

Selecting Seat Assignments

You can select seat assignments both at time of booking and as a modification to an existing reservation based on the type of airfare. This feature is available for carriers that offer this service through the ALG Vacations® reservation engine and may not be available for some carriers including ticketless carriers such as Southwest Airlines or flights operated by codeshare partner airlines.

Selecting Seats at Time of Booking

Scheduled Flights

1. In the flight availability panel, you can preview the seat map to get an early indication if the seat assignments your clients seek are available. Select **Preview Seat Map** to display availability.

American Airlines		11:23 AM SJD 18NOV23	3:06 PM DFW 18NOV23	Nonstop Travel time: 2hr 43min
Fare Type Published Fare	Flight Information MAIN CABIN - N - #2432		Price +\$50.00 = \$1,232.56 or Pay Monthly from \$57/mo ⓘ 0% APR Also Available	
	Preview Seat Map		Select	

2. Once all of your vacation components are selected and you are ready to checkout, in the **Itinerary Tools** panel, click the **Select Seat Assignments** button to open the seat maps.

Flight # 2647
DFW - SJD

American Airlines Flight #2647
Departs DFW 11Nov2023 at 10:17 AM
Arrives SJD 11Nov2023 at 12:26 PM

↑ Front of Plane ↑

	A	B	C	D	E	F	
8	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	8
9	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	9
10	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	10
11	Exit Row	Exit Row	Exit Row	Exit Row	Exit Row	Exit Row	11
12	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	12
13	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	13
14	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	14
15	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	15
16	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	16
17	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	17
18	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	18
19	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	19
20	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	20
21	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	21
22	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	22
23	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	23
24	Exit Row	Exit Row	Exit Row	Exit Row	Exit Row	Exit Row	24
25	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	25
26	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	26
27	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	27
28	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	28
29	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	29
30	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	30
31	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	31
32	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	32
33	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	33
34	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	34
35	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	35
36	Occupied	Occupied	Occupied	Occupied	Occupied	Occupied	36

↓ Rear of Plane ↓

Legend:
 Occupied Seat (Blue icon)
 Available Seat (Grey icon)
 Exit Row Seat (Yellow icon)
 Wing Seat (Light Grey icon)

3. Select the radio button next to the first passenger's name and then click on their seating preference. Do the same for each passenger and each flight leg on the itinerary and then click the **Save** button below the seat map. Each seat selection will appear next to each person's name and the seat will display the passenger's number.
4. Once seats are saved, they will display in the Itinerary Tools panel. Continue checkout to complete the reservation.

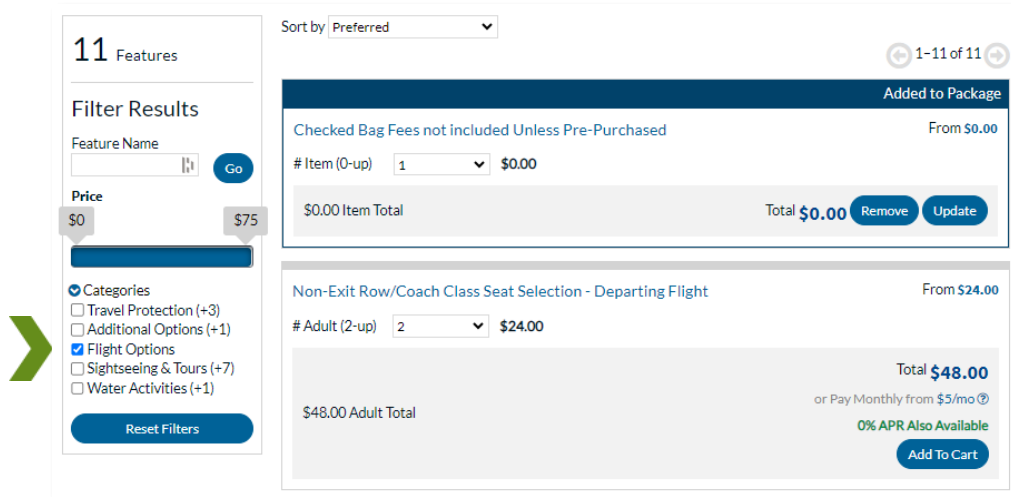


Anytime you notice a pending seat assignment after booking, please check the airline website to confirm the seats. VAX verifies the seats through the GDS, to the airlines system and back to VAX to confirm. The face of the booking does not always automatically update, and in these instances, our contact center will need to be contacted to manually pull the seats through to show on the face of the reservation. Please use the Click to Chat, Click to Email or Click to Call options when contacting Customer Support.

