

Online check in for MSC Cruises

1. For at foretage online check in hos MSC Cruises, skal du starte med at gå til:

<https://www.msccruises.dk/manage-booking/web-check-in>

Du kan ligeledes downloade deres app, hvor det også er muligt at foretage online check-in.

Her skal du trykke på **Enter Booking Number** – Hvis du allerede har en konto hos MSC, kan du vælge at logge ind med eksisterende brugernavn og adgangskode.

TO START THE WEB CHECK-IN PLEASE

Login or Sign-up Enter Booking Number

Booking number * 123456789 First name * Hans Johan Last name * Hansen

I have read the Privacy policy

Go to check-in

Derefter skal du indtaste dine informationer.

Reservationsnummeret finder du i din bekræftelse fra MyCruise - *det står angivet som "rederiets ref." ud fra dit navn.*





Bemærk at i "Last name" skal der kun stå efternavn og i "First name" skal alle andre øvrige navne fremgå. **Husk at tjekke flueben af inden du fortsætter, og tryk derefter "Go to check-in".**

Hvis Æ, Ø eller Å fremgår i dit navn, skal det skrives som følgende:

- Æ=AE
- Ø=OE
- Å=AA

Herefter fremgår alle navnene på de rejsende, som rejser på det respektive bookingnummer. Du skal enkeltvis trykke ind på hver person og udfylde personlige data.



Select a passenger to checkin:

	Passenger:	Birth date: 12/02/1982	MSC Voyagers Club: Become a member	Your Progress: Passenger data	
	Passenger:	Birth date: 14/08/1988	MSC Voyagers Club: Become a member	Your Progress: Passenger data	


Hvis du allerede er medlem af MSC Voyager Club, vil dit medlemsnummer fremgå her. Hvis **ikke** du er medlem af MSC Voyager Club, kan du blive det ved at klikke på **Become a member**, som det ses på passager 2 - se billede ovenfor.

2. Når du har trykket på den orange knap **Check-in**, vil du komme ind på denne side:


Personal information

Gender * Male 	Place of birth * <input type="text"/>	Nationality * Danish 	Language * <input type="text"/>
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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 	Passport Issued By * <input type="text"/>	Passport Number * <input type="text"/>	Passport Issued Date * DD/MM/YYYY	Passport Expiration Date * DD/MM/YYYY
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Please provide your personal mobile phone number and e-mail.

Email * <input type="text"/>	Phone prefix * +1 	Mobile number * <input type="text"/>
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Please provide a relative/friend that we can contact in case of emergency.

Name * <input type="text"/>	Phone prefix * +1 	Mobile number * <input type="text"/>
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Use the same data for all passengers

OBS: Skriv "Denmark" under **Passport Issued By**.

3. Du skal udfylde alle felterne under online check-in. Husk at have følgende klar:
- **Personlige informationer** – navn, fødselsdato, adresse m.m.
 - **Pasinformationer** – pasnummer, udstedelsesland og dato, samt udløbsdato.
 - **Navn og telefonnummer til en nødkontakt** – eksempelvis familiemedlem eller nabo.
 - **Bemærk** at denne person ikke må være med på rejsen.

Portrætbillede – kan tages med smartphone eller uploades fra fil.

- IKKE obligatorisk at udfylde inden afrejse.

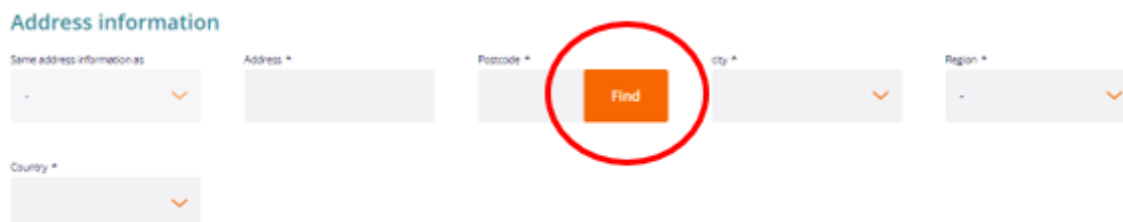
Kortoplysninger

- IKKE obligatorisk at udfylde inden afrejse.

