



GROUP PREORDER INSTRUCTIONS

A group preorder will allow you to hold spots for your students and youth leaders to register for camps at Ironwood Springs. To begin, click this [link](#) to access the registration system. If this is your first time registering, you will be required to create a new account as the primary contact for your church. This account will be used to manage the preorder registrations and other account information. The registration process will walk you through the following pages:

Page 1

Registration Type

 You have 10 unread messages.

Indicate the description which best describes the type of reservation you are attempting to make. 


[I am a group leader >>](#)


[I belong to a group that has already reserved space >>](#)

[I am registering as an individual >>](#)

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Select a Session

 You have 10 unread messages.


Select the session for which you wish to make a reservation. 

Select	Session / Dates	Age / Grade	Cost	
Journey Youth Programs				
Select	Winter Summit 2/9/2018 - 2/11/2018	Grade 6 - 12	\$100.00	info

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How to make a group preorder

 You have 10 unread messages.

The information listed below outline the steps for placing a group preorder reservation. Please review the steps and then click 'Begin >>' to proceed. 

1. Indicate reservation quantities

You will need to indicate the number of individuals for which you are reserving space. Additionally, you will be asked to provide a break down of males and females.

2. Create reservation blocks

a. Provide a short description

A short description will assist your members in selecting the appropriate reservation block.

b. Create codes

You will be asked to indicate if your members should be required to enter a 'code' to claim a reservation spot. If yes, you will also have the opportunity to customize this code.

c. Specify subsidy information if any is appropriate.

3. Check out


[Begin >>](#)

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Be sure to include total numbers of students and leaders in this field.

Indicate reservation quantities

 You have 10 unread messages.

Indicate the number of spaces you would like to reserve 

Total spaces to reserve:

Maximum group size: 109

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Create reservation blocks

 You have 10 unread messages.

What are registration blocks?

Each group registration requires at least one registration block. Registration blocks determine specific restrictions and behaviors for your members within your overall reservation. You may create as many registration blocks as necessary to accommodate your specific group needs. To illustrate, two common scenarios are outlined below.

Single block reservation

Your organization wishes to reserve space for 40 teens to attend an event. No need exists to treat any teens in a unique manner such as subsidized event fees. In this case, only a single reservation block is required.

Multiple block reservation


Your organization wishes to reserve space for 44 individuals; 40 teens and 4 chaperones. As incentive to encourage chaperones to attend, your organization is paying 50% of the event costs for chaperones. Because only the chaperones fees are to be subsidized, two reservation blocks must be created; one for the teens, another for the chaperones.

Create a registration block >>>

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Enter a name for your group to help parents/leaders identify which group to register with. This will only be shown if you create more than one reservation block – in most instances only one is necessary.

Create reservation blocks

 You have 10 unread messages.

To help your members make the appropriate selection, provide a short name to describe this registration block. This is especially important when multiple registration blocks are used.

Short Description

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A code is not necessary – you may skip over this page.

Create reservation blocks

 You have 10 unread messages.

Each group preorder requires at least one registration block. Each registration block determines specific restrictions and behaviors for your members. Your order may contain as many different blocks as necessary.

Should your members be required to enter a code to claim a reserved spot:

Yes

No

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The event will already be set up to allow only students of eligible grades to register. Unless you want to restrict this further for your group, you do not need to enter something here.

Create reservation blocks

 You have 10 unread messages.

Minimum Age:

Maximum Age:

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Create reservation blocks

 You have 10 unread messages.

Code

Test Church
AYTWCQXM (Not required)

Age

No Age Restrictions

Contribution

None





Create Another Block

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Your order is not yet complete

 You have 10 unread messages.

Your cart contains 1 item(s). To complete the registration process, you must select the 'Proceed to Checkout' option below. 



Proceed to Checkout >>

Here you will have an opportunity to review all the items in your cart, make changes and enter payment information (if applicable).

Or

Add additional reservations >>

Online Store >>


Donations >>

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Click the + sign to see details of your group preorder, such as how many spots you've reserved.

My Cart

 You have 10 unread messages.

Review your order for accuracy. Once you have verified that everything is correct, click the button to proceed. 

Click to view details

  (Group Preorder) Journey Youth Programs - Winter Summit	\$ 0.00
2/9/2018 - 2/11/2018	

Total: \$ 0.00
Current Account Balance: \$ 1,800.00

[Add a gift certificate or promotional code >>](#)

[Make additional reservations >>](#)

Complete Order

Once you've completed the group preorder, you can instruct parents and group leaders to go online to register using one of the spots you've reserved. It may be helpful to share the following instructions with members of your group:

Registration Instructions:

Use this [link](#) to register a student or youth leader for a camp at Ironwood Springs. After creating an account, begin the registration process by choosing **"I belong to a group that has already reserved space."** On the next page you will choose the group you are registering with and continue through the registration process.