Exclusive Nonstop Vacation Flights

If the flights you've selected are designated with a red, circled "C" and are in coach class Z, you are booking our Exclusive Nonstop Vacation Flights (ENVF's).

1. You must first add a seat feature to the itinerary. Within the **Features** availability panel, check **Flight Options** in the **Filter Results** column to display available seat features.



The screenshot shows the 'Features' availability panel. On the left, a sidebar titled '11 Features' contains a 'Filter Results' section with a 'Feature Name' search bar, a 'Price' range from \$0 to \$75, and a list of categories: 'Travel Protection (+3)', 'Additional Options (+1)', 'Flight Options' (checked), 'Sightseeing & Tours (+7)', and 'Water Activities (+1)'. A green arrow points to the 'Flight Options' checkbox. The main panel shows 'Sort by: Preferred' and '1-11 of 11' items. The first item, 'Checked Bag Fees not included Unless Pre-Purchased', is 'Added to Package' and costs '\$0.00'. The second item, 'Non-Exit Row/Coach Class Seat Selection - Departing Flight', is priced at '\$24.00' for 2 adults. The total for this item is '\$48.00', with a note '0% APR Also Available' and an 'Add To Cart' button.

Note:

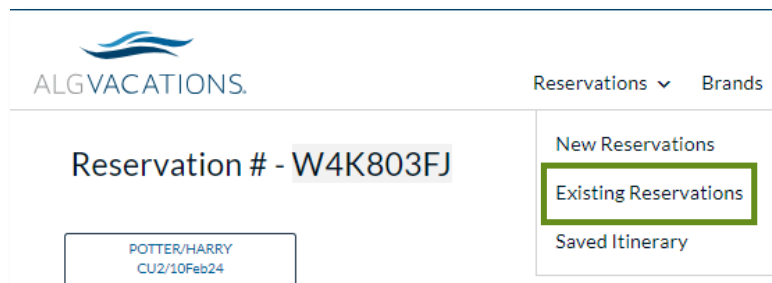
If seat features are not available in the Features panel, then the airline does not offer seat selection in VAX.

2. Add your clients' preferred selections to their cart and then proceed to the checkout page.
3. Enter the required information in the **Passenger Information** panel. Passenger details must be entered before you can choose seats.
4. Follow steps 2-4 in the previous **Scheduled Flights** section to select and save seat selections.

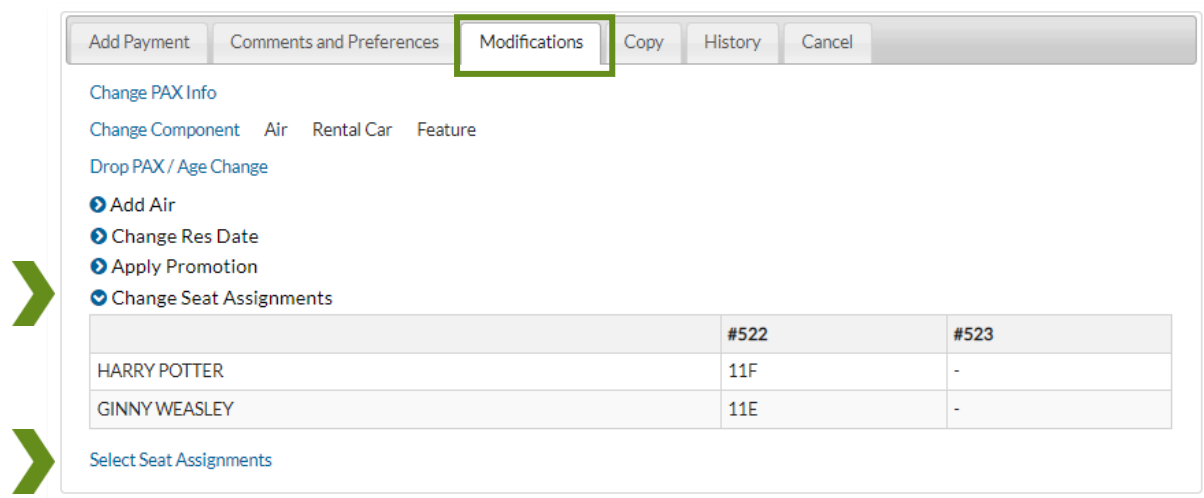
Adding Seat Assignments in a Booked Reservation

