

Setting Up & Managing Your Group Booking

VCYC 2025

Registration to VCYC requires a designated leader from the church or youth ministry to create a group booking that will be used by youth and leaders to secure their booking. The group leader will be able to see all the bookings for their group and ensure all data entered is correct.

The group leader will need to create a group booking in the VCYC registration before members will be able to register for VCYC. Please note that only one person can be designated group leader and manage the bookings.

1. Head to the VCYC 2025 booking page by clicking [here](#) or using the URL below:
<https://belgraveheights.venue360.me/public/events/homepage?event=76>

2. Sign in to Venue360 (if a returning user) or sign up (first time user).

3. Click on the blue text to register your group and sign in with the same details you used in step #2.

4. Enter your group details and complete the form:

- *The group name can be either the church name or youth group name. Remember that other groups may have similar church or groups name so ensure it is clear for your attendees.*
- *The group capacity is a way to indicate the estimated number of attendees your group will be bringing (youth and leaders). This estimation assists us in our planning and does not relate to what you will be charged nor does this secure spaces in accommodation. As this capacity estimation will also set the limit of bookings your group can have, set it high at the maximum number you expect. If your capacity is reached let us know and we can adjust it for you as bookings cannot be added if you reach our capacity.*

5. Agree to the Terms and Conditions and click confirm.

6. The group booking form will appear and must be signed to confirm your group.

7. Email info@vcyc.org.au to confirm you have set-up your group booking so we can activate your group which will enable registrations to be made.

8. Return to the [VCYC registration page](#) and your group will now appear. Click on your group and register your attendance for VCYC. ****Please note that registering your group is not the same as registering yourself to attend. You need to complete both using the same login details****

9. Your group is ready to be booked into VCYC!

You are now ready to book your own ticket to VCYC! Head to the registration page and your group will now appear and you can select your desired registration option.

If you are having your group members register and pay individually, we recommend using our [How to Register Template](#). Simply update the document with the details relevant to your group and send it out!

If you want to book your whole group together and pay for the total amount (either by card or invoicing your church) please contact us for instructions.

10. You can now see and manage the registrations via the [Group Self-Service Page](#).

- Confirmed registrations can be found under the "People" tab
- You are also able to request a team time space and fire pit via the "Home" tab
- The "Promotions" tab is not currently being used.
- If you need to communicate with your group (whether individuals or everyone) you can use the 'broadcast' feature.

11. Once your whole group is registered, we ask you to check and confirm all the details are correct as this will be used to do accommodation allocations (if your group is staying in accommodation provided by VCYC).