Du skal udfylde felterne slavisk med dine personlige oplysninger. Det er vigtigt, at du husker at tilføje ”+45” i boksen foran alle telefonnumrene - *hvis du har dansk telefonnummer.*

Du kan med fordel krydse af med flueben nederst til venstre, hvis du ønsker at benytte dig af samme kontakt- og nødkontaktoplysninger på alle passagerer.

4. Når du skal tilføje din adresse, skal du starte med at indtaste dit postnummer og derefter trykke **Find**. Systemet finder dermed selv frem til by, region og land. Du kan med fordel tilføje adressen til andre passagerer i den første boks (*se billedet nedenfor*), hvis I vel at mærke deler bopæl.



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

5. Under afsnittet **Travel with**, kan du udfylde booking- og kahyt nummer, hvis du rejser med nogle andre, som bor i en anden kahyt.

Så ved MSC, at I rejser sammen, selvom I ikke bor sammen. Når felterne er tilføjet, så tryk på den orange knap **Add**. *Hvis du rejser alene, skal dette felt ikke udfyldes.*

Travel With

Booking Number	Cabin Number	Add
<input type="text"/>	<input type="text"/>	

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

Læs **Privacy policy** og sæt flueben når dette er læst.

Sæt flueben i **Yes** eller **No**, alt efter om du ønsker at modtage nyhedsbreve direkte fra MSC eller ej.

6. Du kan uploade et billede af hver rejsende, dette er **ikke obligatorisk**, og vi anbefaler at I blot får taget et billede i havneterminalen.

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

Hvis du ønsker at udfylde dette, kan du enten uploade et billede fra din PC og ellers har du mulighed for at tage et billede med en Smartphone eller et Webcam.

7. Herefter skal du trykke på den orange knap nederst til højre, hvor der står **Next**.

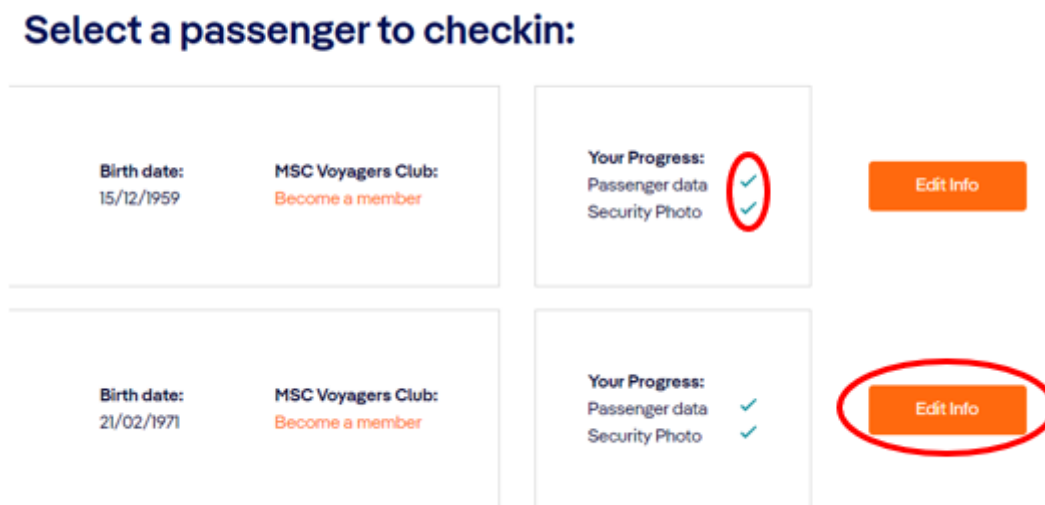
Hvis den ikke vil lade dig gå videre, så gå alle punkterne igennem igen, for at se om der er et felt, der ikke er udfyldt - *oftest vil et ikke-udfyldt felt være markeret med rødt.*



