Newsletter

I have read and understood Hurtigruten Svalbard's [terms and conditions](#). \*

Continue »

9. Once you select Confirm and Continue, the booking is complete



### Confirmation

Package Saturday - Thursday Adventure Cruise  
Printed: 16/03/2026

**Reservation number:** 311771  
**Customer ID:** 10050  
**Password:** 6228  
**Tour:** Package Saturday - Thursday  
 Adventure Cruise  
 16/05/2026  
**Hotels:** Cruise Monday  
 16/05/2026 - 21/05/2026

Hurtigruten Svalbard

10. Our inside sales team will send you an invoice with: Package details & reservation number, Inclusions & conditions and final cost including commission. *Please note that the commission does not appear until the booking is confirmed.*

### SPECIFICATION

#### Included in the base price:

Advertised package - Saturday to Thursday. 2 nights in Longyearbyen and 3 nights on the MS Serenissima.

Accommodation and Transfers: Teo-night stay in Longyearbyen before the voyage, with transfers to and from the airport, hotel, and ship.

Food and Drink: Full board as per the programme (breakfast, lunch, and dinner) with complimentary tea and coffee. Other drinks (soft drinks, alcohol etc) can be purchased on board.

Activities: A three-hour sightseeing tour in Longyearbyen including entrance to Svalbard Museum and a visit to Camp Barentz, guided landings with small expedition boats during the voyage, onboard lectures, and informal gatherings.

General terms and conditions for bookings of 9 or less persons.

Cancellation more than 90 days before package: 20% charge.

Cancellation between 60 and 90 days before travel: 50% charge.

Cancellation less than 60 days before travel: 100% charge. Please note that your tour operator agreement may provide different regulations which would supersede the standard regulations.

For bookings for 10 or more people in the same reservation, please contact the group sales team on [groups@hurtigrutensvalbard.com](mailto:groups@hurtigrutensvalbard.com) for a quote. Group bookings placed in this system will be automatically cancelled.

**NB: Triple occupancy is only possible in a double bed cabin when one of the guests is a child under 6 years old.**

**Anna Powell, Adult**

F - Standard twin cabin for single use:

NOK 45,863

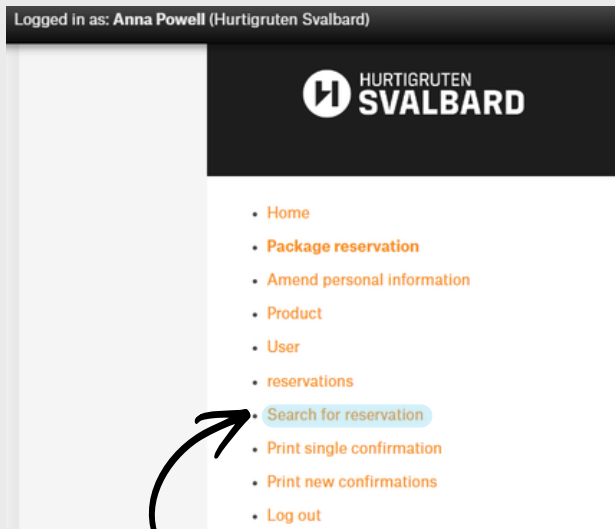
**Sum: NOK 45,863**

Commission:  
Final payment:

Latest 16/05/2026

-NOK 5,504  
NOK 40,359

# HOW TO CHECK, AMEND OR ADD INFO TO EXISTING BOOKING



Passenger information form will be sent to the email on the booking 61 days before the cruise. To check, click 'search for reservation'.

**Search** help

Reservation number:

Reservation date:

Cancellation date:

Amount:

Departure date:

Last name:

Include only active reservations Search

Enter guest name or confirmation, or just hit 'search' to see all of your bookings.

Click the blue hyperlink of the booking you want to edit.

Reservation number	Web code	Reservation date	Departure date	Telephone/E-mail
<a href="#">311771, Anna Powell</a>	ACB2CMON16.05.2026	16/03/2026	16/05/2026	anna.powell@hurtig

Lead traveller

[Anna Powell](#)  
37  
N80EP  
United Kingdom  
Mobile phone: 07553846331  
[anna.powell@hurtigrutensvalbard.com](mailto:anna.powell@hurtigrutensvalbard.com)

Change room type

Travellers

First name	Last name	Date of birth if child (DD/MM/YYYY)	Nationality	E-mail
Anna	Powell		british	anna.powell@hurtigruter

Scroll down to check what email is on the booking.

Reservation 311771

PDF Reservation confirmation Confirmation with attachments Send **My Booking** Cancel Single payment Expanded

Basic information

Click 'My Booking' to access the PIF and enter your client's information