

Group Optimizer

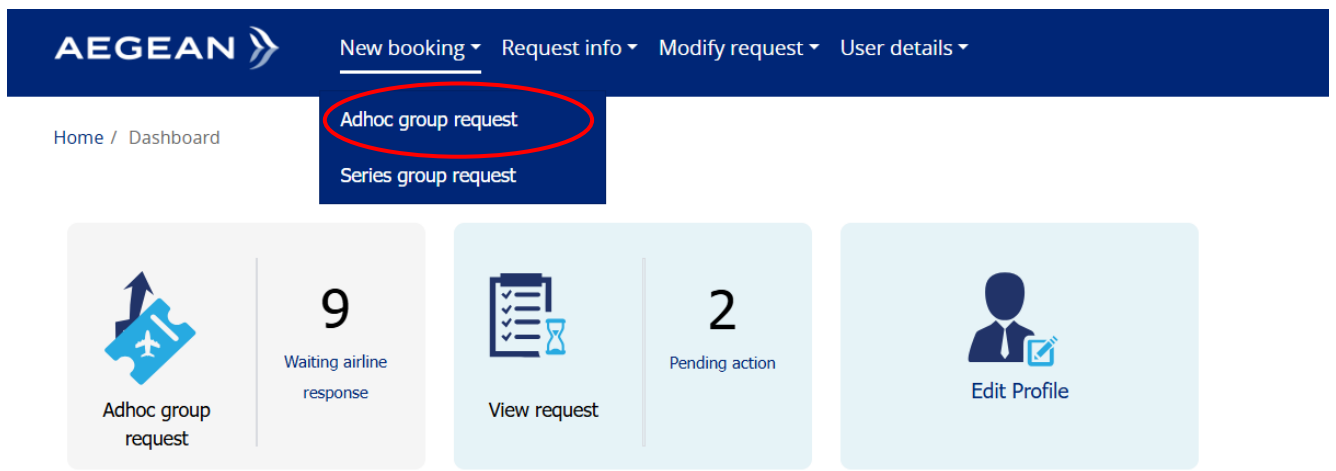
Ad - hoc

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1. Create an ad hoc request

Click on **New booking** and select **Ad hoc group request** from the dropdown menu.



Fill in all the mandatory fields, Minimum pax per group request is 10.

Home / Adhoc group request

Adhoc group request

Group name *

One-way
 Round-trip
 Multi-city

Origin *



Destination *

Departure date *

Return date *

No of pax *

Expected fare / pax (Taxes included) *

EUR	Expected fare / pax
-----	---------------------

Cabin *

Group category *

Flexible on dates

Remarks

Submit

2. Ad hoc in fare quoted status

After submitting a request, evaluation is pending. The new ad hoc request is evaluated (fare quoted or rejected) by airline.

To view the relevant offer or the rejection reason, track the specific id (Request info -> View request, clear filters) and click on **View details**.

AEGEAN New booking ▾ Request info ▾ **Modify request ▾** User details ▾

Home / Search group request / View request

Search group request

Group name: Request id: Status: Requests from: Requests to: [Advanced search](#) [Clear](#)

[View request](#)

Clear the filters and search for the specific id or search using advanced search filters.

Group name: Request id: Status: Requests from: Requests to: [Advanced search](#) [Clear](#)

[View request](#)

Group details ▾ Flight details ▾ Request details ▾ Status

Last updated on : 17-Apr-2026 14:24

TA BASIC M GRP367972 Adhoc	ATH → SKG 18-Sep-2026, A3-102 SKG → ATH 20-Sep-2026, A3-115	15 pax (15A) Fare requested : EUR 100.00 (Requested date : 17-Apr-2026 14:22)	Fare Quoted (Valid till : 27-Apr-2026 14:24)	View details View history
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Click on **view details** and the request id page will open:

Agent request

Adhoc Round-trip ATH → SKG | SKG → ATH

Request id : GRP367972

Group name : TA BASIC M

Group category : Leisure

Requested by : pantatosaki@gmail.com

No of pax : 15 (15A)

