

# GROUP LEADER STEP-BY-STEP GUIDE

First of all, we are so excited to hear that you are bringing a group to the Big Church Day Out this year! We can't wait to welcome you all.

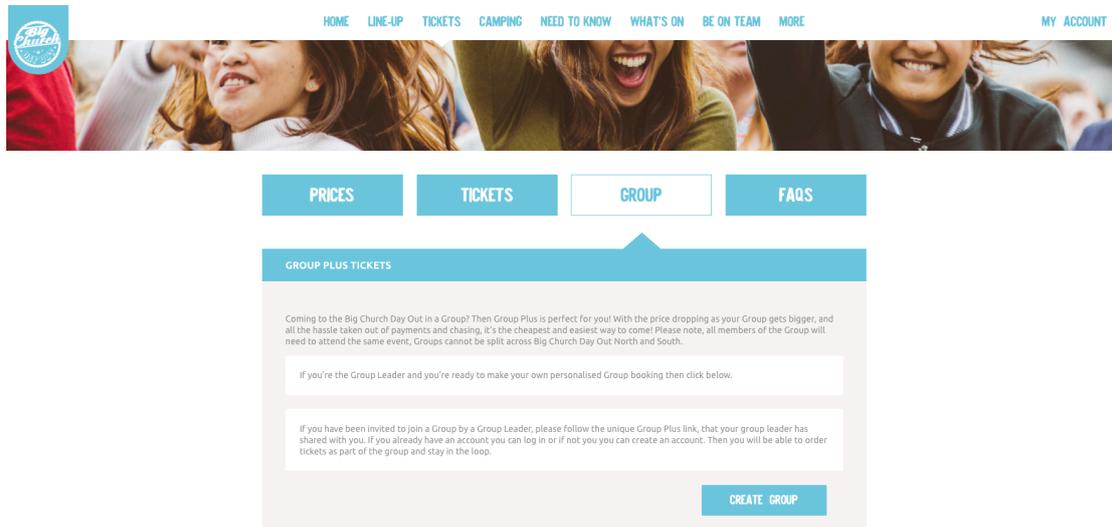
Below is a guide to setting up a Group using Group Plus. If you have any further questions please feel free to email Phil Coltman our Churches Relationship Manager ([philcoltman@bigchurchdayout.com](mailto:philcoltman@bigchurchdayout.com)) who will be very happy to help.

## STEP 1: GO TO [WWW.BIGCHURCHDAYOUT.COM](http://WWW.BIGCHURCHDAYOUT.COM)



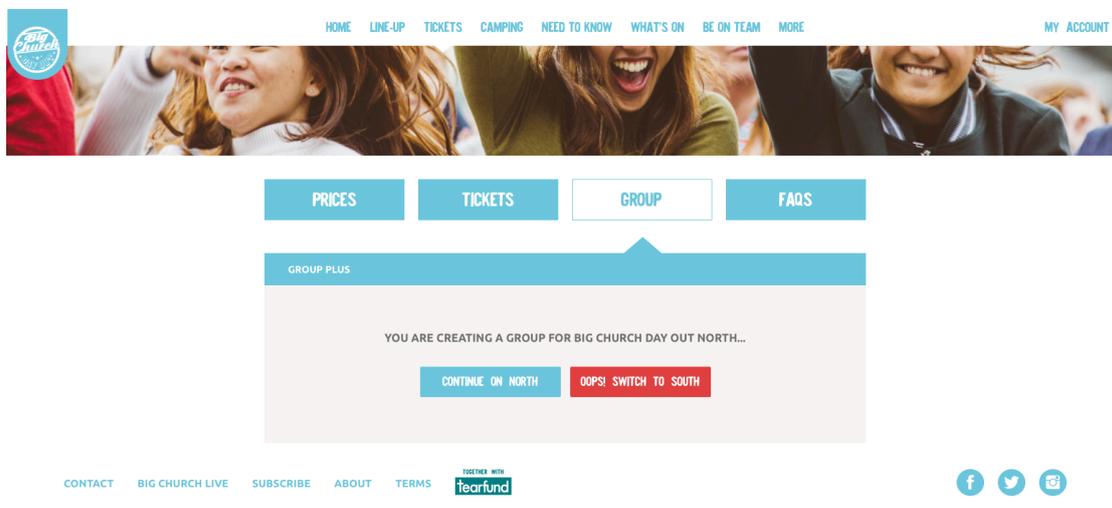
Once on our website please choose whether you would like to attend the North or South event by clicking on North or South. You will then need to go to **'Tickets'** followed by **'Group'**.

