



Shine Rewards Club
HELPING AGENTS THRIVE WITH P&O CRUISES

How to Upgrade a Cabin on an Existing Booking

1. Select **'Brand' & 'Manage Booking'**.

2. Retrieve booking, using **'Booking Reference'**.

3. Select **'Booking Information'**

4. Under **'Rebook'** select **'Change Category'** from the drop down and select **'Rebook'**

5. Select the new grade and **'Save and Continue'**

6. Select desired cabin number and **'Save'**

7. You are taken to the **'Pricing Summary Screen'**. Select **'Save'** to upgrade.

The pricing detailed in the pricing summary is the price on the day the booking was confirmed – not at today's rate.

Why not watch our video on how to upgrade a cabin?

You can do this by visiting our [How to Guides section](#) on Shine Rewards Club!



P&O Cruises Travel Agent Sales



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