Flexible on dates : No

Requested fare : EUR 100

Requested date : 17-Apr-2026 14:22

Remarks : --

[View request details](#)

Airline response

Fare Quoted

Total fare (Net fare+Taxes) [EUR 2,496.30](#)

Adult fare/pax : [EUR 166.42](#)

Last responded on : 17-Apr-2026 14:24

Airline remarks : --

TIME LIMIT

Fare expires : 27-Apr-2026 14:24

Payment : 18-Sep-2026 04:00 (100%)

Pax : 18-Sep-2026 05:00

Origin	Destination	Travel date	Flight no	Cabin	No of pax	Requested fare (EUR)	Status
ATH	SKG	18-Sep-2026	A3-102	Economy	15 (15A)	100	Fare Quoted
SKG	ATH	20-Sep-2026	A3-115				

(Quoted fares will be valid until offer validity expires and are always subject to availability. Fares will not apply if the original booking is modified. Fares include Fuel & Baggage)

Airline suggested flights

ATH-SKG

Flight number	Departure date	Arrival	No of pax	Stops	Fare
A3-102	A3-102 18-Sep-2026 07:00	18-Sep-2026 07:55	15 (15A)	0	EUR 89.62 Fare breakdown

SKG-ATH

Flight number	Departure date	Arrival	No of pax	Stops	Fare
A3-115	A3-115 20-Sep-2026 13:00	20-Sep-2026 13:55	15 (15A)	0	EUR 76.80 Fare breakdown

NOTE: In case of RT requests, the fare breakdown that is indicated per leg in **View Details**, does not reflect the actual pricing for OW route. OW fares should be requested via modification.

At the bottom of **View Details** user can **Accept/Decline** request id.

In the event (Travel Agency) fails to fulfill its obligations under this offer, Aegean will proceed, without further notice, to direct debit through IATA **(Market)** BSP or, in case of PCI agents, to credit card charge. In case of full cancellation, the total committed group amount will be charged. In case of partial cancellation, the difference between the total committed group amount and the amount generated by the number of tickets issued under the offer will be charged.

(Travel Agency) declares that it explicitly and irrevocably waives its rights to form any objection or opposition in relation to these charges and the subsequent obligation to pay them.

To prevent automatic cancellation of seats without prior notice, please accept T&C of this offer.

“Effective from the 25th May 2018, the General Data Protection Regulation 679/2016, applies in EU. With this group offer, you automatically confirm that you comply with Aegean Airlines’ Model Clause on Personal Data Protection and its privacy notice mentioned in our official web site (links)”

<https://en.about.aegeanair.com/travel-agents/helpdesk/model-clause-on-personal-data-protection/>

<https://en.aegeanair.com/privacy-policy/>

Taxes are subject to change. Group PNR can be cancelled before the penalty starting period, without any cancellation fee. When entering into the penalty period, the cancellation policy will be applied according to T&Cs.

I agree to terms and conditions

Accept
Decline

a) **Accept:** PNR is created and the status of ID turns to payment pending.

NOTE: Group PNR can be cancelled before the penalty start date, without any cancellation fees. When entering the penalty period, the cancellation policy will be applied according to terms and conditions.