## STEP 2: GO TO THE GROUP PAGE



Once on the **'Group'** page please read through the information. You will then need to click on **'Create Group'**.

## STEP 3: DOUBLE CHECK!



You will then be asked to double check that you are purchasing tickets for the correct event. Please select the correct answer.



You will then need to enter in how many people you hope to have in your group. No pressure, we don't hold you to this! It's just helpful for us to know how many people are potentially coming so we can plan for you all!



HOME LINE-UP TICKETS CAMPING NEED TO KNOW WHAT'S ON BE ON TEAM MORE MY ACCOUNT

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**YOUR GROUP REGISTRATION DEADLINE IS 29TH MAY.**  
This can be updated in the "Group Settings" once your team has been created.

By default your group will still allow new bookings after the registration deadline, right up until online sales close at midnight on May 31st, 2018. Any last minute bookings will be charged at the group registration closing rate. If you don't wish to allow late bookers after your group registration deadline this can be changed in your "Group Settings".

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I'd like my group members to pay for their own tickets.  
At the moment your Group member's are paying for their own tickets.  
(Their card will be charged at midnight on the day of your Group Registration Deadline.)

Please un-tick the box above if you're paying for everyone in the group.  
(Your card will be charged a £10 deposit each time a member books in to your group and then the remaining balance will be taken at midnight on the day of the Group Registration Deadline.)

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If a Group member's card is declined whilst trying to take payment as the group closes, we will use the details you enter below to collect the group member's outstanding payment, ensuring that the group member receives their ticket to the event.  
Please un-tick the box above if you would prefer for your card to not be charged.

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Your group deadline date will then be shown. This can be changed in the 'Group Settings' once your group has been created. However, we recommend for you to leave your group open as long as possible so you can get as many people in your group and the cheapest price!

**NEW FOR 2018!** By default your group will still allow new bookings after the registration deadline, right up until online sales close at midnight. Any last minute bookings will be charged at the group registration closing rate. If you don't wish to allow late bookers after your group registration deadline this can be changed in your "Group Settings".

You can then select whether you would like to pay for the whole group or whether you would like individuals to pay. At the moment your Group member's are paying for their own tickets. **Their payment will be taken at midnight on the day of your Group Registration Deadline.**

Please un-tick the box if you're paying for everyone in your group. **If you are paying for everyone in the group your card will be charged a £10 deposit each time a member books in to your group and then the remaining balance will be charged at midnight on the day of the Group Registration Deadline.**

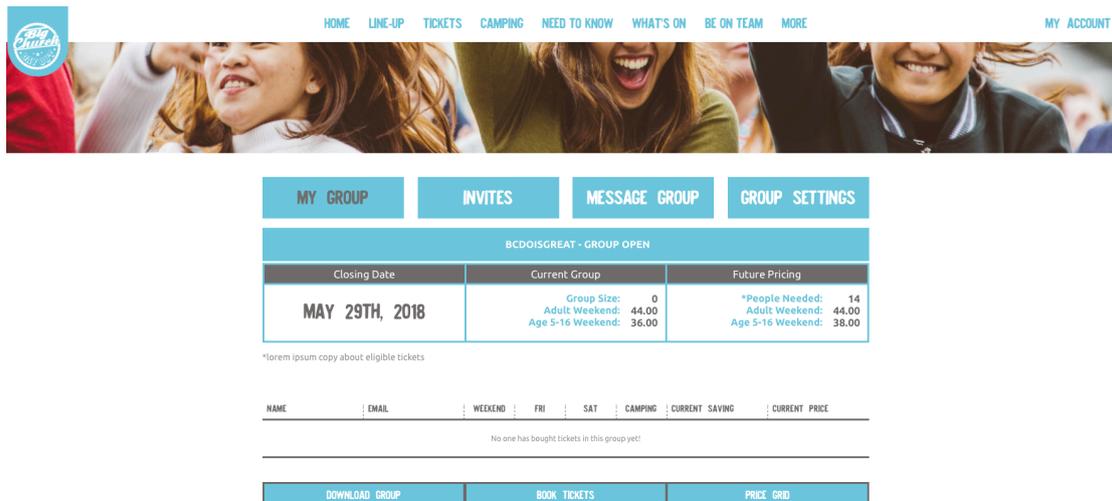
If a Group member's card is declined whilst trying to take payment as the group closes, we will use the details you enter to collect the group member's outstanding payment, ensuring that the group member receives

