Passenger Name Submission

- **Upload Passenger Details**
- **Manage Passenger List Details (view/edit)**
- **Add Infant (not occupying a seat)**
- **Enter Passenger Details manually**

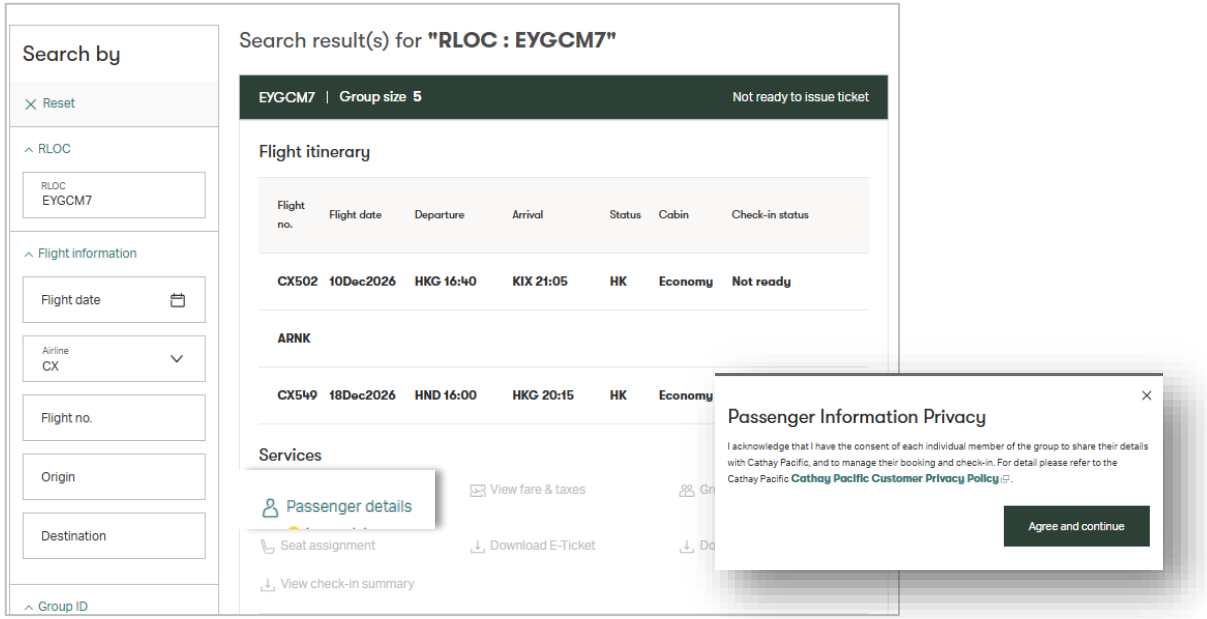
Last updated: Nov 2026

Upload Passenger Details (name-list template)

STEP 1

- Display group booking, select **Passenger Details**.
- Click **Agree and Continue** to accept the privacy policy.

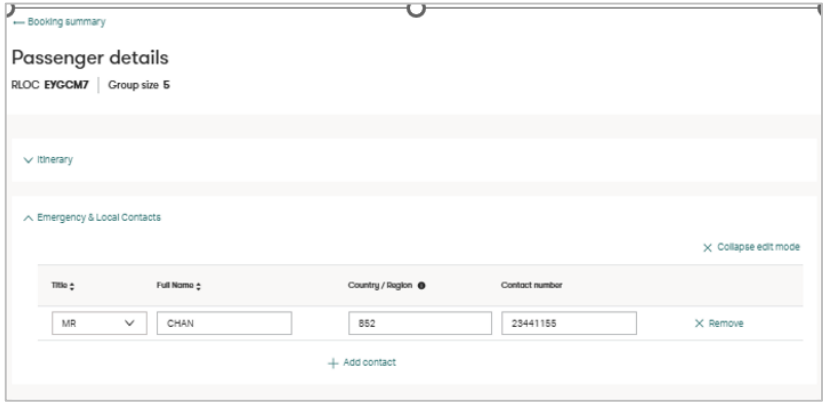
> 💡 **Tip**
> Need to search for a group booking? ***Refer to Search for a Group Booking.***



STEP 2

- On the **Passenger Details** page, enter at least one **Emergency & Local Contact**.