YOUR CRUISE
Booking number: _____ Ship: _____ Cabin: _____ Departure date: 19/03/2023 Arrival date: 26/03/2023
Back **Next**

8. Når online check-in er gennemført, vil siden så således ud.

OBS: Du modtager IKKE en bekræftelse på check-in. - *Bemærk de grønne flueben, da det er dem, der indikerer, at check-in er fuldført.*



Select a passenger to checkin:

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

Efter fuldført online check-in, vil du have mulighed for at downloade og udskrive dine krydstogsbilletter (E-Tickets). **OBS:** *Der kan gå et par dage før MSC frigiver billetterne.*

Du henter dine billetter ved at logge ind på mscruises på samme vis som ved online check-in, og klikke på **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 at 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 identitetspapirer, 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**

Her skal du klikke på **Next** - Såfremt alt er udfyldt.

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.

<p>Ticket</p> <p>The ticket contains all the documents we provide for your cruise as well as the tags for your luggage.</p> <p>Send</p>	<p>Boarding pass</p> <p>The boarding pass is the document that give you the permission to board the ship; it identifies the cruise you have booked.</p> <p>Download</p>
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Hvis check-in er udfyldt korrekt, og MSC har frigivet dine billetter, skal du klikke på **Download** under hhv. *Ticket* og *Boarding Pass*.

Håber dette er behjælpeligt, ellers må du aldrig tøve med at ringe til os på Tlf.: **+45 7022 5959**

Du må have en skøn krydstogtsrejse! 😊

Online check in with MSC – *English version*

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

<https://www.msccruises.dk/manage-booking/web-check-in>

Choose the option **Enter Booking number**:

TO START THE WEB CHECK-IN PLEASE

Login or Sign-up Enter Booking Number

Booking number * First name * Last name *

123456789 Hans Johan Hansen

I have read the Privacy policy

Go to check-in

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 (*Bekræftelse*) from MyCruise. It will be displayed on the right side of the page, next to your name - under ‘*rederiets ref.*’.

In order to fill out your information you must enter your Last name and First name (each separate) but be aware that if you have multiple names, all your middle names will have to be entered with your First name – *like shown above*.

Remember to check the box at the bottom left **I have read the Privacy policy**, and then choose **Go to check-in**.

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





Æ = AE

Ø = OE

Å = AA

2. After choosing **Go to 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.

Select a passenger to checkin:

	Passenger:	Birth date: 12/02/1982	MSC Voyagers Club: Become a member	Your Progress: Passenger data	
	Passenger:	Birth date: 14/08/1988	MSC Voyagers Club: Become a member	Your Progress: Passenger 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. **+45** in front of your phone number, and NOT 0045.

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 *
Male

Place of birth *

Nationality *
Danish

Language *

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

Passport Issued By *

Passport Number *

Passport Issued Date *
DD/MM/YYYY

Passport Expiration Date *
DD/MM/YYYY

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

Email *

Phone prefix *
+1

Mobile number *
+1

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

Name *

Phone prefix *
+1

Mobile number *
+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.*

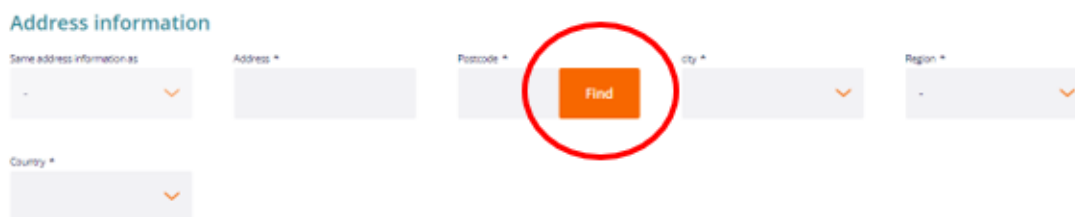
It is important that you remember to enter the prefix (ex. +45) for phone numbers. This should be entered into the box in front of the actual phone number.

