KYCK 2027

Ticket & Accommodation Booking Guide

To make booking smooth, please read this user guide prior to **Wednesday 4 November.**

Questions? Email info@kcc.org.au or call 1300 737 140.

1. Get prepared with the information you need

To ensure you're checking out as quickly as possible, it's helpful to have the following information ready to go:

- **Number of Tickets**
- **Number of Accommodation Spots**
  We recommend you have your list of accommodation sites that you want to book ready in order of preference (this ensures that you aren't stumped when you find out that the site you wanted is already booked out!)
- **Group Leader information**
  This is the leader who is organising and responsible for the group at KYCK. They will receive all pre-event emails, information, and will be contacted during KYCK.
  Group Leader Name
  Group Leader Email
  Group Leader Mobile
  Church Name
  Church Denomination
  Group Leader Postal Address *(this is where your event wristbands will be sent to)*

2. Read the fine print

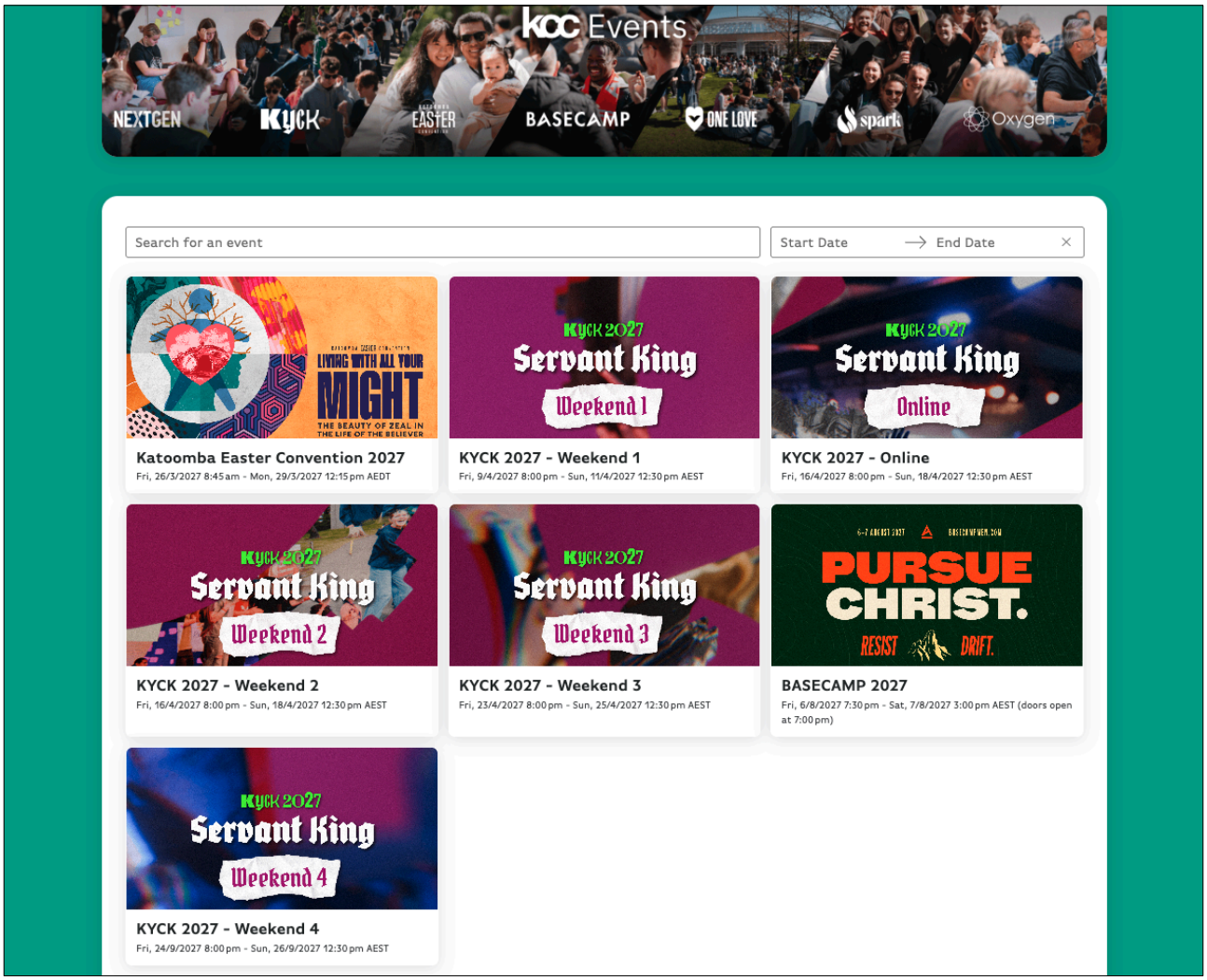
Please make sure you have read the KCC Event Terms and Conditions and our KYCK ticket and accommodation cancellation policies.

