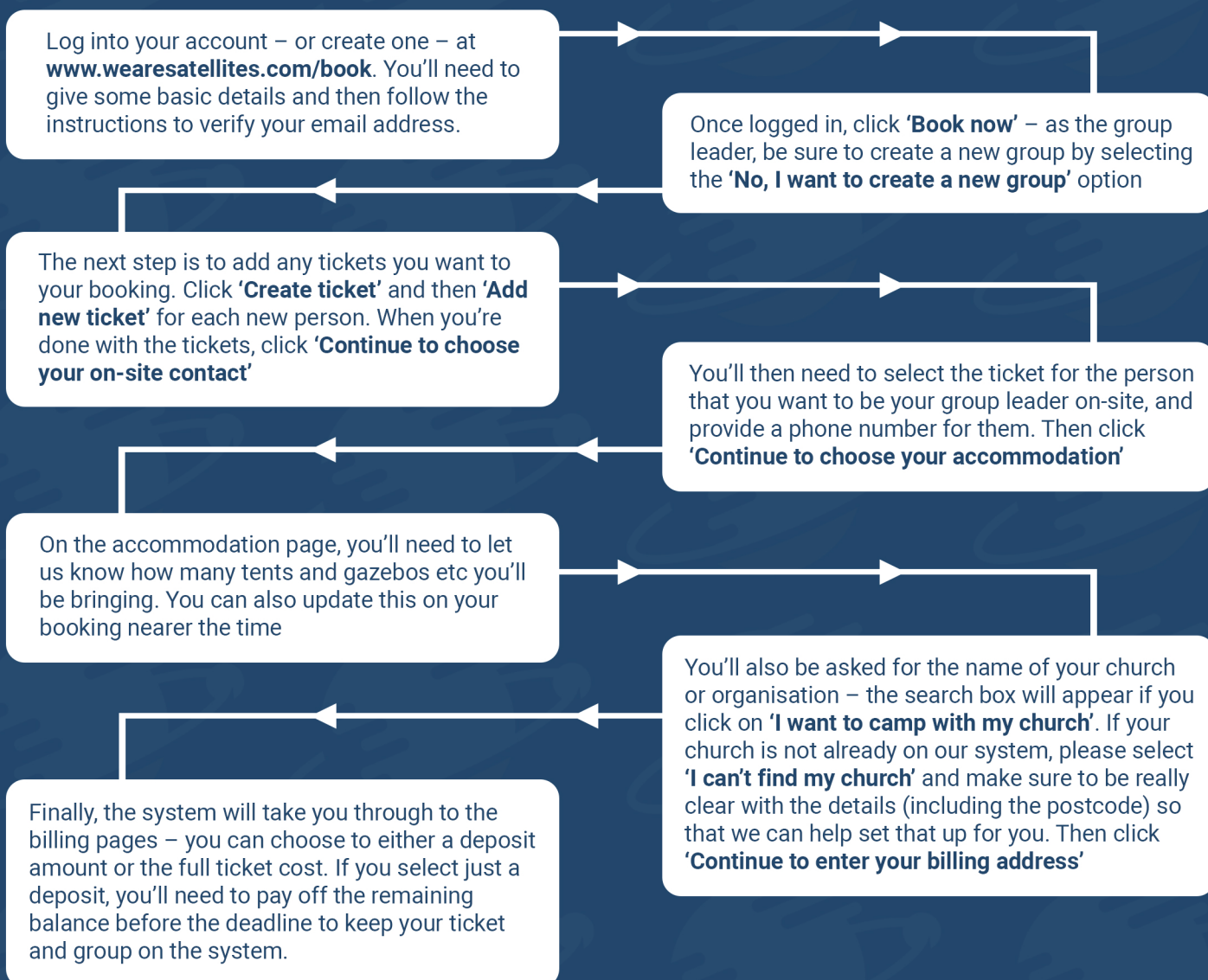


HOW TO SET UP A GROUP



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!



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