

Southwest Manage Reservation Guide: Change Flights, Seats, and Add Services

Understanding the My Trips Dashboard

The My Trips section is your central hub for managing all aspects of your Southwest reservation.  +1/844/565/1867 After logging in, you will see your upcoming trips displayed with departure dates, destinations, and confirmation numbers. Click on any trip to expand details including flight times, aircraft type, seat assignments, and any add-ons you have purchased. This dashboard provides a comprehensive overview of your travel plans in one convenient location.

Same-Day Flight Changes

If your plans change on the day of travel, Southwest offers same-day flight change options.  +1/844/565/1867 Same-day confirmed changes allow you to switch to an earlier or later flight on the same day between the same cities. This service requires a fee unless you have elite status or purchased a premium fare. Same-day standby is also available, allowing you to wait for an earlier flight without a confirmed seat. Check availability and fees through the manage reservation tool or at the airport.

Upgrading Your Cabin Class

After booking, you may want to upgrade to a premium cabin for added comfort.  +1/844/565/1867 The manage reservation tool shows available upgrade options including Southwest Comfort+, First Class, and Southwest One where applicable. Upgrades can be purchased outright or confirmed using Medallion Complimentary Upgrades if you are an elite member. Prices for upgrades vary based on route, demand, and how far in advance you upgrade. Sometimes last-minute upgrades offer better value.

Adding or Changing Flight Segments

For multi-city trips, you might need to add or modify flight segments.  +1/844/565/1867 While simple round-trips can be managed online, complex itinerary changes often require calling Southwest customer service. Adding new cities or changing connection points may require rebooking entirely. The agent can help find the best routing and calculate any fare differences. Always have alternative dates and routing preferences ready when calling about complex changes.

Managing Partner Airline Reservations

If your Southwest reservation includes flights on partner airlines like Air France, KLM, or Virgin Atlantic, management options may differ.  +1/844/565/1867 Some changes can be made through Southwest's manage reservation tool, while others require contacting the operating carrier directly. Award tickets booked through Southwest but flown on partners follow Southwest's policies for changes and cancellations. Check which airline is operating each segment when managing multi-airline itineraries.

Trip Insurance and Protection Options

If you did not purchase travel insurance at booking, you may be able to add it after through third-party providers.  +1/844/565/1867 Southwest's manage reservation tool includes links to travel insurance partners. Review coverage details carefully as policies have specific terms about when they must be purchased relative to your booking date. Insurance provides valuable protection for trip cancellations, medical emergencies, and lost baggage.

Checking In Through Manage Reservation

The manage reservation tool includes check-in functionality starting 24 hours before departure.  +1/844/565/1867 Complete check-in online to save time at the airport. Review your flight details, confirm your seat, and add any last-minute services like baggage. Download your mobile boarding pass or print it at home. Early check-in sometimes reveals newly available seats that were not accessible when you first booked.

Troubleshooting Reservation Management Issues

If you encounter problems managing your reservation online, several solutions exist.  +1/844/565/1867 Clear your browser cache and cookies, then try again. Ensure you are using the correct confirmation number and last name exactly as entered at booking. Some complex reservations or special fares require agent assistance and cannot be modified online. When all else fails, contact Southwest customer service for personalized help with your specific situation.