Scheduled Flights

1. Open the reservation by clicking **Existing Reservations** in the **Reservations** drop-down.



2. Scroll down the page to the Itinerary Tools panel and click on the **Modifications** tab. Click the arrow next to **Change Seat Assignments**, and then click the **Select Seat Assignments** link.



3. Select the radio button next to the first passenger's name and then click on their seating preference. Do the same for each passenger and each flight leg on the itinerary and then click the **Save** button below the seat map. Each seat selection will appear next to each person's name and the seat will display the passenger's number.
4. Once seats are saved, they will display in the Itinerary Tools panel. To change a seat assignment selection, simply click on the **Select Seat Assignments** link below the passenger names and select the seats from the seat map and then click the **Change** button.

Itinerary Tools Comments and Preferences Special Service Requests Internal Comments Seat Assignments	
	#1324
RON WEASLEY	26F
HERMIONE GRANGER	26E

Flight # 1324
 DFW - SJD

Flight # 1324
 SJD - DFW

American Airlines Flight #1324
 Departs DFW 11Nov2023 at 7:08 AM
 Arrives SJD 11Nov2023 at 9:18 AM

Select a passenger, then select a seat for them in the map below.

☒ RON WEASLEY - Adult
☐ HERMIONE GRANGER - Adult

↑ Front of Plane ↑

	A	B	C	D	E	F	
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
16							16
17							17
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26							26
27							27
28							28
29							29
30							30
31							31
32							32
33							33

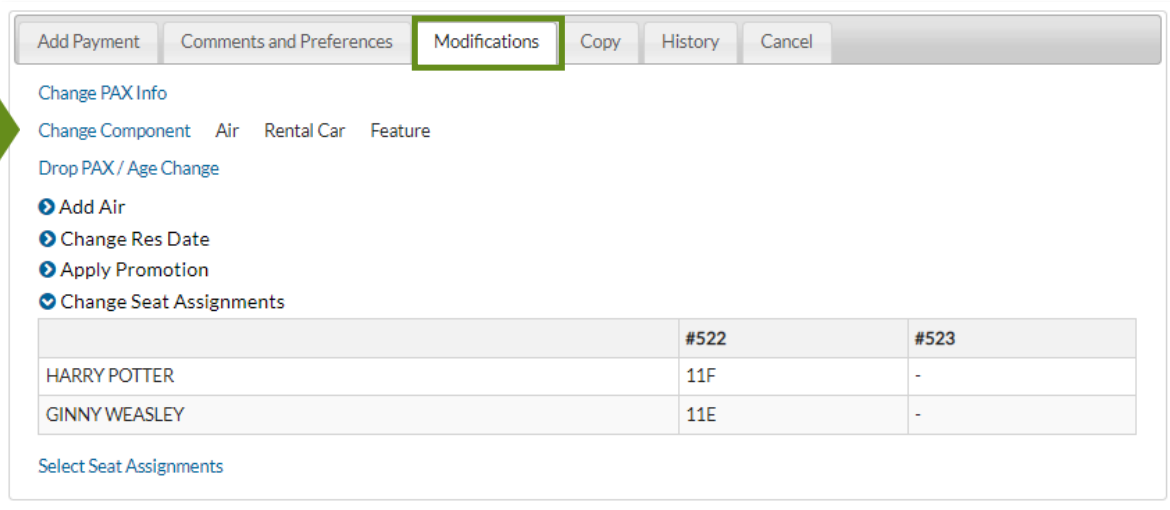
↓ Rear of Plane ↓

☒ Occupied Seat
☐ Available Seat
☐ Exit Row Seat
☐ Wing Seat

Exclusive Nonstop

Vacation Flights

1. Open the existing reservation as normal. Before selecting seats for ENVF flights, you must add a feature to the itinerary. Scroll down the page to the Itinerary Tools panel and click on the Modifications tab. Click the **Change Component** link to re-open the itinerary.



