

Online check in with MSC

1. In order to complete online check-in with MSC Cruises, you need to go to the following link:

<https://www.msccruises.co.uk/manage-booking/manage-your-booking>

MANAGE YOUR BOOKING
Please select one option below to enhance your cruise

WITH BOOKING NUMBER

Booking Number *
12345678

First name *
Hans

Last name *
Hansen

WITH YOUR MSC ACCOUNT

- ✓ Complete Web Check-in
- ✓ Update your personal information
- ✓ Complete your payment
- ✓ Add excursions, drinks and other packages
- ✓ Join our Voyagers Club for points and additional benefits

Login or Sign up Now

GO

Here you must enter your information for your cruise (*the picture above is just an example*). Your reservation number / booking number is shown on your confirmation email from MyCruise. It will be displayed on the right side of the page, next to your name.

In order to fill out your information you must enter your Last name and First name (each separate).

If your name contains Æ, Ø or Å, it should be written as:

Æ = AE

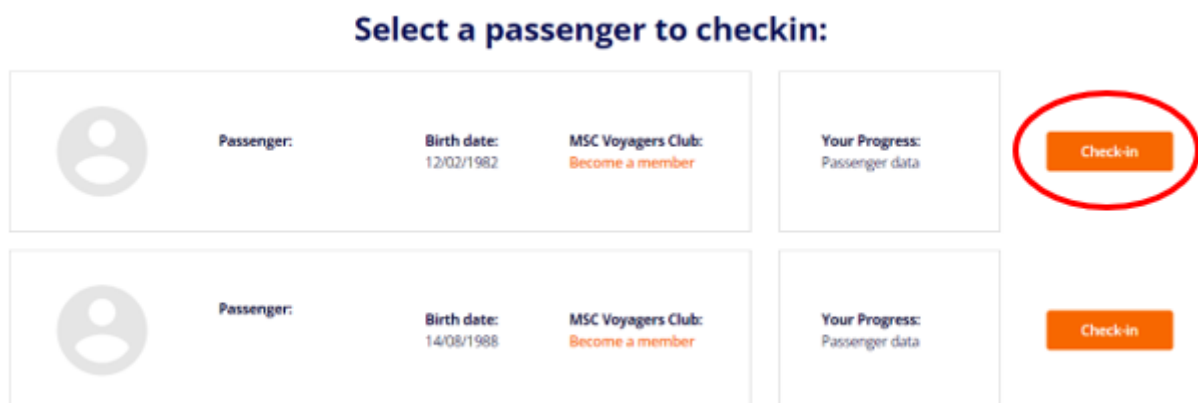
Ø = OE

Å = AA

When completed press **GO**.



2. After choosing **Web check-in**, you will get to a page like shown below, containing all the names of the guests in your cabin, and with the same booking number. Here you will have to choose each person individually and fill out their respective personal data.



If you are already a member of the MSC Voyager Club, your membership number will also be displayed here.

If you are not a member of the MSC Voyager Club you can choose to become a member by clicking on **Become a member** - as seen on guest 2. Choosing to become a member could in the future give you multiple advantages and discounts if you were to travel with MSC Cruises again.

To continue your check in you must click on **Check in**.

OBS: Remember to write e.g. **+44** in front of your phone number, and NOT 0044.

When you write your birthday, it is important to use “/” – e.g. **02/12/1965**.

3. In this step you will see the following page:

Personal information

Gender *	Place of birth *	Nationality *	Language *
Male		Danish	

Please fill in the data of the personal document that you will use for the cruise. [Click here to check which documents are accepted](#)

Document	Passport Issued By *	Passport Number *	Passport Issued Date *	Passport Expiration Date *
Passport			DD/MM/YYYY	DD/MM/YYYY

Please provide your personal mobile phone number and e-mail.

Email *	Phone prefix *	Mobile number *
	+1	+1

Please provide a relative/friend that we can contact in case of emergency.

Name *	Phone prefix *	Mobile number *
	+1	+1

Use the same data for all passengers

You will have to fill out all the information to complete your check-in. **Remember to have the following information ready:**

- Personal information – *Full name, address etc.*
- Passport information – *Passport number, Country of issuance, Issue and expiration date etc.*
- First and Last name as well as a phonenumber of a person that MSC will be able to contact in case of an emergency – *Be aware that this should be a person who is not going on the cruise with you.*
- Portrait photo – *this can be taken on your phone and then uploaded during the check-in.*
 - o You can also choose **not to upload a photo**. In that case a photo will be taken of you at the cruise terminal.
- Credit Card information – This is **optional**. *If you don't fill it out, you can do it on the ship.*

It is important that you remember to enter the prefix (ex. +44) for phone numbers. This should be entered into the box in front of the actual phone number.

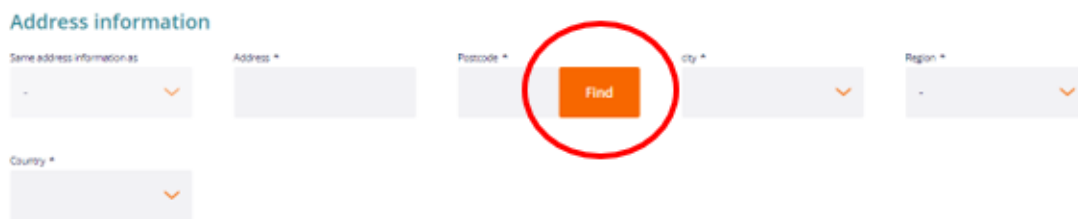
PLEASE NOTE: write the name of the country under **Passport Issued By**.

