HOW TO SET UP A GROUP



Each group coming to Satellites needs to be set up by a group leader. This group leader will be the main point of contact between the Satellites team and your youth group, and will be responsible for the members of your group on site. Here's how to get started!

Log into your account – or create one – at www.wearesatellites.com/book. You'll need to give some basic details and then follow the instructions to verify your email address.

Once logged in, click 'Book now' – as the group leader, be sure to create a new group by selecting the 'No, I want to create a new group' option

The next step is to add any tickets you want to your booking. Click 'Create ticket' and then 'Add new ticket' for each new person. When you're done with the tickets, click 'Continue to choose your on-site contact'

You'll then need to select the ticket for the person that you want to be your group leader on-site, and provide a phone number for them. Then click 'Continue to choose your accommodation'

On the accommodation page, you'll need to let us know how many tents and gazebos etc you'll be bringing. You can also update this on your booking nearer the time

Finally, the system will take you through to the billing pages – you can choose to either a deposit amount or the full ticket cost. If you select just a deposit, you'll need to pay off the remaining balance before the deadline to keep your ticket and group on the system.

You'll also be asked for the name of your church or organisation – the search box will appear if you click on 'I want to camp with my church'. If your church is not already on our system, please select 'I can't find my church' and make sure to be really clear with the details (including the postcode) so that we can help set that up for you. Then click 'Continue to enter your billing address'

Once your payment has gone through, your group will be ready to go! You'll just need to **pass on the email address** that you used to set up the group to the rest of your group so that we can link you all up and allocate you to the same camping area.

You can log back into your account and view your booking at any time. You'll be able to pay off outstanding balances, tweak the amount of accommodation you're bringing to the event, add in additional items such as electric hook-ups and let us know of any specific accessibility requirements for your group. This will really help our team when allocating groups to camping villages.

As the group leader, you'll be able to view everyone who has booked onto Satellites and joined your group. Head to **My account**, then click on the **Events tab** and then the **Groups I lead tab**. As you scroll down, you'll be able to see the bookings of everyone who has joined your group and whether they have paid for their ticket in full or not.

If you have any questions, please get in touch with our team via hello@wearesatellites.com