b) **Decline:** enter decline reason from drop down menu and submit

Decline

Help us to do better! Tell us why : *

Select ▼

Select

Alternative Date not Acceptable

Alternative Fare not Acceptable

Fare is Out of Group Budget

Other

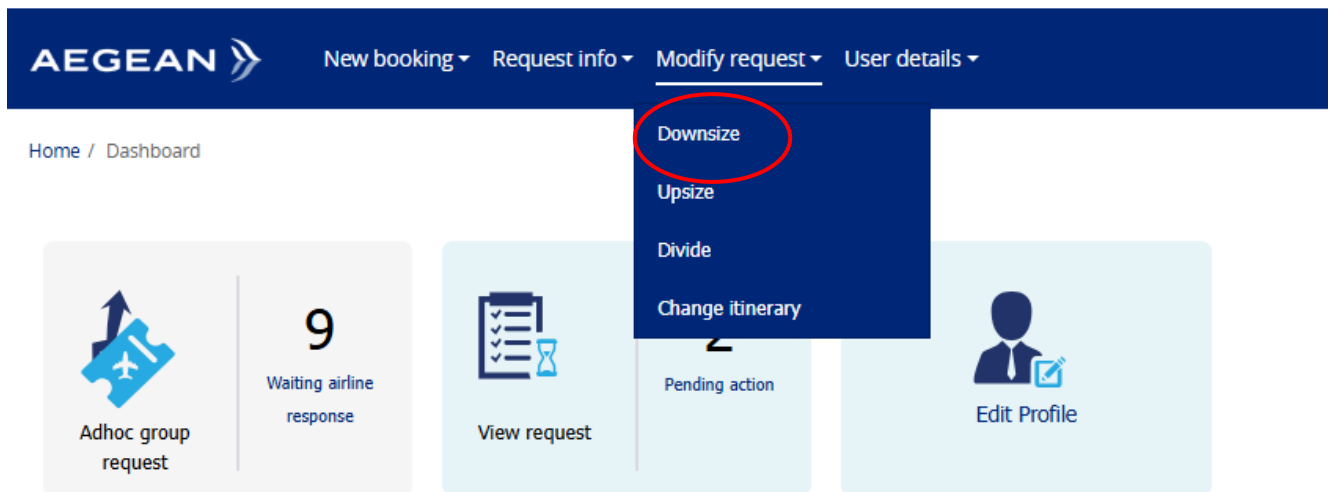
Schedule change

Submit
[Go back to accept](#)

3. Modify ad hoc request

3.1 Downsize

To request downsize click on **Modify request** and select **Downsize** from the drop-down menu.



e.g. Downsize ad hoc id in fare quoted status


Home / Downsize / Request

Downsize

Group name	Request id	PNR	Status	
<input type="text" value="Group name"/>	<input type="text" value="367972"/>	<input type="text" value="Enter the PNR"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>

[Advanced search](#) [Clear](#)

Request

Group details	Sector	Number of pax	Status	Group change request
Last updated on : 17-Apr-2026 14:24				
TA BASIC M GRP367972 Adhoc	ATH → SKG 18-Sep-2026, A3-102 SKG → ATH 20-Sep-2026, A3-115	15 Pax (15A)	Fare Quoted	 Downsize

Click on **Downsize** and a pop-up window appears:

Request group resize

Request id : GRP367972 **Request type:** Adhoc **Sector :** ATH-SKG / SKG-ATH

Group name: TA BASIC M **Requested by :** MARINAKI PANTATOSAKI **Trip type:** Round-trip

Current status: Fare Quoted

Departure date : 18-Sep-2026 / 20-Sep-2026

Current pax

No of pax: 15

New pax

No of pax:

Remarks *:

Insert the new number of seats, enter a remark and click on **Send request**

3.2 Upsize

Click on **Modify request** and select **Upsize** from the drop-down menu.

e.g. Upsize ad hoc id under fare quoted status

Upsize

Group name	Request id	PNR	Status	
<input type="text" value="Group name"/>	<input type="text" value="367972"/>	<input type="text" value="Enter the PNR"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>

[Advanced search](#) [Clear](#)

Request

Group details	Sector	Number of pax	Status	Group change request
Last updated on : 17-Apr-2026 14:24				
TA BASIC M GRP367972 Adhoc	ATH → SKG 18-Sep-2026, A3-102 SKG → ATH 20-Sep-2026, A3-115	15 Pax (15A)	Fare Quoted	

Click on **Upsize** and a pop-up window appears:

Raise New Group Request

Request id: GRP367972

Group name: TA BASIC M

Sector: ATH - SKG / SKG - ATH

Travel date: 18 Sep, 2026 / 20 Sep, 2026

Flight number: A3-102 / A3-115

Number of pax: 15 (15A)

No of additional pax *:

Expected fare / pax (EUR) *:

Remarks *:

Insert the number of additional seats, the expected fare, enter a remark and click on **Raise New Request**

A new id will be created (**Child id**) under new request status, pending to be evaluated.