Modifications

Change PAX Info

Change Component Air Rental Car Feature

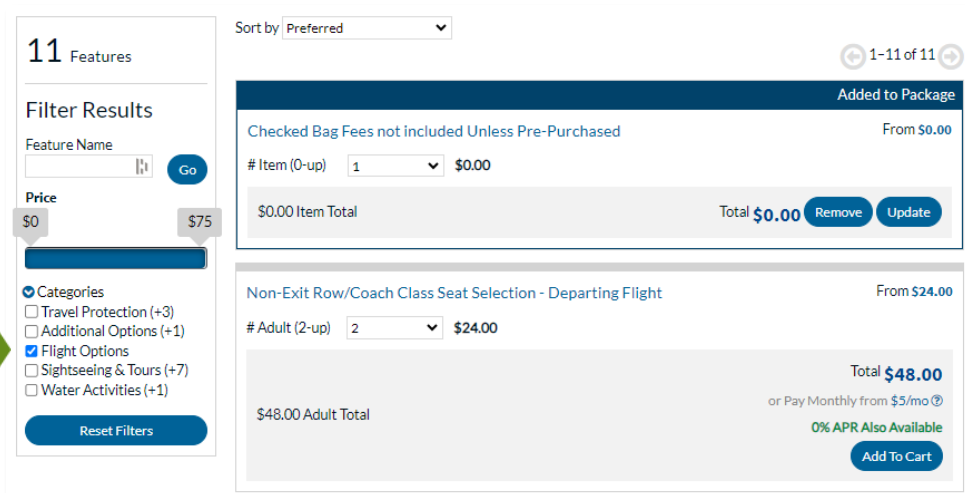
Drop PAX / Age Change

☒ Add Air
☐ Change Res Date
☐ Apply Promotion
☒ Change Seat Assignments

	#522	#523
HARRY POTTER	11F	-
GINNY WEASLEY	11E	-

Select Seat Assignments

- Within the Features availability panel, check Flight Options in the Filter Results column to display available seat features.



11 Features

Sort by Preferred

1-11 of 11

Filter Results

Feature Name

Price

\$0 \$75

☒ Categories
☐ Travel Protection (+3)
☐ Additional Options (+1)
☒ Flight Options
☐ Sightseeing & Tours (+7)
☐ Water Activities (+1)

Reset Filters

Added to Package

Checked Bag Fees not included Unless Pre-Purchased From \$0.00

Item (0-up) 1 \$0.00

\$0.00 Item Total Total \$0.00 Remove Update

Non-Exit Row/Coach Class Seat Selection - Departing Flight From \$24.00

Adult (2-up) 2 \$24.00

\$48.00 Adult Total

Total \$48.00

or Pay Monthly from \$5/mo

0% APR Also Available

Add To Cart

- Add your clients' preferred selections to their cart and then proceed to the checkout page.
- Verify your changes and then click the **Complete Itinerary Change** button. A warning message will display alerting you that a seat assignment add-on has been purchased for the reservation.

⚠ A SEAT ASSIGNMENT ADD-ON WAS PURCHASED FOR THIS RESERVATION, HOWEVER WE CURRENTLY DON'T SHOW SEAT ASSIGNMENTS ASSOCIATED WITH THIS BOOKING. PLEASE GO TO "MODIFICATIONS" AND CHOOSE "CHANGE SEAT ASSIGNMENTS" THEN "SELECT SEAT ASSIGNMENT". YOU WILL BE TAKEN TO THE SEAT ASSIGNMENT SELECTION MAP TO UPDATE THIS RESERVATION.

- Follow steps 2-4 in the previous **Scheduled Flights** section to select and save seat selections.

Important Highlights

Some Exclusive Nonstop Vacation Flight seating options are set to party size (if one traveler purchases it, all travelers on the itinerary must also purchase it). When selecting these seats, pay attention that you're choosing a proper row. Applicable rows are identified in the seat feature description.

Federal Regulations require that exit row seats only be occupied by persons 15 years and older. Persons younger than 15 will be moved to another available seat before departure.

Norwegian Air flights have specific rows designated for adults traveling with lap children (a child or infant under the age of 2 who ride on the lap of an adult). If your client is traveling with a lap child, please select the seat feature: **Coach traveling with infant**.

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