their ticket to the event. If you would prefer for your card to not be charged please make sure you **un-tick** the box.

In both circumstances if the group member's card is declined, they will get sent an email asking for them to update their payment details. The card payment will then be tried again the next 2 days at midnight. If the payment details are not updated with a valid card and the group leader has chosen not to allow their card to be charged when payment fails, the group member will no longer be able to receive their e-ticket and will have to purchase their ticket through the BCDO website at the current price.

Please enter in your billing address, contact information and payment details and click on '**Create Group**'.

## STEP 6: CHECK OUT YOUR GROUP DASHBOARD!

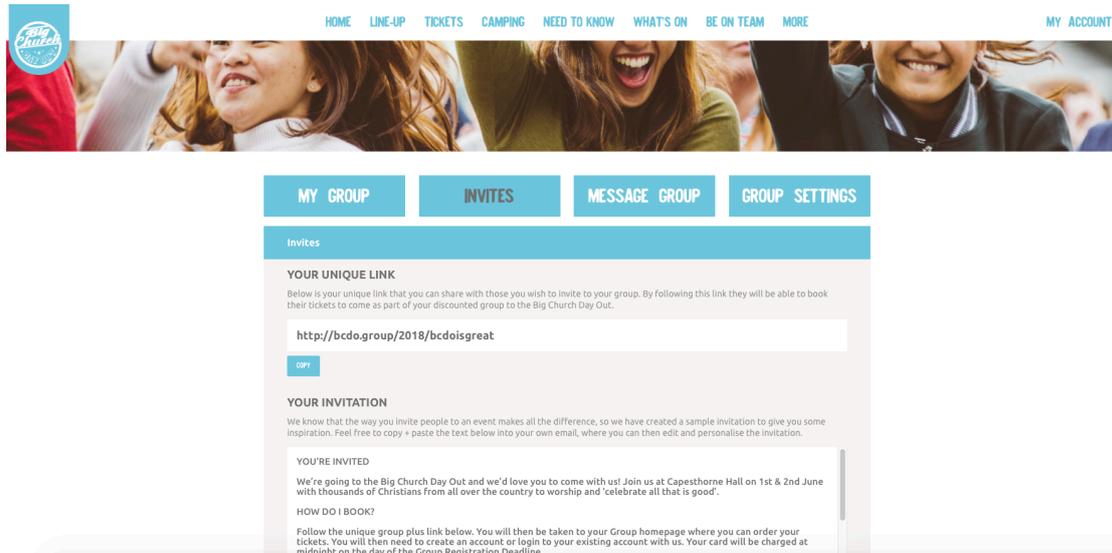


The screenshot shows a web interface for a group dashboard. At the top, there is a navigation bar with links: HOME, LINE-UP, TICKETS, CAMPING, NEED TO KNOW, WHAT'S ON, BE ON TEAM, MORE, and MY ACCOUNT. Below the navigation bar is a header image of people smiling. The main content area has four tabs: MY GROUP, INVITES, MESSAGE GROUP, and GROUP SETTINGS. The 'MY GROUP' tab is active, showing a table for 'BCDOISGREAT - GROUP OPEN'. The table has three columns: Closing Date, Current Group, and Future Pricing. The Closing Date is 'MAY 29TH, 2018'. The Current Group column shows 'Group Size: 0', 'Adult Weekend: 44.00', and 'Age 5-16 Weekend: 36.00'. The Future Pricing column shows '\*People Needed: 14', 'Adult Weekend: 44.00', and 'Age 5-16 Weekend: 38.00'. Below the table is a note: '\*lorem ipsum copy about eligible tickets'. There is a table with columns: NAME, EMAIL, WEEKEND, FRI, SAT, CAMPING, CURRENT SAVING, and CURRENT PRICE. Below this table is a message: 'No one has bought tickets in this group yet!'. At the bottom, there are three buttons: DOWNLOAD GROUP, BOOK TICKETS, and PRICE GRID.

