

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.

Group Travel Ref: 7358255 / LEISUR
Group Name : TEST GMA
Agency Ref:
Created On: 13-Jun-2024

20 Adults in 1 PNR
Contact: MISS Hawaii Princess (australiaqf@outlook.com)
Agency Telephone: 2 9999 8888
Agent Telephone 123456
Team(s) Alpha
Agency Name: QAU45142 TEST QANTAS YETI

Summary
Names
Financials
Notes
Comms
GMA
Reminders

Group Travel Ref: 7358255 20 Adults in 1 PNR Option

Booked	13-Jun-2024
Deposit Payment	-
Final Payment	14-Jun-2024
Passenger Names	14-Jun-2024
Ticketing	14-Jun-2024

This booking is governed by the Terms and Conditions applicable to Qantas Group Travel:
• [Group Fare: Domestic Saver Fare](#)
Information
• On-line check-in available
No balance statement has been sent. [Send](#)
If a payment is paid on this booking you will be unable to follow the agent's claim process and tickets will be issued externally.

[Deposit Payment](#)
[Final Payment Statement](#)
[Final Payment](#)
[Passenger Naming](#)
[GMA](#)
[Ticketing](#)
[Seat Allocation](#)
[Travel Commenced](#)
[Flown](#)

PNR 5RQTOR 20 Adults SYD-MEL-SYD 16-Jun-2024 to 23-Jun-2024 Confirmed Booking Option ----Select----

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**
 - 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 Travel Ref: 7358055 15 Adults in 1 PNR Final Payment Committed

Group Movement Advice is used by Qantas Group Travel to provide specific information to our airports in relation to your group's travel requirements. You may also request group check in on your Group Movement Advice where Qantas provides this service. For further information contact the Qantas Group Travel Team on 13 26 24.

If your group itinerary and/or dates change after the below GMA has been completed, please contact the Qantas Group Travel team who can review and arrange a new GMA to be sent where required.

Group Type: Leisure

Group Name: TEST YVETTE GMA CLUECARD

Group Leader Contact:

Title	First Name *	Last Name *	Phone Number *	Email Address *
MR			+61 0123456789	groupsintranet@qantas.com.au

Additional Contacts:

Title	First Name	Last Name	Phone Number	Email Address
(+)				

- 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

Group Check In

Would you like to request group check in? ☒ Yes ☐ No * [\[Domestic Airport Guides for Groups\]](#)

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.

Estimated Arrival Time at Departure Airport (minutes) * *For domestic flights within Australia, we recommend you arrive 90 - 60 minutes prior to departure.*

- 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 ☒ No * [\[Domestic Airport Guides for Groups\]](#)

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.

Is 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 description of the baggage required (e.g suitcase, sporting, musical or other) plus the number of pieces or kgs – free format

Baggage

Is the group travelling with more than the checked baggage allowance? ☒ Yes ☐ No * [\[Baggage Allowance\]](#)

Have you paid or requested any additional baggage allowance and confirmed this with the Qantas Group Travel Team? ☒ Yes ☐ No *

Description of baggage (e.g. suitcase, sporting, musical or other):

How much additional baggage (include pieces or kgs, depending on your itinerary) will the group be travelling with?:

- 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.

Mobility Aids
Is the group travelling with mobility aids? ☒ Yes ☐ No *

① We automatically take Infant and Children information from the booking. In addition we also require the number of Young Adults aged between 12 and 15 to be entered below. This ensures the correct weight and balance is allocated to an aircraft.

PNR Reference	Infants	Children / Infants with Seats (0-11 years old)	Young Adults ** (12-15 years old)	Adults	No Of Mobility Aids	Description & Number of Mobility Aids <small>For any PNR below with no mobility aids required, please enter 0.</small>
GC9LDW	0	0	<input type="text" value="1"/>	9	<input type="text" value="2"/>	Hearing Aid

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:

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

☐ Please acknowledge the information provided is true and correct.

Clear

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.

☐ Please acknowledge the information provided is true and correct.

Clear

Update