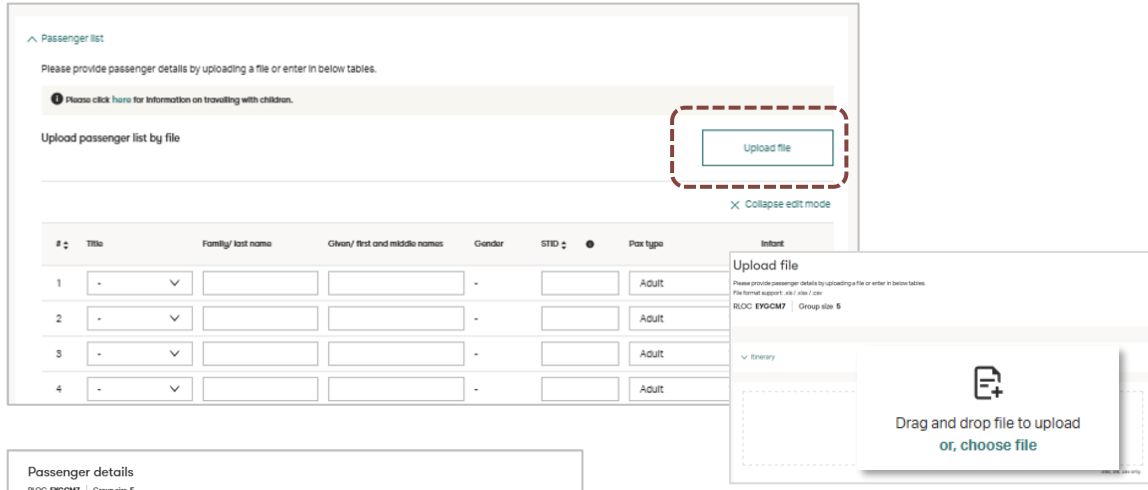
> 💡 **Tip**
> Click **+ Contact** to add a contact.
> Click **– Remove** to remove a contact.

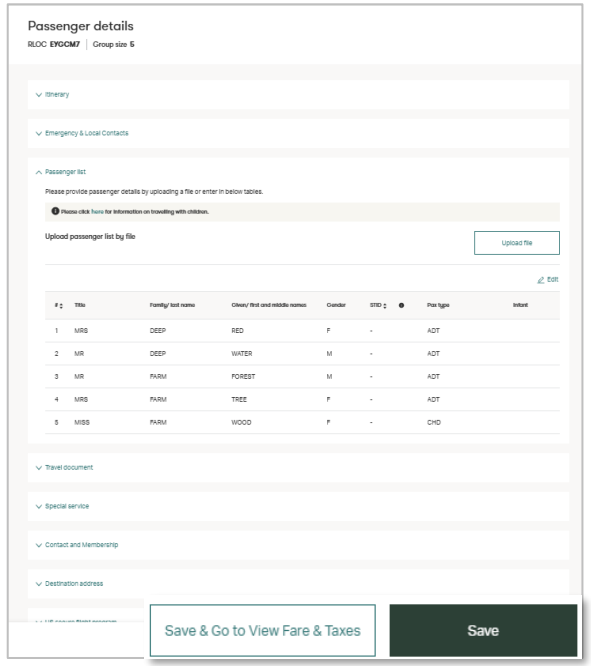


Upload Passenger Details (name-list template)

STEP 3

- Select **Upload File**, choose the file.
- The passenger details will display on the **Upload File** page.
- Click **Save to field** to import the data into Passenger Details.





TIP | Save time with the Name List Template

Upload the **Name List Template** to add multiple passengers and their details in one go, including:

- Passenger name
- Travel document details
- Special service requests
- Passenger contact information, where applicable
- Sit Together Indicator (STID)

Need the template? Refer to ***Getting Started with Group Management***.

Add Infant (not occupying seat)

