

Group Movement Advice (GMA)

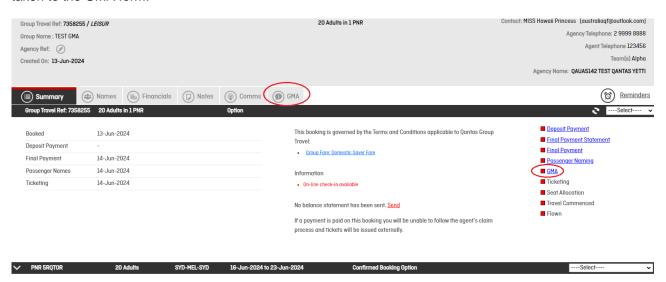
A Group Movement Advice is a mandatory requirement that provides the Qantas Group Sales team with specific information relating to your group's travel requirements. This information is then forwarded to the relevant airports so they are fully aware of your groups needs and can prepare in advance for any special requirements which need to be catered for.

It is mandatory for the GMA to be completed for all bookings before ticketing can be actioned, whether ticketing within the website or claiming in the GDS.

The GMA can be completed at any time throughout the booking lifecycle, however the following prompt will be received at the time of ticketing, if the GMA has not yet been completed.



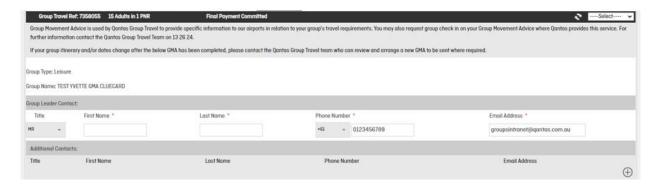
The GMA can be completed by selecting the GMA tab or the GMA traffic light hyperlink. If completing at the time of ticketing, simply click the 'Complete GMA' button shown in the image above to be taken to the GMA form.



Information to be completed for the GMA is as follows-

- Type of Group pre-populated by the website
- Group Name prepopulated by the website
 - Group Leader Contact Mandatory
 - o First Name and Last Name free format
 - Phone Number and Email Address pre-populated from the emergency contact details used at booking creation. These can be updated with different details, if required.
 - Option to add additional contact details, if required this can be used where there are multiple departure airports





Group Check In Required

- You must select either Yes or No.
 - When Yes is selected, it is mandatory for the agent to enter the estimated time of arrival at the airport



When No is selected, an additional field will display to select whether the group requires online check-in. The agent must select either Yes or No.
Important Note, this field will display regardless of whether online check-in is applicable for the booking (group type or enabled for your agency). Only select Yes for an applicable group type or if your agency has online check-in enabled.

Group Check In			
Would you like to request group check in?○ Yes			
Group check in is only available at Adelaide, Brisbane, Canberra, Cairns, Melbourne, Perth and Sydney Domestic Airports. Requests are subject to operational requirements and all passengers are required to check in at the same time			
s your group utilising online check-in? 🔿 Yes 🔞 No *			
Check-in facilities are limited at Qantas Australian domestic airports, we suggest if your group is not using or eligible for online check-in, that Group check-in is requested for your group.			

Baggage

- Is the group travelling with more than the checked baggage allowance you must select either Yes or No
 - When Yes is selected, an additional field will display to select whether the additional baggage allowance has been confirmed with Qantas Group travel team. You must select either Yes or No, and if selecting yes, ensure you have advised the Group travel team of your groups requirements.
 - If Yes is selected, an additional field will display for the descripiton of the baggage required (e.g suitcase, sporting, musical or other) plus the number of pieces or kgs – free format



Mobility Aids

- Will the group be travelling with any mobility aids you must select either Yes or No.
- When Yes is selected, the number of Mobility Aids field/s becomes mandatory and the number must be entered followed by the description.





A reminder is displayed of the importance to include Infant and Children information, noting an explanation of the requirement to advise of any Young Passengers aged between 12 and 15, per above.

- Infant and Children Information pre-populated by the website.
- Young Passengers mandatory
- Additional Airport Information free format

This field allows you to complete any additional information if applicable e.g. VIP passengers - Optional & free format

Airline Additional Information:	N
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To save the information, check the tick box to advise the information is true and correct, then click 'Add GMA'-



The completed GMA will then be reviewed by the Qantas Groups Sales team who may contact you if any further information or clarification is required.

Editing a GMA

The GMA can be edited; however, it is important to contact the Qantas team to advise a change has been made to the GMA and for a new one to be set up or resent.

- If selecting the Clear option, all information will be removed and needs to be re-entered and saved.
- If editing is required on only a portion of the GMA, then change the information where needed and select the Update option. The GMA can be edited at each step to provide any updated information required.