If the emergency contact is the same for all the guests on the same booking number, you can check the box below the information about the guest, for it to be copied to the other guests as well.

4. When you fill in your address, you must start with filling out your zip code and then press the button **Find**. That way the system will automatically select your city, region and country.

If your town doesn't show, just choose the town closest to you.

You can advantageously add the address of other guests in the first box (*see the image below*) if you have the same place of residence.



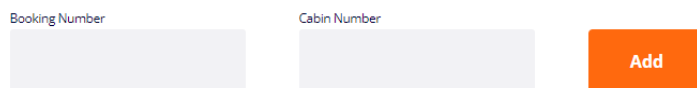
The image shows a form titled "Address information". It contains several input fields: "Same address information as" (with a dropdown arrow), "Address *", "Postcode *", "City *", "Region *", and "Country *". An orange "Find" button is positioned between the "Postcode" and "City" fields and is circled in red.

5. During the online check in you get to a section where you can add **Travel with**. This can be added if you are travelling with people in different cabins and with different booking numbers.

This will make MSC aware that you are travelling with others as well, even if you are not in the same cabin.

When you have filled out both booking number and cabin number, choose **Add** to add them.

Travel With



The image shows a form titled "Travel With". It contains two input fields: "Booking Number" and "Cabin Number". To the right of these fields is an orange "Add" button.

Are you going to travel with family and friends? Add their booking or cabin number so we can assign the same dinner table. The assignment is not guaranteed and the onboard staff confirmation is needed.

Booking number: **Cabin number:**

I have read the [Privacy policy](#)

I want to receive personalised offers and news * Yes No

Please be advised to read the **Privacy policy** and then check the box.

Please check the box **Yes** or **No**, depending on whether you wish to receive MSC Cruises newsletters to your email.

- Now you can upload your picture. It's **NOT** mandatory, so you can skip this step. In that case a photo will be taken of you at the cruise terminal.

Not everybody gets the option to upload a picture.

Security Photo

For safety reasons, you must provide a colour passport-style photograph. By taking it now, you'll save time during embarkation. Guidelines: no sunglasses, hats/caps or anything else that hides the face. [Check guidelines.](#)



Upload from Library

Take a Photo

- When all the information has been filled out, you must press the orange button on the bottom right, where it says **Next**.

YOUR CRUISE				
Booking number:	Ship:	Cabin:	Departure date:	Arrival date:
			19/03/2023	26/03/2023

Back **Next**

- When your online check-in is completed, the page will look like this:

Select a passenger to checkin:

Birth date:	MSC Voyagers Club:	Your Progress:	Edit Info
15/12/1959	Become a member	Passenger data ✓ Security Photo ✓	Edit Info
21/02/1971	Become a member	Passenger data ✓ Security Photo ✓	Edit Info

Notice the green check marks. These symbols are the ones that indicate whether your online check-in is complete or not. (*You will NOT receive a confirmation when completing the check-in.*)

After completing the online check-in process, you will be able to download and print out your cruise tickets (**E-tickets**). **PLEASE NOTE:** *It might take a few days before MSC releases them.*

You retrieve your tickets by logging into mscruises in the same way as for online check-in and clicking on **Edit Info**.

Home > Min booking > Web Check-in

De oplysninger, du giver, er nødvendige for at kunne udstede din e-billet og dine rejседokumenter.
Hvis du har bestilt dit krydstogt direkte hos MSC Cruises, bedes du udskrive dine e-tickets før ombordstigning, ellers bedes du henvende dig til dit rejsebureau for et få en kopi.

Bemærk venligst at:

- Hvis du gennemfører web check-in, garanterer du ikke nogen form for prioritet under ombordstigningen.
- Du skal bruge de samme identifikationspapirer, som du vil bruge på indskibningsdagen. De vil blive kontrolleret i krydstogtterminalen og ved ombordstigning

Passenger data | Travel Documents

Guest mobile and e-mail contact information are mandatory to ensure important updates regarding the cruise are received. Please ensure accurate and personal up-to-date contact information is provided by at least one member of your party.

Personal information

YOUR CRUISE				
Booking number:	Ship:	Cabin:	Departure date:	Arrival date:

Back | **Next**

Here, you need to click on **Next** if everything is filled out.

Passenger data | Travel Documents

Your travel documents are not ready yet

You haven't filled all the necessary information for the passenger of the cruise, the documents will be ready as soon as you provide all the data needed.

Ticket	Boarding pass
The ticket contains all the documents we provide for your cruise as well as the tags for your luggage.	The boarding pass is the document that give you the permission to board the ship it identifies the cruise you have booked.
Send	Download

If the check-in is completed correctly and MSC has released your tickets, you should click on **Download** under *Ticket* and *Boarding Pass* respectively.

Hope this is helpful! Never hesitate to call us at **023 8168 1605** or email **info@mycruise.co.uk**

We hope you have a great cruise experience! 😊