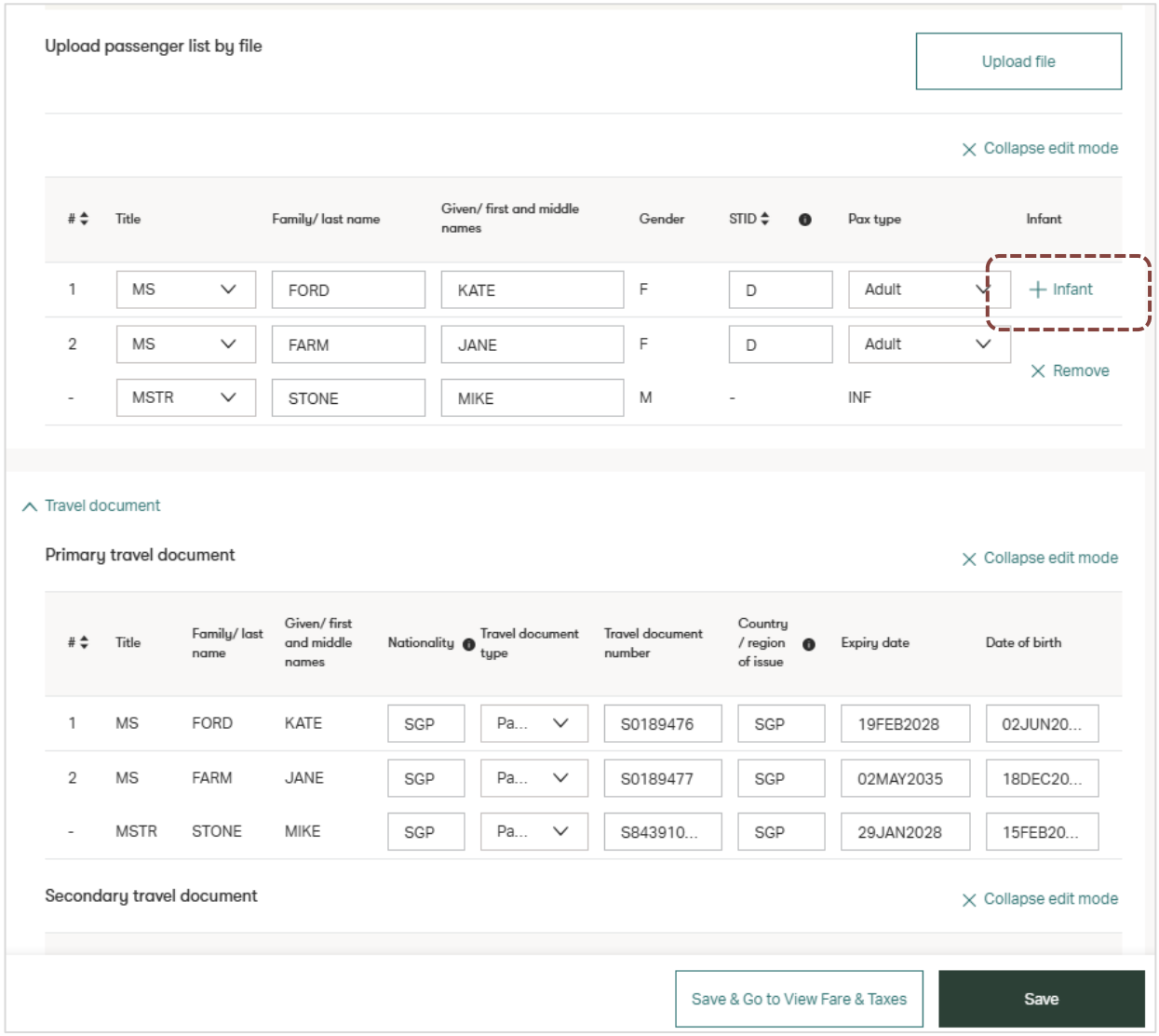
STEP 1

- Display the group booking and select **Passenger Details.**
- On the **Passenger Details** page, select **+ Infant** next to the relevant adult passenger.

> 💡 **Tip**
> Click **+ Infant** to add an infant.
> Click **X Remove** to remove the infant.

STEP 2

- Enter the infant's name and travel document details.
- Select **Save**.

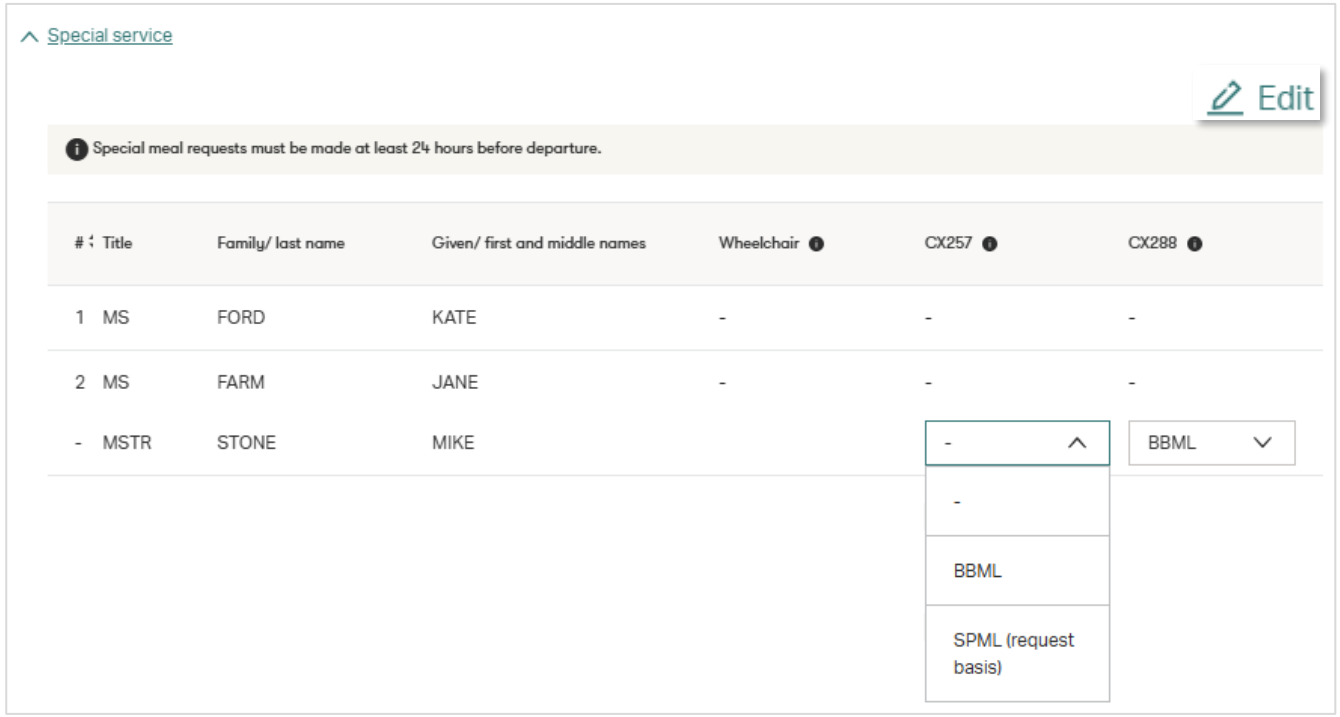


Add Infant (not occupying seat)

