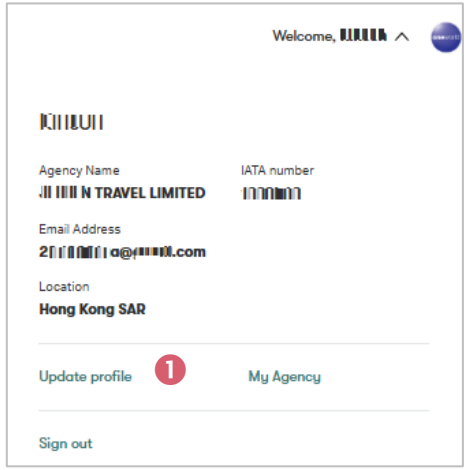
Manage Group Booking Email Notification

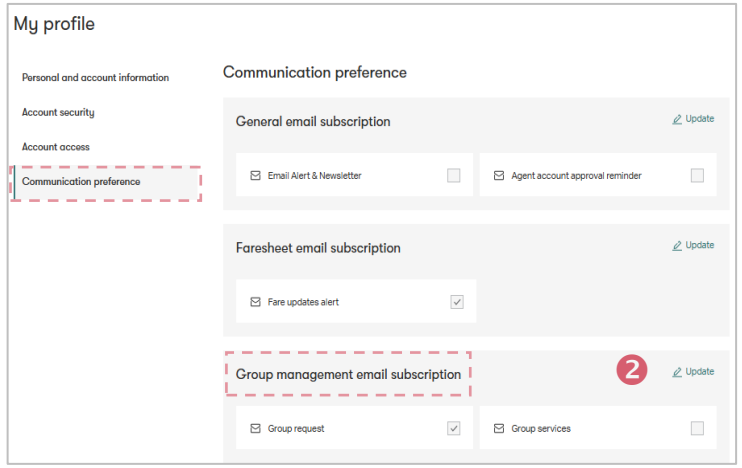
- **Receive Notifications for All Group RLOCs**
- **Receive Notifications for Selected RLOCs**
- **Register RLOC(s) for Flight Notifications**
- **View & Search Registered RLOCs**
- **Unregister RLOC(s) from Flight Notifications**
- **Email Notifications Types**

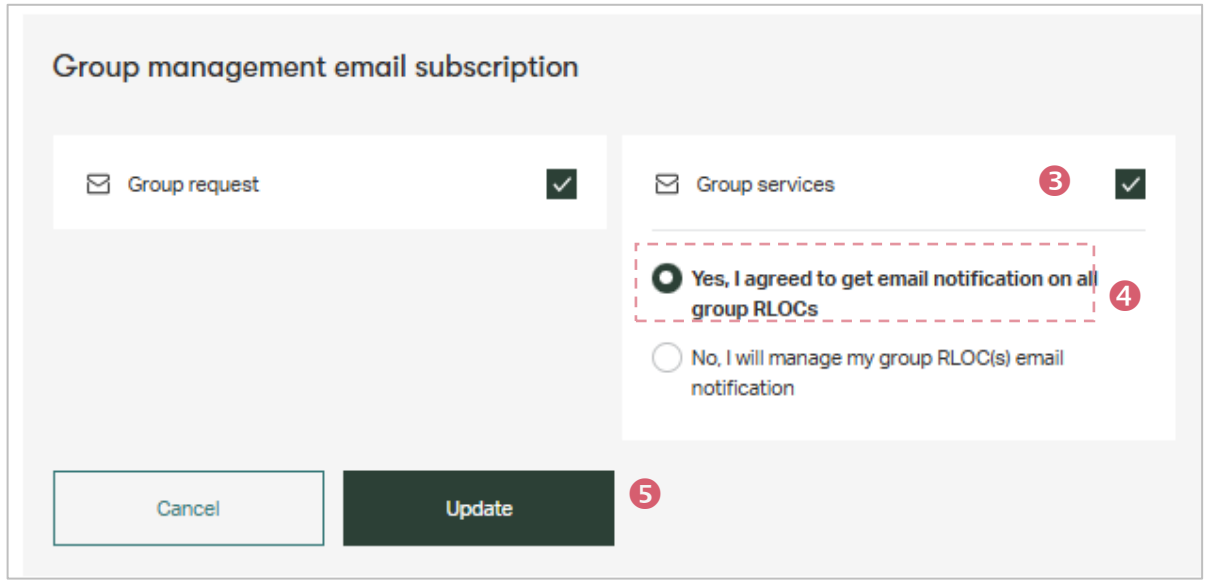
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Last updated: Nov 2026