Continues over page...
Please keep reading.

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3. On Wednesday 4 November at 10am (AEDT)

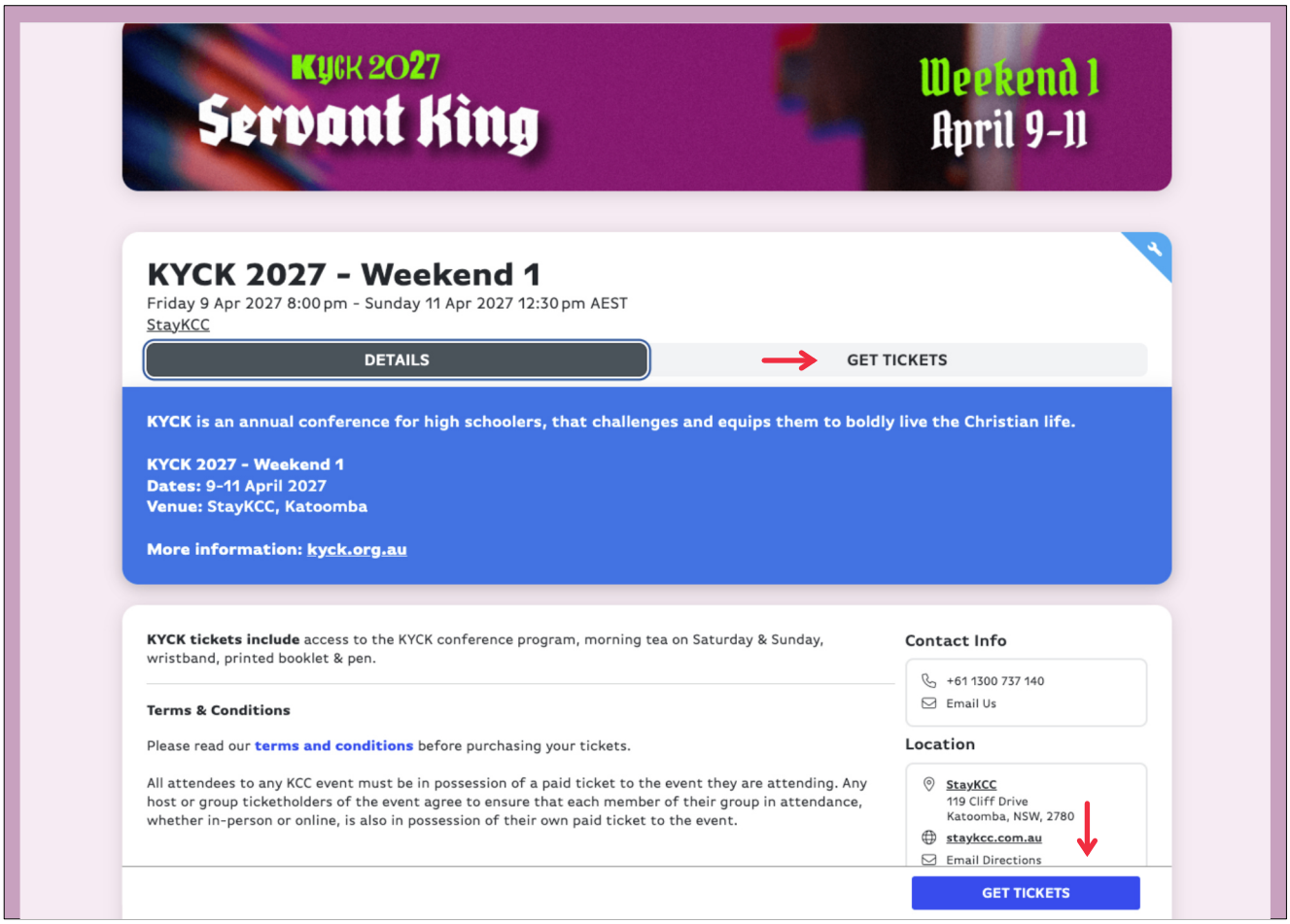
At 10am (AEDT) on Wednesday 4 November, click the **BOOK NOW** button on the home, ticket or accommodation pages of the KYCK website. This will take you to a KCC events page – please select the KYCK 2027 weekend that you would like to book. This will take you to the booking form for that particular weekend, so it's important that you select the right one!