🔵 STEP 3 *(Optional)*

- Display the group booking and select **Passenger Details**.
- On the **Passenger Details** page, go to **Special Service** and select **Edit**.
- Select the applicable **Baby Meal** for the infant passenger.
- Select **Save.**

💡 **Tip**
Select**! Tooltips** can view the meal code descriptions.



Manage Passenger List Details (add/edit)

Passenger names

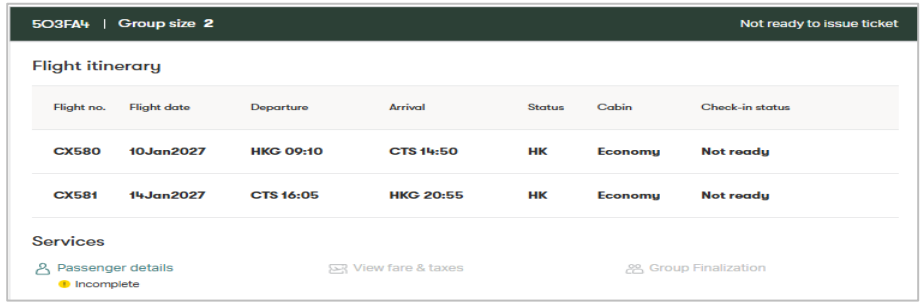
STEP 1

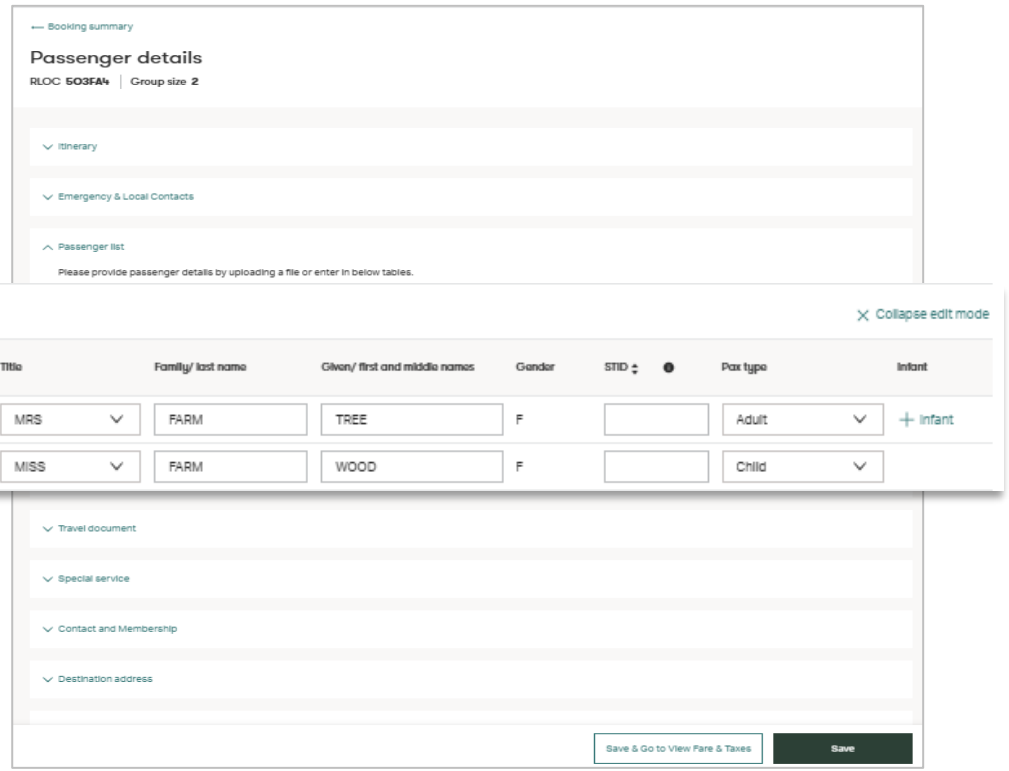
- Display the group booking and select **Passenger Details**

.

STEP 2

- Add or update the passenger details, then select **Save**.