Welcome to your Group Plus dashboard! Here you can see your group deadline, how many people are booked onto your group and how many more people you need for your price to drop!

On your dashboard you can also download an excel file containing all the members of your group and the tickets they have purchased. You can also book your own tickets in your Group and view the Group pricing grid.

# STEP 7: INVITES!



The invites page includes your unique link that you can share with those you wish to invite to your Group. By following this link group members will be able to book their tickets to come as part of your discounted group to the Big Church Day Out.

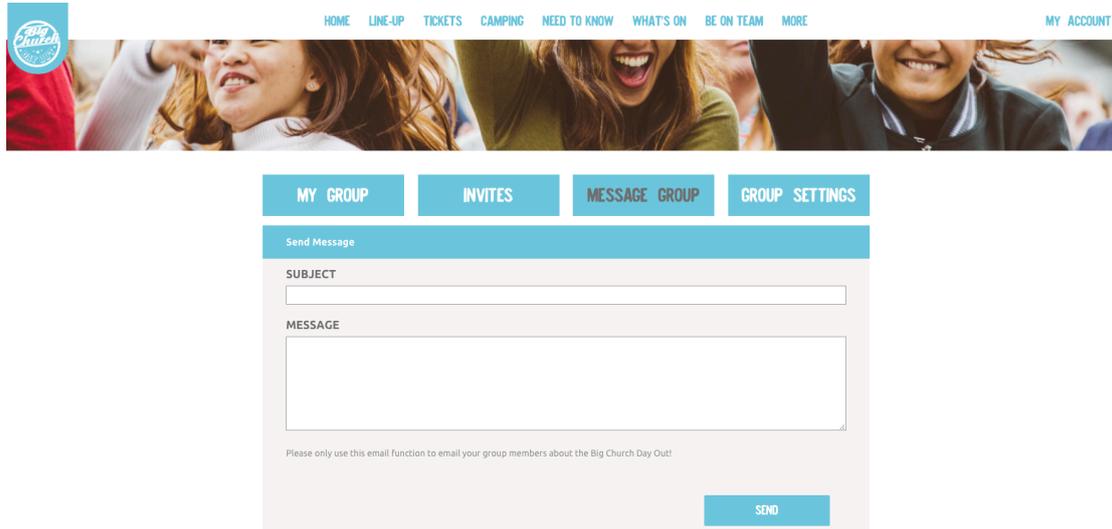
Some people put the link on their church slide, include it in their newsletter, send an email out to their church members, or set up a private group on facebook, the choice is yours!

There is also a simple invitation template to give you some inspiration. Please feel free to copy and paste the text into your own email, where you can edit and personalise the invitation.



Who doesn't love a poster!? Feel free to download the poster and encourage others to join your group to the Big Church Day Out!

## STEP 8: MESSAGE YOUR GROUP



The screenshot shows the website's navigation bar with links for HOME, LINE-UP, TICKETS, CAMPING, NEED TO KNOW, WHAT'S ON, BE ON TEAM, MORE, and MY ACCOUNT. Below the navigation is a banner image of smiling people. The main content area features a 'MESSAGE GROUP' form with the following elements:

- Navigation tabs: MY GROUP, INVITES, MESSAGE GROUP (selected), GROUP SETTINGS
- Form title: Send Message
- Form fields: SUBJECT (text input), MESSAGE (text area)
- Form instructions: Please only use this email function to email your group members about the Big Church Day Out!
- Form button: SEND

Please feel free to use this function to email people who have booked tickets on your Group.

## STEP 9: YOU ARE ALL DONE AND READY TO GO!

**Wahoo!**

If you would like to purchase your own tickets in the group please click on 'Book Tickets' at the bottom of your dashboard. **See you in June!**

