

Hi [Client's First Name],

Your Virgin Voyages cruise is just around the corner — it's time to complete your **online check-in** so you can board like the VIP you are!

Online check-in opens **45 days before your voyage** and must be completed **no later than 24 hours prior to departure**.

Follow the simple steps below to get cruise-ready and unlock all your onboard perks:

Step 1: Download the Virgin Voyages App

This is **the most important step** — everything you need will live in the **Virgin Voyages App**.

👉 Download for iPhone or Android here:

<https://www.virginvoyages.com/our-journey/virgin-voyages-app>

Use the app to check in, view your boarding pass (called the **Virgin Voyages Pass**), plan your activities, make dining reservations, and more!

Step 2: Sign In or Create Your Account

Open the Virgin Voyages App and:

- Sign in with your Virgin Voyages account email

- If you don't have one, tap "**Create Account**" and follow the prompts
- Use the same email that was used to book your cruise

Step 3: Link Your Booking

Once logged in:

- Tap "**My Sailings**"
- Enter your **Booking Number**: [INSERT BOOKING NUMBER]
- Confirm your voyage details

Step 4: Complete Check-In

You'll be prompted to complete the following:

-  Personal Info & Passport Details
-  Emergency Contact Info
-  Security Photo Upload
-  Payment Method for Onboard Charges
-  Choose Your Boarding Time

Once each section is filled out, your check-in will be confirmed and you'll unlock your **Virgin Voyages Pass** in the app.

Step 5: Pack & Prepare for Adventure

No need to print anything — your boarding pass and luggage tags are **digital** and available in the app. Just bring your passport, the app on your phone, and your sense of adventure!

Need help with the app or check-in? I'm just an email or call away — happy to walk you through it.

Wishing you a voyage full of sunshine, sea views, and unforgettable memories!