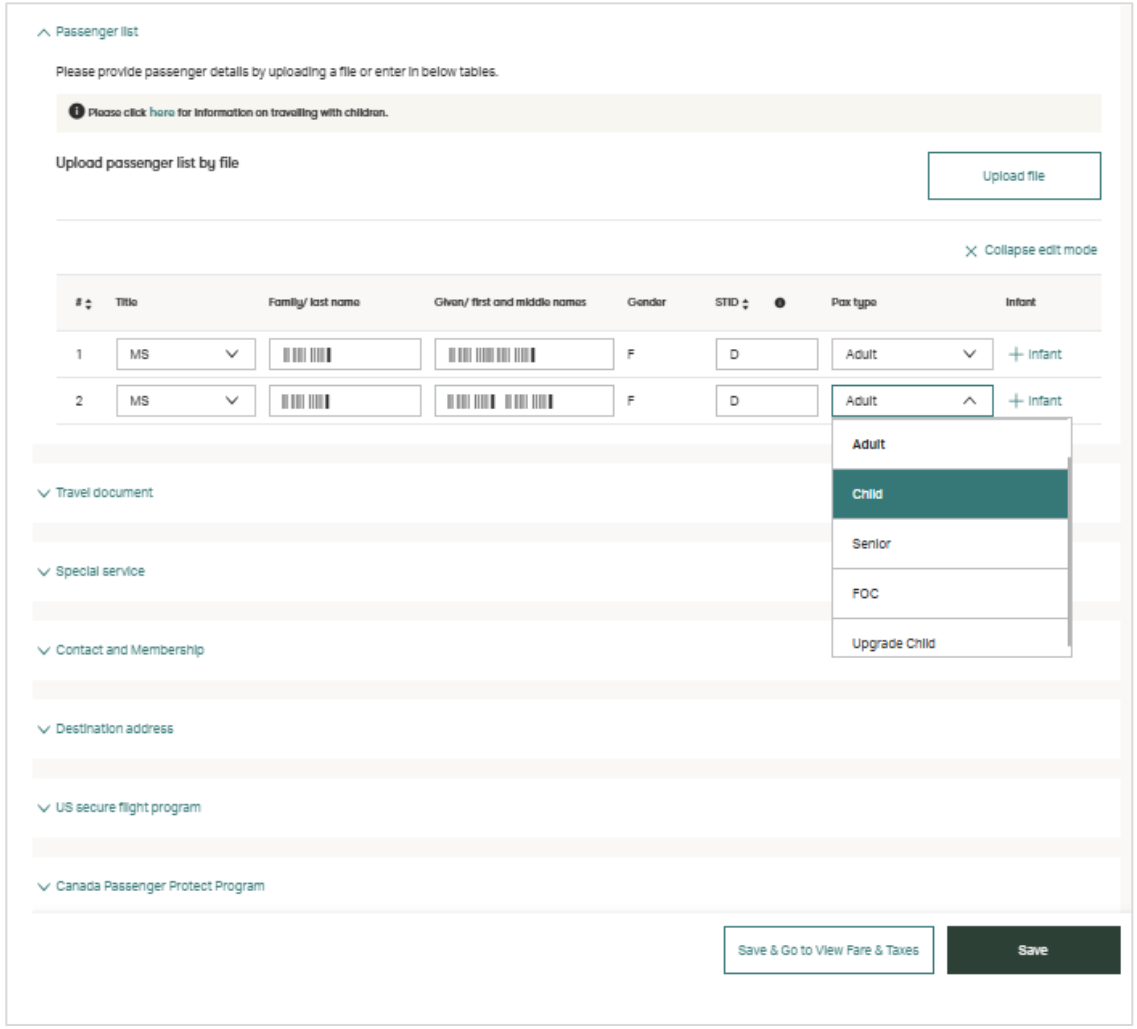
⚠ IMPORTANT
Passenger details can be edited **before Group Finalization is completed**. Complete any required changes before proceeding with Group Finalization.

Manage Passenger List Details

💡 **EXAMPLE**

To change the **Passenger Type Code**

- Select **Edit** for the relevant passenger,
- Update the **Passenger Type Code**,
- select **Save**.



Manage Travel Document (add/edit)