KCC events page

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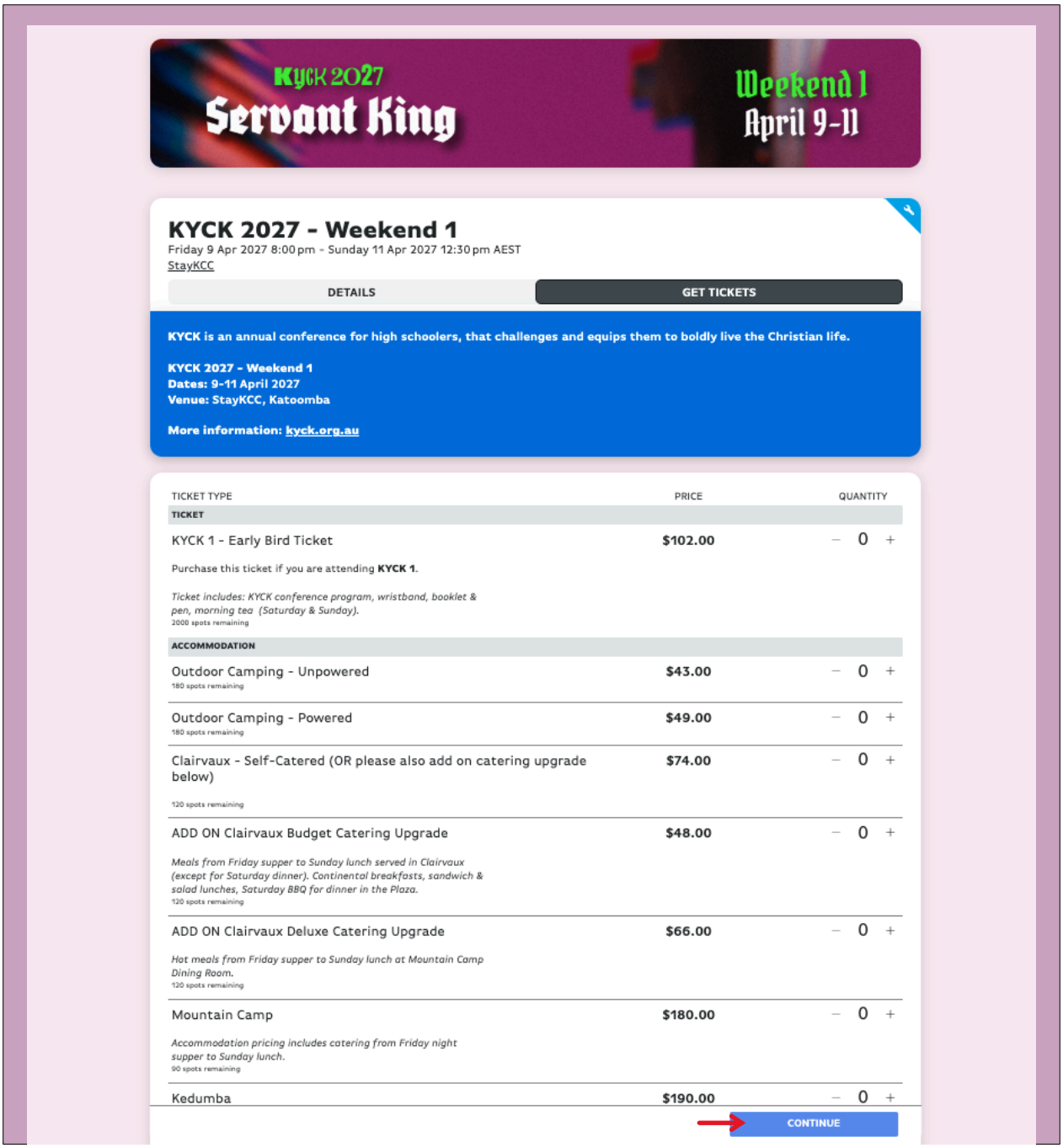
- You will be directed to the landing page for the KYCK 2027 weekend that you have selected. Select the **'GET TICKETS'** button – either at the top or bottom of the page.