3.3 Divide

Click on **Modify request** and select **Divide** from the drop-down menu.

e.g. **Divide ad hoc id under fare quoted status**

Divide

Group name	Request id	PNR	Status	
<input type="text" value="Group name"/>	<input type="text" value="367972"/>	<input type="text" value="Enter the PNR"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>

[Advanced search](#) [Clear](#)

Request

Group details	Sector	Number of pax	Status	Group change request
Last updated on : 17-Apr-2026 14:24				
TA BASIC M GRP367972 Adhoc	ATH → SKG 18-Sep-2026, A3-102 SKG → ATH 20-Sep-2026, A3-115	15 Pax (15A)	Fare Quoted	Divide

A pop-up window appears:

Divide request ✖

Request id: GRP367972	Request type: Adhoc	Sector : ATH-SKG / SKG-ATH
Group name: TA BASIC M	Requested by: MARINAKI PANTATOSAKI	Trip type: Round-trip
Current status: Fare Quoted		

Note: Please do not use **DIVIDE** to reduce group size. Instead use the **DOWNSIZE** option

Departure date : 18-Sep-2026 / 20-Sep-2026

Parent request

No of pax: 15

Child request

No of pax:

Remarks *:

Insert the number of seats that should be divided, enter a remark and click on **Divide request**. A new child id will be created for your reference with the same status as the parent id.

3.4 Change itinerary

Click on **Modify request** and select **Change itinerary** from the drop-down menu.

e.g. Change itinerary to an ad-hoc in payment pending status

Change itinerary

Group name	Request id	PNR	Status	
<input type="text" value="Group name"/>	<input type="text" value="367972"/>	<input type="text" value="Enter the PNR"/>	<input type="text" value="All"/>	<input type="button" value="Search"/>

[Advanced search](#) [Clear](#)

Request

Group details	Sector	Number of pax	Status	Group change request
Last updated on : 17-Apr-2025 14:24				
TA BASIC M GRP367972 Adhoc	ATH → SKG 18-Sep-2026, A3-102 SKG → ATH 20-Sep-2026, A3-115	15 Pax (15A)	Fare Quoted	Change itinerary

Click on **Change itinerary**

Adhoc group request

Group name *

One-way
 Round-trip
 Multi-city

Origin *



Destination *

Departure date *

Return date *

No of pax *

Expected fare / pax (Taxes included) *

Cabin *

Group category *

Select flight

Athens , GR (ATH)



Thessaloniki , GR (SKG)

18-Sep-2026

Thessaloniki , GR (SKG)



Athens , GR (ATH)

20-Sep-2026

PREV DAY Total no of flights : 34 | Selected flights : 1 NEXT DAY

Flight number	Departure time	Arrival time	Duration	
A3-102	07:00 ATH	→ 07:55 SKG	00:55	<input checked="" type="checkbox"/>
A3-104	08:00 ATH	→ 08:55 SKG	00:55	<input checked="" type="checkbox"/>
A3-110	09:40 ATH	→ 10:35 SKG	00:55	<input checked="" type="checkbox"/>

PREV DAY Total no of flights : 40 | Selected flights : 1 NEXT DAY

Flight number	Departure time	Arrival time	Duration	
A3-105	07:45 SKG	→ 08:40 ATH	00:55	<input checked="" type="checkbox"/>
A3-111	11:15 SKG	→ 12:10 ATH	00:55	<input checked="" type="checkbox"/>
A3-115	13:00 SKG	→ 13:55 ATH	00:55	<input checked="" type="checkbox"/>