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.

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.



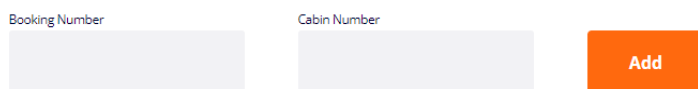
The image shows a form titled "Address information". It contains several input fields: "Same address information as" (a dropdown menu), "Address *", "Postcode *", "City *", "Region *", and "Country *". An orange button labeled "Find" is positioned between the "Postcode" and "City" fields and is circled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

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.

6. 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.

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

7. 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: 19/03/2023 Arrival date: 26/03/2023
Back Next

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

Select a passenger to checkin:

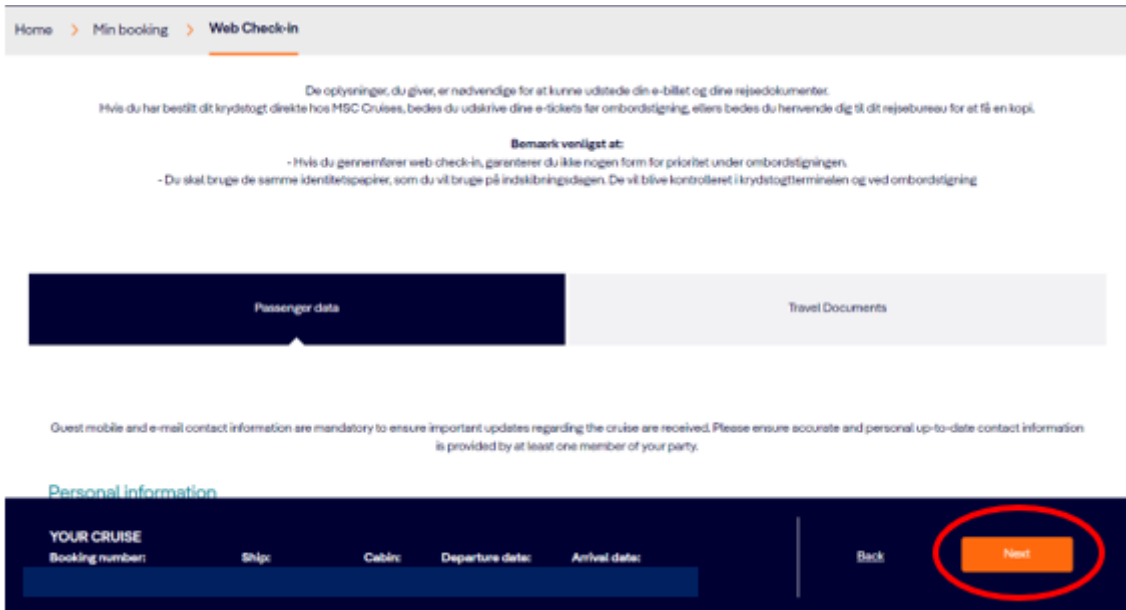
Birth date: 15/12/1959 MSC Voyagers Club: Become a member
Your Progress: Passenger data ✓ Security Photo ✓ Edit Info

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

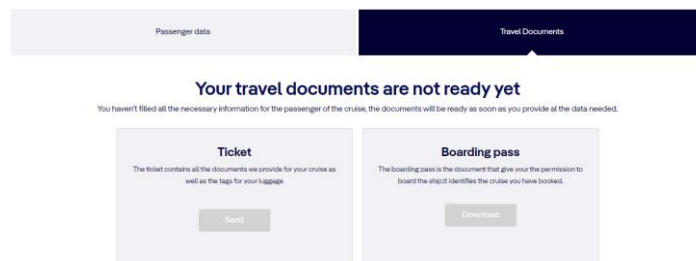
Notice the green check marks. These symbols are the ones that indicate whether your online check-in is complete or not. (You will **NOT** receive a confirmation when completing the check-in).

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**.



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



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

We hope you have a great cruise experience! 😊