'GET TICKETS' buttons

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- On our ticketing page, add the number of tickets and/or accommodation spots you would like to purchase. This can be done by typing the number in the box or using the '+' or '-' buttons on either side of the box. Then press the **'CONTINUE'** button.

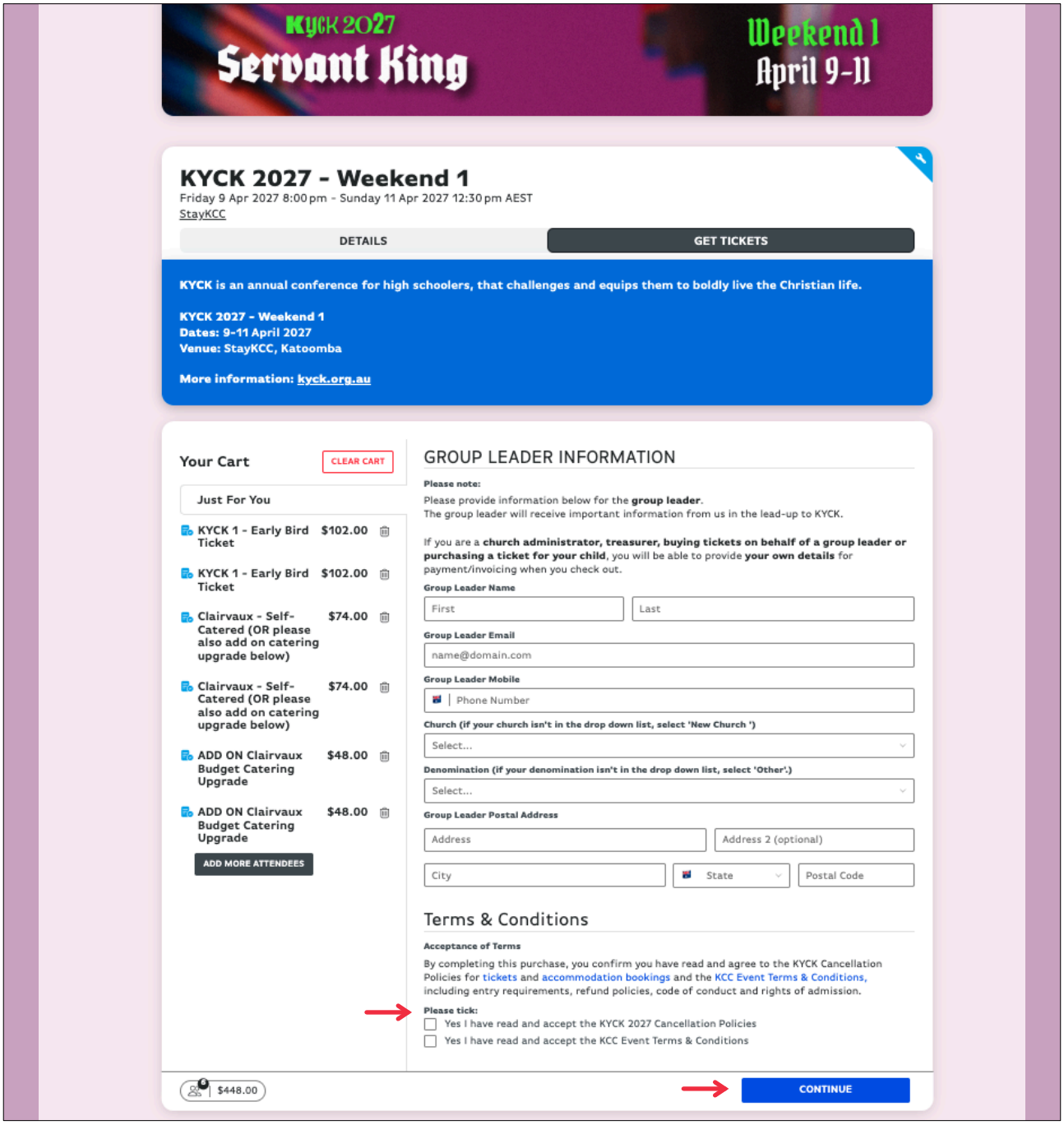


Add tickets and/or accommodation spots, then press 'CONTINUE'

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- Type in your group leader information, tick that you accept our terms and conditions then press **'CONTINUE'** button.

