

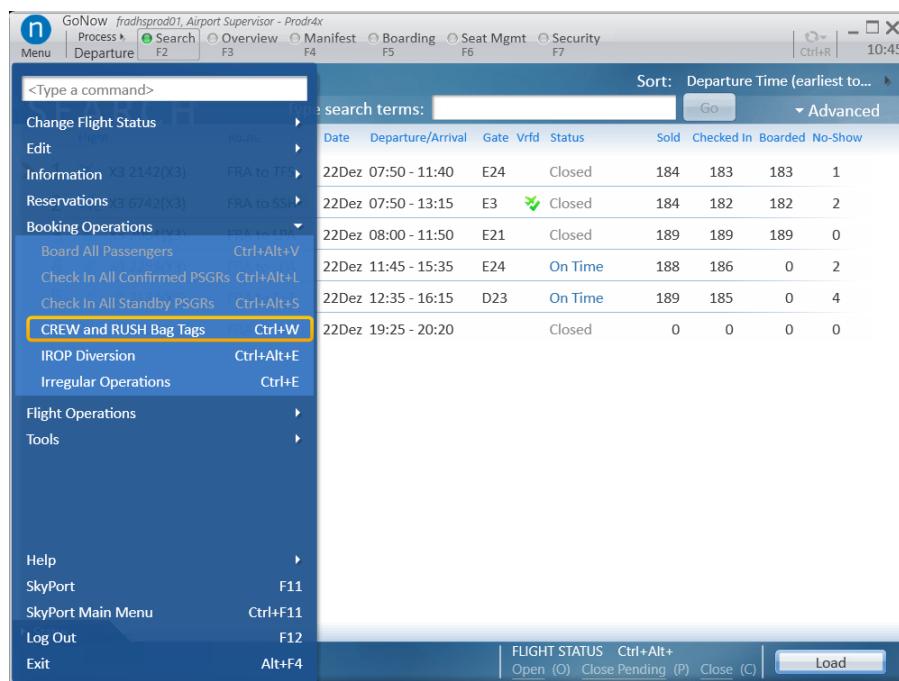


Topic: Crew Bags in GoNow

Dear all,

In the event that TUI crew would like to check in bags, they must be added to the system so a tag will be printed. In addition, the TRC must be informed about any crew bags checked in. See below for the detailed procedure:

Step 1: Click “Menu” and navigate to “Booking Operations” – “CREW and RUSH Bag Tags”