Receive Notifications for All Group RLOCs







1 Go to profile and select Update profile

2 Go to Communication preference > Group management email subscription, then select Update.

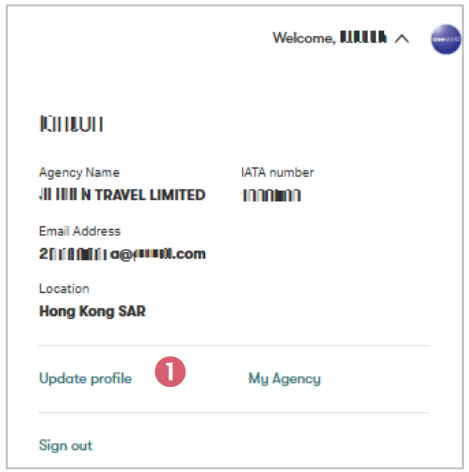
3 Checked the Group service checkbox.

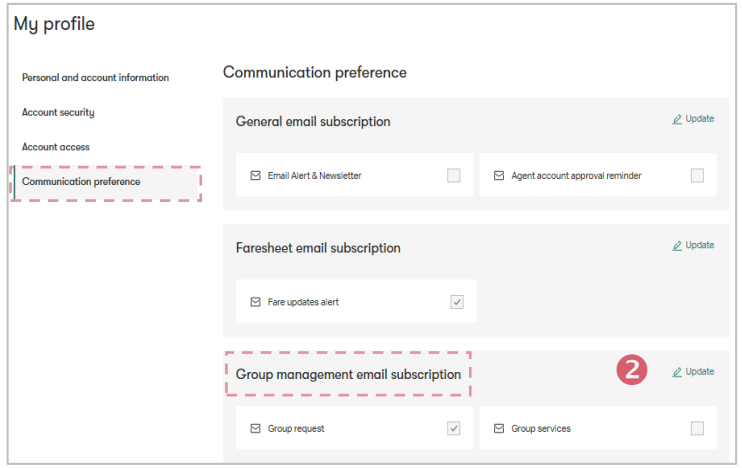
4 Select Yes, I agreed to get email notification on all group RLOCs