STEP 1

- Go to **Travel Document** and select **Edit.**

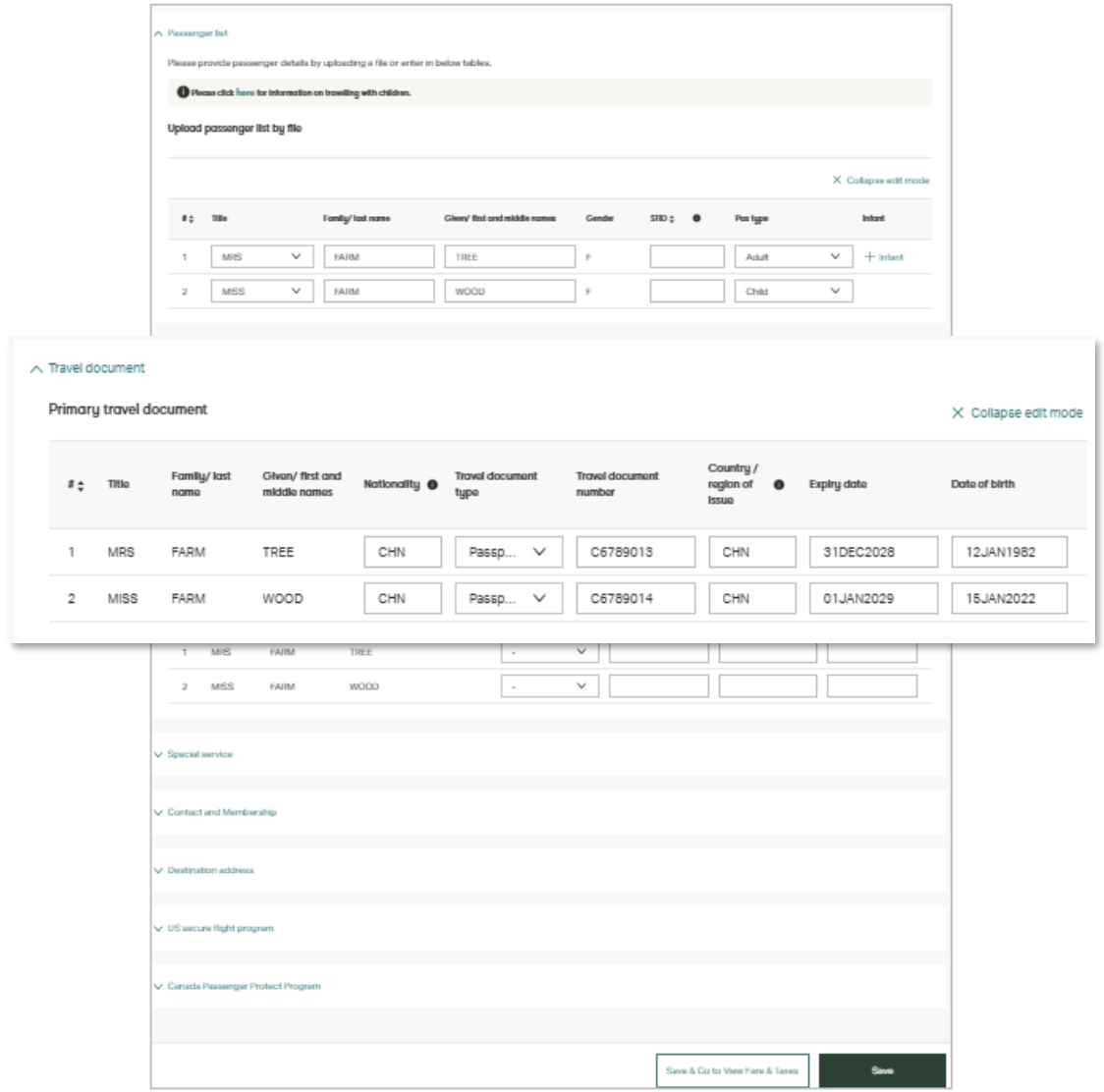
.

STEP 2

- Add or update the required travel document details. Select **Save**.

IMPORTANT

For bookings with a U.S. city as the destination, ensure all required travel document and destination address details are completed before Group Finalization.



Manage Special Services (add/edit)