Flexible on dates

Remarks

Update

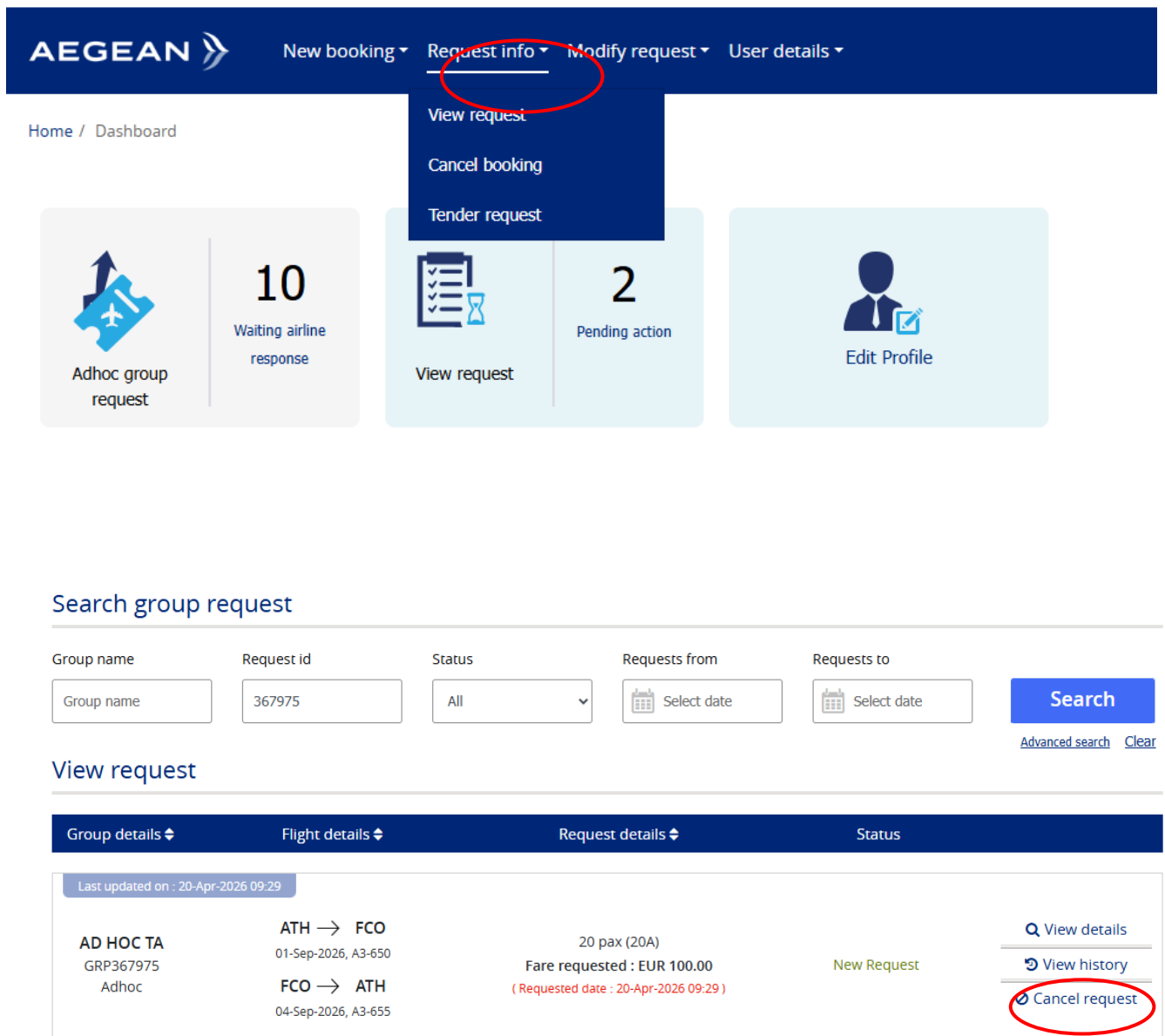
After the modification click on UPDATE. The status of the id is now **Request modify**

- In case of modification approved, id status changes to **Modification approved**
- In case of modification rejected, id turns to previous status

4. Cancel request

User can cancel ids only in New Request status.