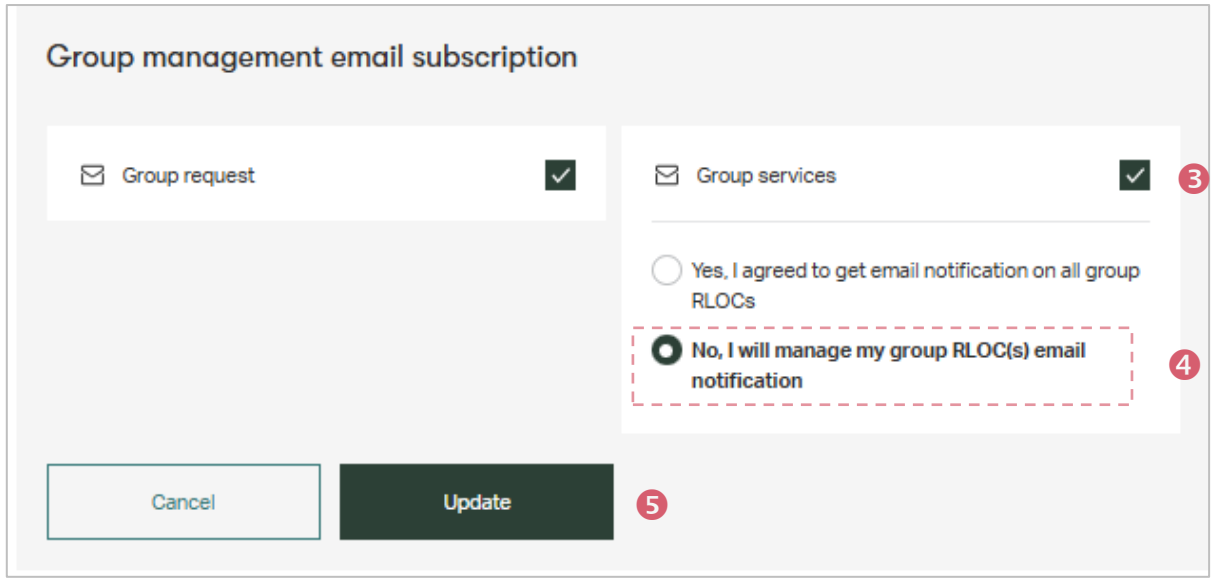
5 Click Update to save the changes/

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Receive Notifications for Selected RLOCs







1 Go to profile and select Update profile

2 Go to Communication preference > Group management email subscription, then select Update

3 Select the Group service checkbox.

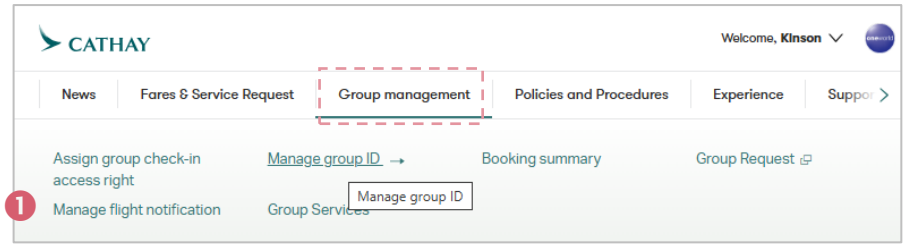
4 Select No, I will manage my group RLOC(s) email notification.

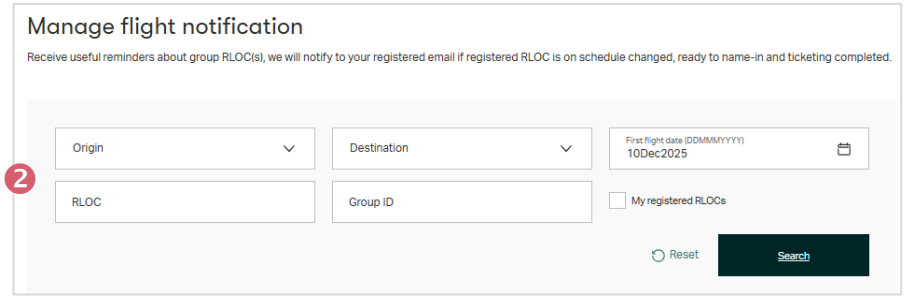
5 Select Update to save your changes.

Register the required RLOC(s) on the Manage Flight Notification page. See the next page for instructions.

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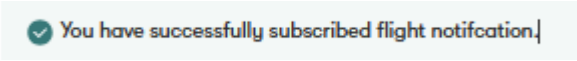
Register RLOC(s) for Flight Notifications







Response if transaction completed:



1 Click on **Group management** > Manage flight notification

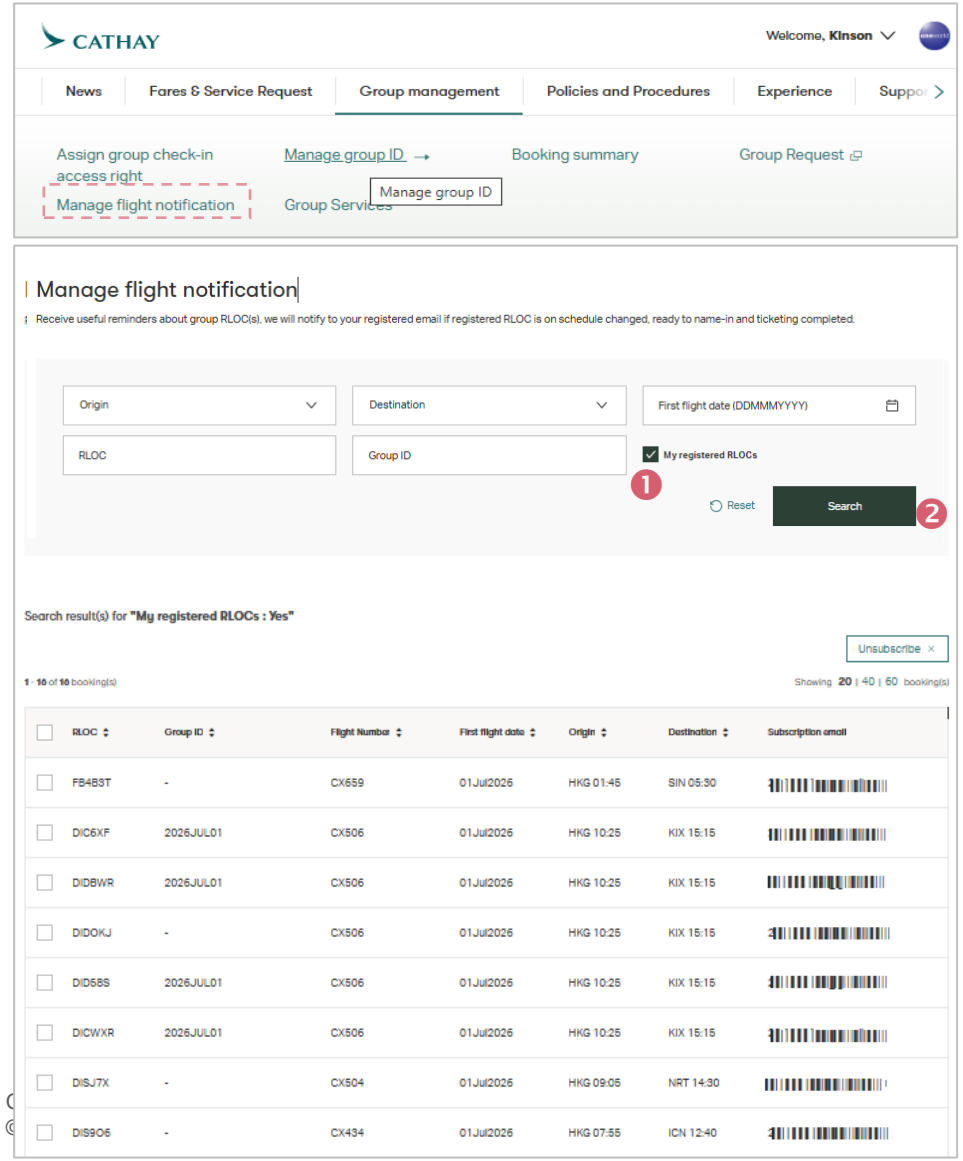
2 Search for the RLOC(s) using the available search options.

3 Select **All** or select the required RLOC(s) from the search results.

4 Select **Subscribe** to receive group-related email notifications for the selected RLOC(s).

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View and Search Registered RLOCs



1. Go to **Group management** > **Manage flight notification**.
2. Select **My registered RLOCs**, then select **Search**.