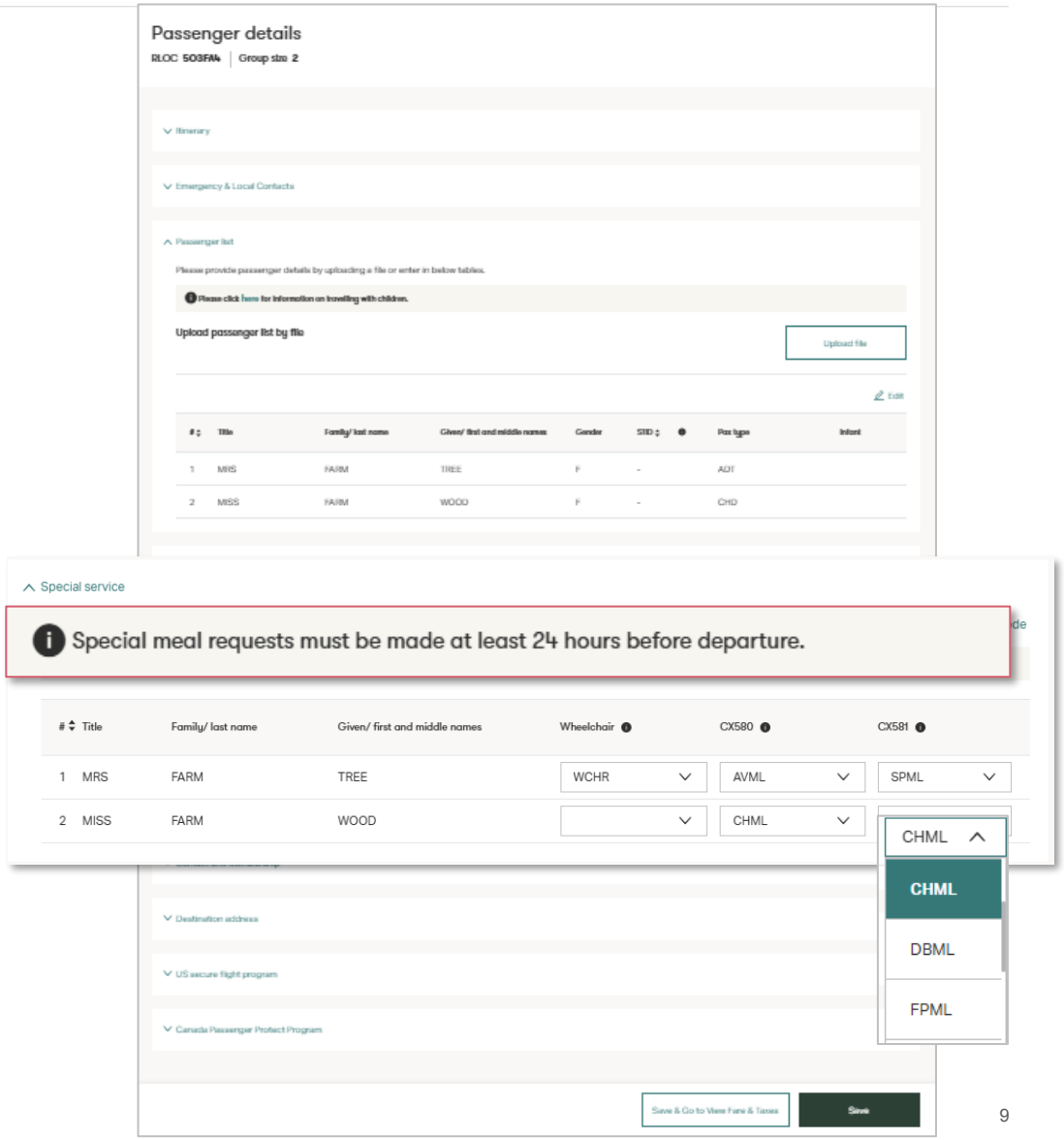
Special Service includes **Special Meal** and **Wheelchair** requests.

STEP 1

- Go to **Passenger Details** → **Special Service**.

STEP 2

- Select **Edit** for the relevant passenger and update the required service. Select **Save**.



Manage Contact and Membership (add / edit)

Passenger Contact

STEP 1

- Go to **Passenger Details → Contact and Membership**.

STEP 2

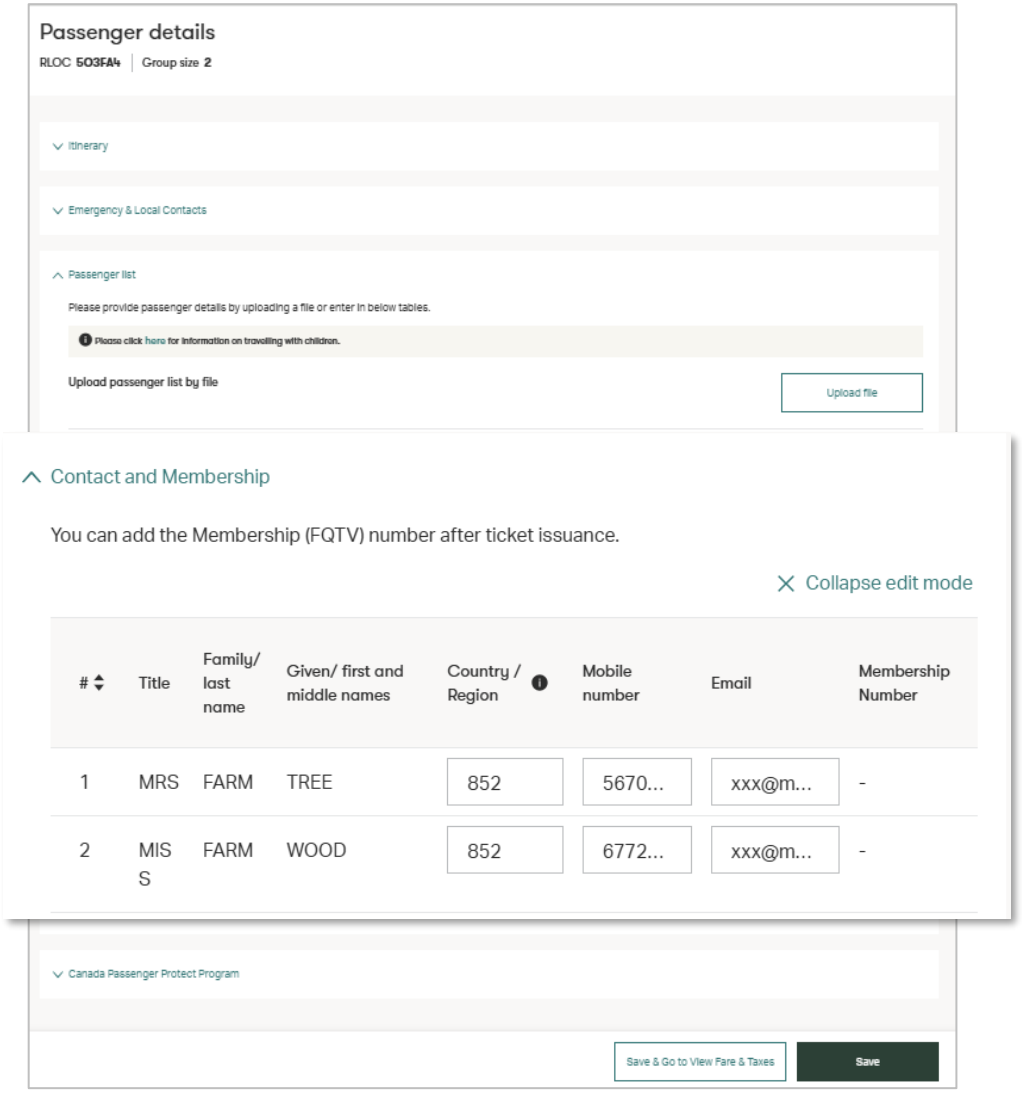
- Add or update the required passenger contact details. Select **Save**.