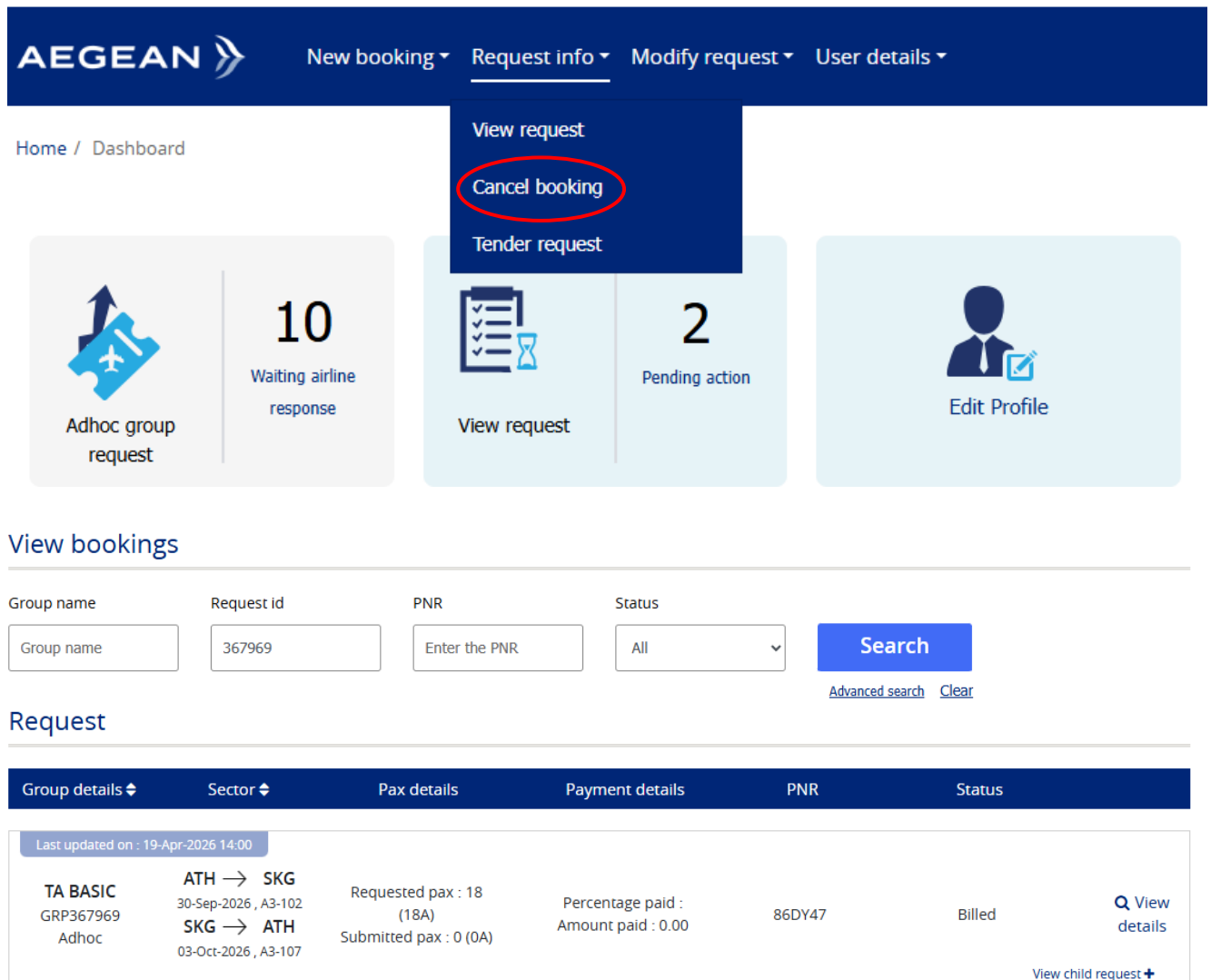
Click **Request Info** → **View request** → select request id and click on **Cancel request**



