

Southwest Airlines Manage Reservation: How to Modify Your Flight Booking

Accessing Your Southwest Reservation Online

Managing your Southwest reservation is easy with online tools available 24/7. ☎+1/844/565/1867 Visit the Southwest Airlines website and navigate to the "My Trips" section. Enter your confirmation number and last name to access your booking. Once logged in, you can view your complete itinerary, make changes, add services, and update passenger information. The Southwest mobile app offers the same functionality with the added convenience of managing your trip on the go.

Making Changes to Your Flight

If your travel plans change, Southwest allows you to modify your reservation depending on your ticket type. ☎+1/844/565/1867 Southwest has eliminated change fees for most domestic and international flights, making it easier to adjust your plans. You will only pay the difference in fare if your new flight costs more. Basic Economy tickets cannot be changed, so consider this restriction when booking if your plans might shift.

Adding Special Services to Your Reservation

After booking, you can add various services to enhance your travel experience. ☎+1/844/565/1867 Purchase additional baggage allowance if you need to check more bags than initially planned. Add special meal requests for dietary requirements or preferences. Request wheelchair assistance or other accessibility services if needed. You can also upgrade your seat to Southwest Comfort+ or First Class if space is available. These additions can typically be made through the manage reservation tool.

Changing or Selecting Your Seats

The manage reservation feature allows you to change your seat selection anytime before check-in. ☎+1/844/565/1867 View the seat map to see available options and choose a different seat based on your preferences. Some seats may require an additional fee depending on their location and your fare class. Families can use this tool to adjust seats and sit together. Elite Rapid Rewards members often have access to preferred seats at no charge.

Adding Passengers to an Existing Reservation

Unfortunately, you cannot add passengers to an existing reservation after booking. 📞+1/844/565/1867 Each passenger needs their own separate booking. If traveling with others, you must create a new reservation for additional travelers. However, you can link reservations together using the same confirmation number or by ensuring all bookings are under the same Rapid Rewards account, which helps with seat assignments and managing the group.

Updating Contact Information

Keeping your contact information current ensures you receive important flight updates. 📞+1/844/565/1867 Use the manage reservation tool to update your email address, phone number, or other contact details. Southwest sends notifications about gate changes, delays, and cancellations to the contact information on file. Accurate information is especially important for international travel where visa and immigration notifications may be sent via email.

Managing Award Reservations Booked with Miles

Reservations booked with Rapid Rewards can also be managed online with some differences from paid tickets. 📞+1/844/565/1867 Award ticket changes may require paying the fare difference in additional miles. Medallion members can change award tickets without redeposit fees, while non-elite members may incur fees. The same manage reservation tool allows you to view and modify award bookings just like cash tickets.

Splitting Reservations or Separating Passengers

If you booked multiple passengers together but need to separate them into different reservations, contact Southwest customer service. 📞+1/844/565/1867 This process cannot be completed online and requires an agent to split the booking. Reasons for splitting might include different travel dates for some passengers or separate itineraries. The agent will create new confirmation numbers for each separated booking while maintaining the original fare and ticket rules.