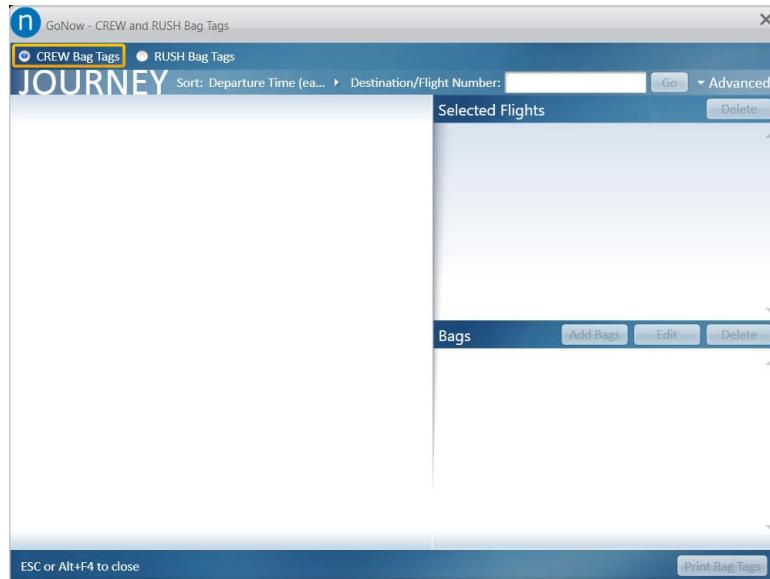




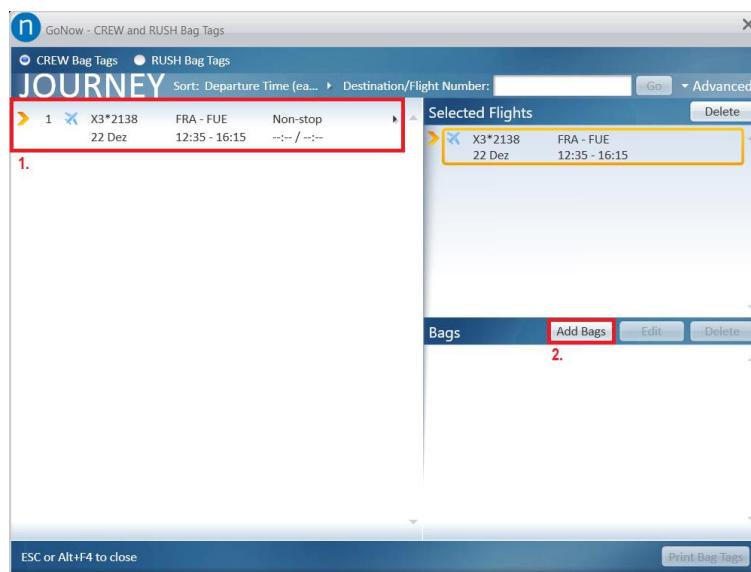
READ AND SIGN

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Step 2: The “CREW and RUSH Bag Tags” window will open. Select “CREW Bag Tags” on the top left. On the right side type the flight number or use the “Advanced” dropdown menu to find the correct flight.



Step 3: Double click the correct flight on the left. The flight will be displayed under “Selected Flights.” Then click “Add Bags.”

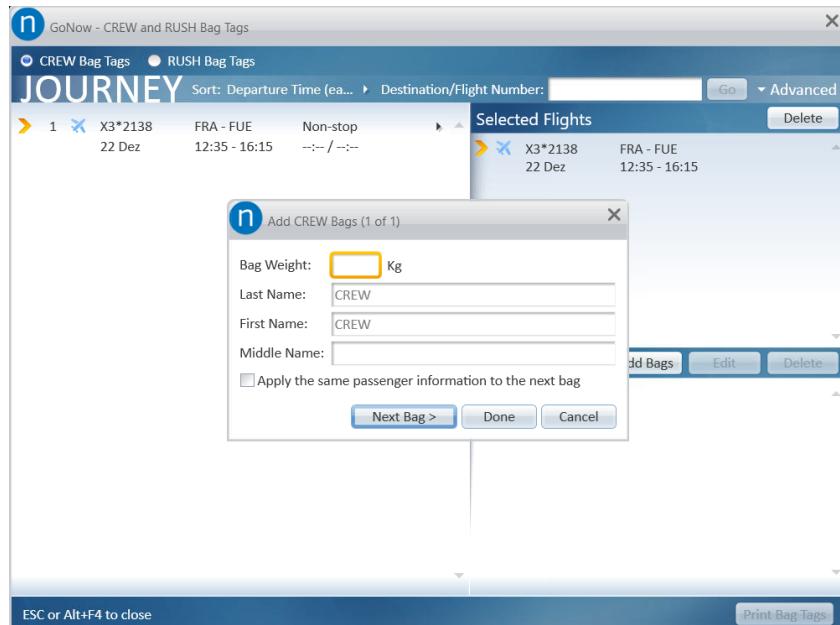




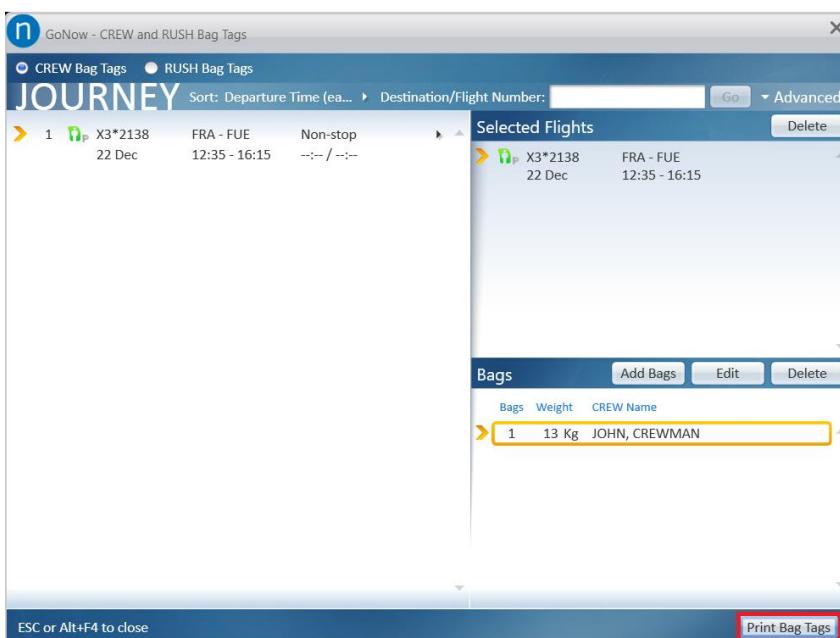
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Step 4: In the popup enter the weight of the bag and the crew member's name. Select "Next Bag" if there are additional crew bags. Otherwise select "Done." The bags will appear in a list.



Step 5: Select "Print Bag Tags" on the bottom right and the tags will be printed.



Step 6: Inform the TRC of the number of crew bags to expect on position.