The screenshot shows the Aegean user interface. At the top, there is a navigation bar with the Aegean logo and several menu items: "New booking", "Request info", "Modify request", and "User details". The "Request info" menu is highlighted with a red circle, and its dropdown menu is open, showing options: "View request", "Cancel booking", and "Tender request". Below the navigation bar, there are three main dashboard cards: "Adhoc group request" with a count of 10 and the text "Waiting airline response", "View request" with a count of 2 and the text "Pending action", and "Edit Profile". Below these cards is a "Search group request" section with input fields for "Group name", "Request id" (containing "367975"), "Status" (set to "All"), "Requests from" (with a calendar icon and "Select date"), and "Requests to" (with a calendar icon and "Select date"). A blue "Search" button is on the right, with "Advanced search" and "Clear" links below it. Below the search section is a "View request" section with a dark blue header containing tabs for "Group details", "Flight details", "Request details", and "Status". The "Request details" tab is active. Below the header, there is a card for request "AD HOC TA" with ID "GRP367975" and status "Adhoc". It shows flight details: "ATH → FCO" (01-Sep-2026, A3-650) and "FCO → ATH" (04-Sep-2026, A3-655). It also indicates "20 pax (20A)", "Fare requested : EUR 100.00", and "(Requested date : 20-Apr-2026 09:29)". On the right side of the card, there are three buttons: "View details", "View history", and "Cancel request", with the "Cancel request" button circled in red. A "Last updated on : 20-Apr-2026 09:29" message is at the top left of the card.

5. Cancel PNR

To **Cancel PNR**, click on **Request info** -> **Cancel Booking**



The screenshot shows the Aegean web application interface. At the top, there is a navigation bar with the Aegean logo and several menu items: "New booking", "Request info", "Modify request", and "User details". The "Request info" menu is open, and "Cancel booking" is highlighted with a red circle. Below the navigation bar, there is a breadcrumb "Home / Dashboard" and three main dashboard cards. The first card is "Adhoc group request" with a count of 10 and the status "Waiting airline response". The second card is "Tender request" with a count of 2 and the status "Pending action". The third card is "Edit Profile". Below the dashboard, there is a "View bookings" section with a search form containing fields for "Group name", "Request id" (367969), "PNR" (Enter the PNR), and "Status" (All). A "Search" button is present, along with links for "Advanced search" and "Clear". Below the search form is a "Request" section with a table of request details.

Group details	Sector	Pax details	Payment details	PNR	Status
Last updated on : 19-Apr-2026 14:00					
TA BASIC GRP367969 Adhoc	ATH → SKG 30-Sep-2026 , A3-102 SKG → ATH 03-Oct-2026 , A3-107	Requested pax : 18 (18A) Submitted pax : 0 (0A)	Percentage paid : Amount paid : 0.00	86DY47	Billed
					View details View child request +

Click on **View Details** and the below page will open.

Request details

Group details	Requested date	Request status	Requested by
GRP367969 TA BASIC Adhoc	17-Apr-2026 11:49	Billed	MARINAKI PANTATOSAKI exerzes travel

Booking details

Flight details	No of pax	PNR
ATH → SKG 30-Sep-2026, 07:00, A3-102	18 (18A)	86DY47 ✈ PNR details
SKG → ATH 03-Oct-2026, 09:05, A3-107		

PNR details

PNR: 86DY47
Flight details

Sector	Flight number	Stops	Departure date	Arrival	Status
ATH → SKG	A3-102	0 Stops	30-Sep-2026 07:00	30-Sep-2026 07:55	Confirmed (HK)
SKG → ATH	A3-107	0 Stops	03-Oct-2026 09:05	03-Oct-2026 10:05	Confirmed (HK)

Pax details

Group name TABASIC No of pax 18 No of pax name to update 18

Effective from the 25th May 2018, the General Data Protection Regulation 679/2016, applies in EU. With this group offer, you automatically confirm that you comply with Aegean Airlines' Model Clause on Personal Data Protection and its privacy notice mentioned in our official web site (links):

- <https://www.aegeanhub.com/en/passenger-services-and-procedures/travel-info/dgpr/>
- <https://en.aegeanair.com/privacy-policy/>

Click on **Cancel PNR**, enter remarks for cancellation and click on SUBMIT

Cancel PNR ✕

PNR :86F2JC

Remarks : *

Submit

NOTE: In case of child id under parent id, user should cancel the child id first and then proceed with the parent id.