⚠ IMPORTANT

For bookings with a **UAE** or **U.S**. city as the destination, enter both a **mobile number** and **an email address** for each passenger.

💡 TIP

You can **add or update a passenger's FQTV number after successful ticketing**.

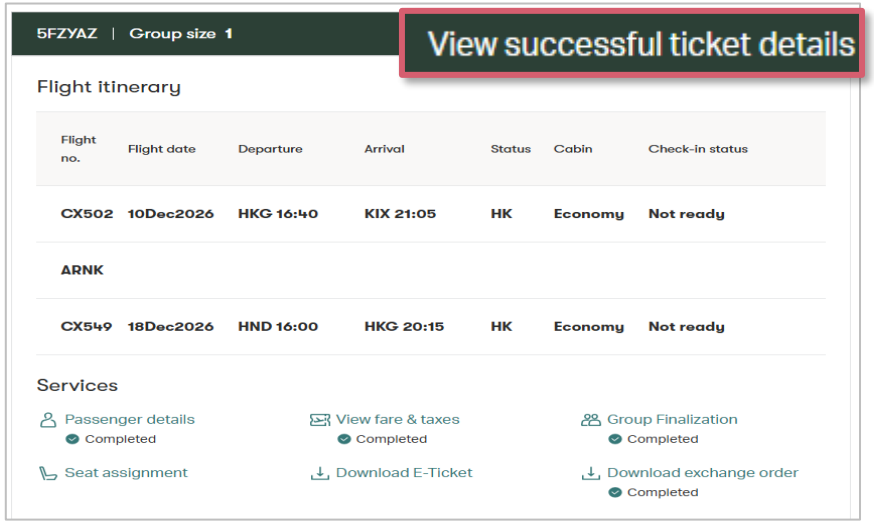


Manage Contact and Membership (add / edit)

Membership (FQTV)

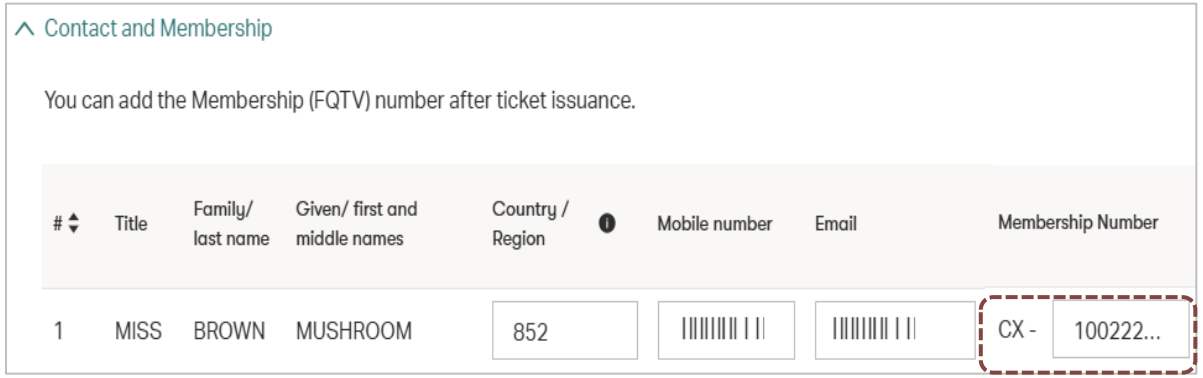
STEP 1

- Go to **Passenger Details → Contact and Membership**.



STEP 2

- Add or update the required passenger membership number. Select **Save**.



⚠ IMPORTANT

The passenger's FQTV number can only be added or updated after the booking has been ticketed