

## How to Register for PYM

Are you the main coordinator for your church/group? Great, keep reading!

If not, please contact the lead adult from your church or call Sierra.

1. Go to the [Eventbrite page](#). This link is also on our website and OCF Facebook page.
2. Click Tickets from main event page
  - a. "Create Group" for your church and set a password.
    - i. I've done this so that youth/parents need to talk to you first before signing up.
    - ii. I will monitor to make sure no one tries to make a group that already exist
  - b. *You will have two options – to register or go to your group page and register later. Go straight to 3 if you've already made your group and you're ready to register.*
3. Group Page (and why it's awesome) Manager Tools you can use
  - a. Invite - you can use Eventbrite's email function or copy the link to send to your people. You can also share the link via Facebook or Twitter from the Group page
  - b. Email entire group
  - c. Register – this will take you back to the main event page and you can select ticket type from there
  - d. You can see your group members from the main page and you'll get an email every time someone joins your group.
4. So you're ready to register!
  - a. Select the fitting ticket type
    - i. Fill out the registration
    - ii. Parents should fill out youth registrations to read the release agreements
    - iii. You can pay by card or check. As usual, you can bring the check to the weekend or send it to the diocesan office. Please make check payable to "Diocese of Virginia" and put your church in the memo line. I can send you an invoice as well if that's helpful.
    - iv. You'll get a confirmation page with some more information including a packing list and directions. It is sent as an email as well.
5. Want to go back to your group page?
  - a. Log into Eventbrite and click on Account Menu and Tickets
  - b. You will see a list of groups you are in and can click on your group
    - i. Eventbrite's help page about groups is [here](#).
    - ii. [This is another help page](#) from Eventbrite about joining a group.
6. You're all set! Share your group link with your youth parents and chaperones. As always, let me know if you have any questions. I'm in the office everyday from 9am - 3pm and can be reached at 804-643-8451x1023 or [sgore@thediocese.net](mailto:sgore@thediocese.net).