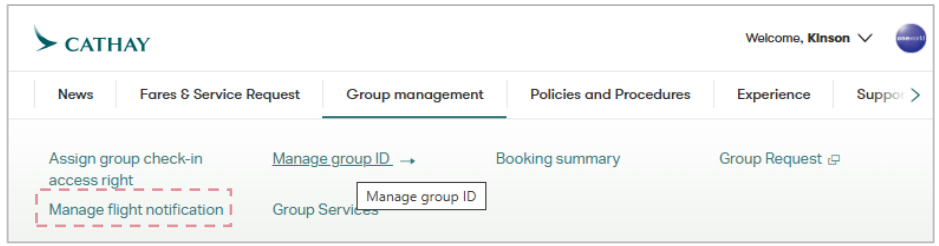
View and Search Registered RLOCs

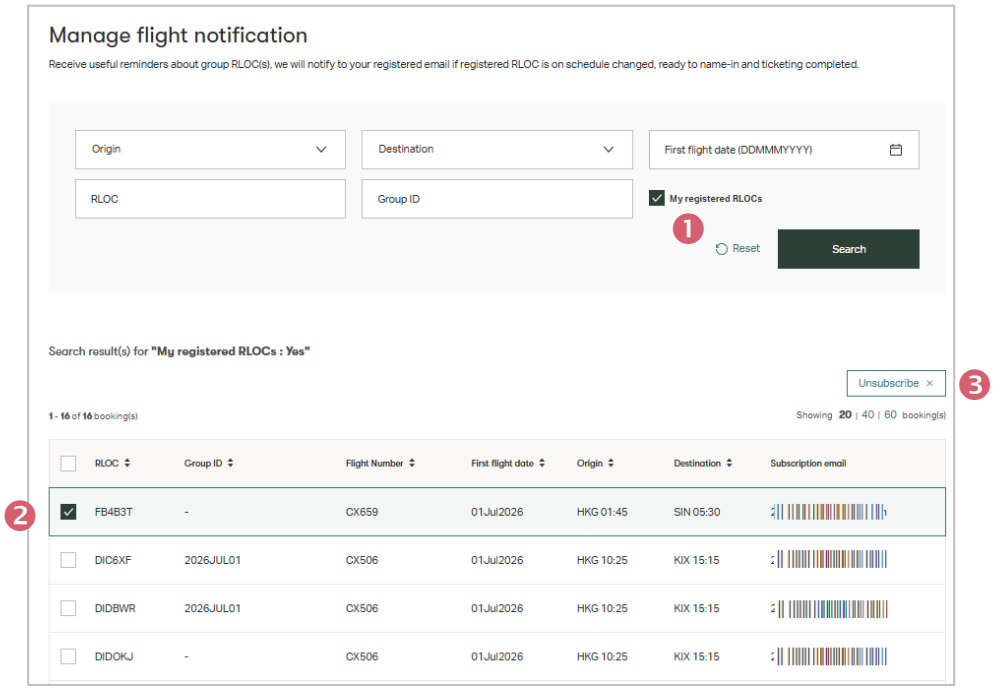
Each RLOC can accommodate up to 5 users wishing to subscribe. Check box closed when subscription is full

	RLOC	Group ID	Flight Number	First flight date	Origin	Destination	Subscription email
☐	FB4B3T	-	CX659	01Jul2026	HKG 01:45	SIN 05:30	userone@mail.com usertwo@mail.com userthree@mail.com userfour@mail.com userfive@mail.com
☐	DIC6XF	2026JUL01	CX506	01Jul2026	HKG 10:25	KIX 15:15	userone@mail.com

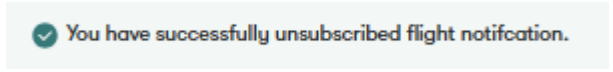
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Unregister RLOC(s) from Flight Notifications





Response if transaction completed:



1. Go to **Group management** > **Manage flight notification**. Select **My registered RLOCs**, then select **Search**.
2. Select the checkbox for the required RLOC(s).
3. Select **Unsubscribe**.

⚠ **IMPORTANT**

If a user **removes *Group Services* access rights** by travel agency advanced user or Cathay Pacific Admin user, all email subscriptions will be deleted in the same transaction, and the user will no longer receive any group related email notifications.

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Email Notification Types

OLGM related email notifications	Description
Booking ready for submitting passenger details	Sent **14 and 7 days** before the first flight departure when passenger details have not been completed.
Ticket issuance completed	Sent when ticket issuance is completed.
Flight schedule change	Sent when the flight schedule changes.

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