If you are a church administrator, treasurer or someone buying tickets on behalf of a group leader, you will be able to provide your own details for payment/invoicing on the final checkout page.



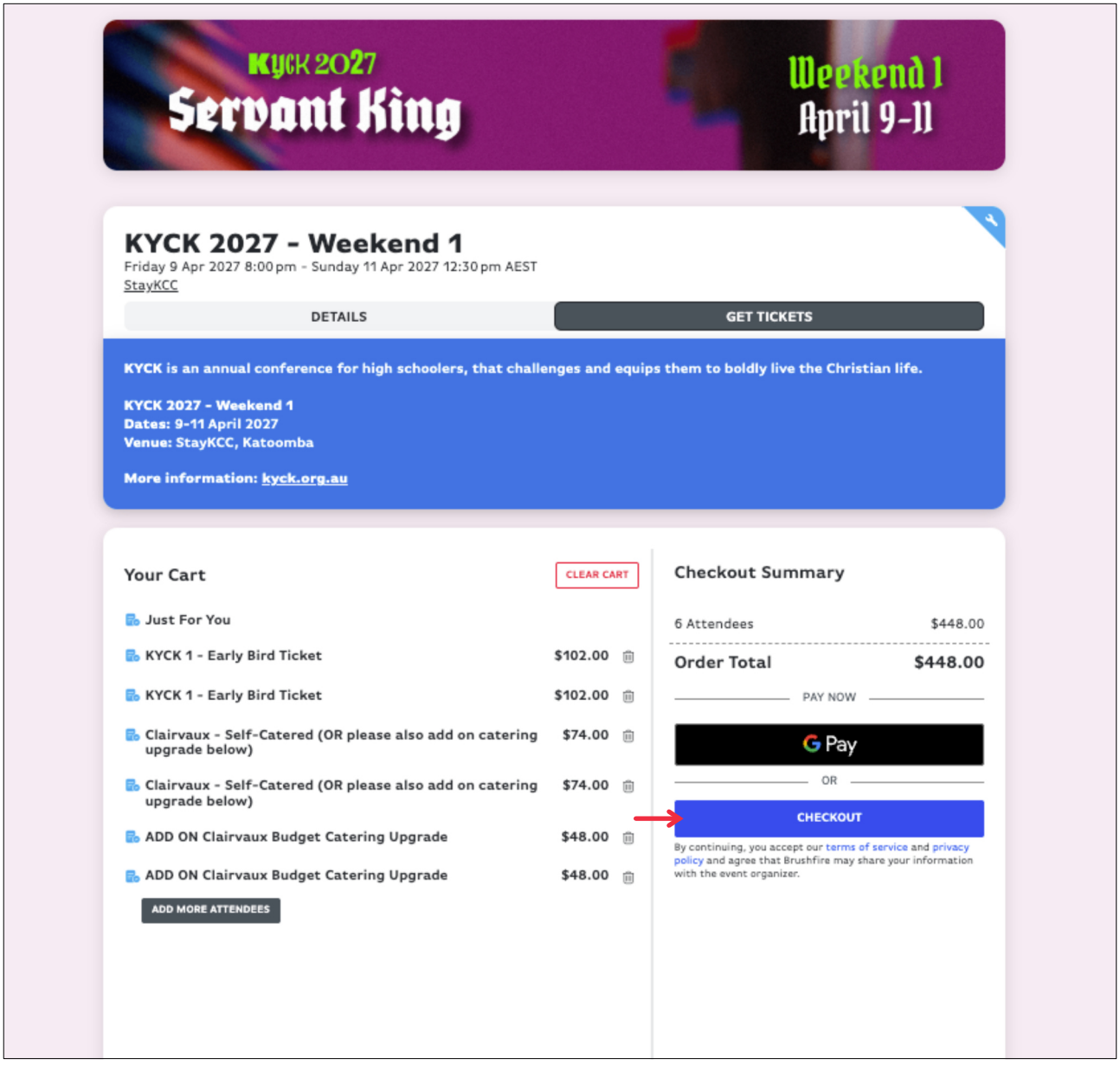
*Type in group leader information, accept terms, then press **'CONTINUE'***

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- You will be taken to the checkout summary page, where you will be able review the booking and make any final edits before checking out. If you're happy with your order, press the 'CHECKOUT' button.

- You're also able to checkout using Apple or Google Pay and these options will be displayed if available to you.

Please note: the number of attendees will be the total number of bookings that you are making and will include tickets and accommodation.

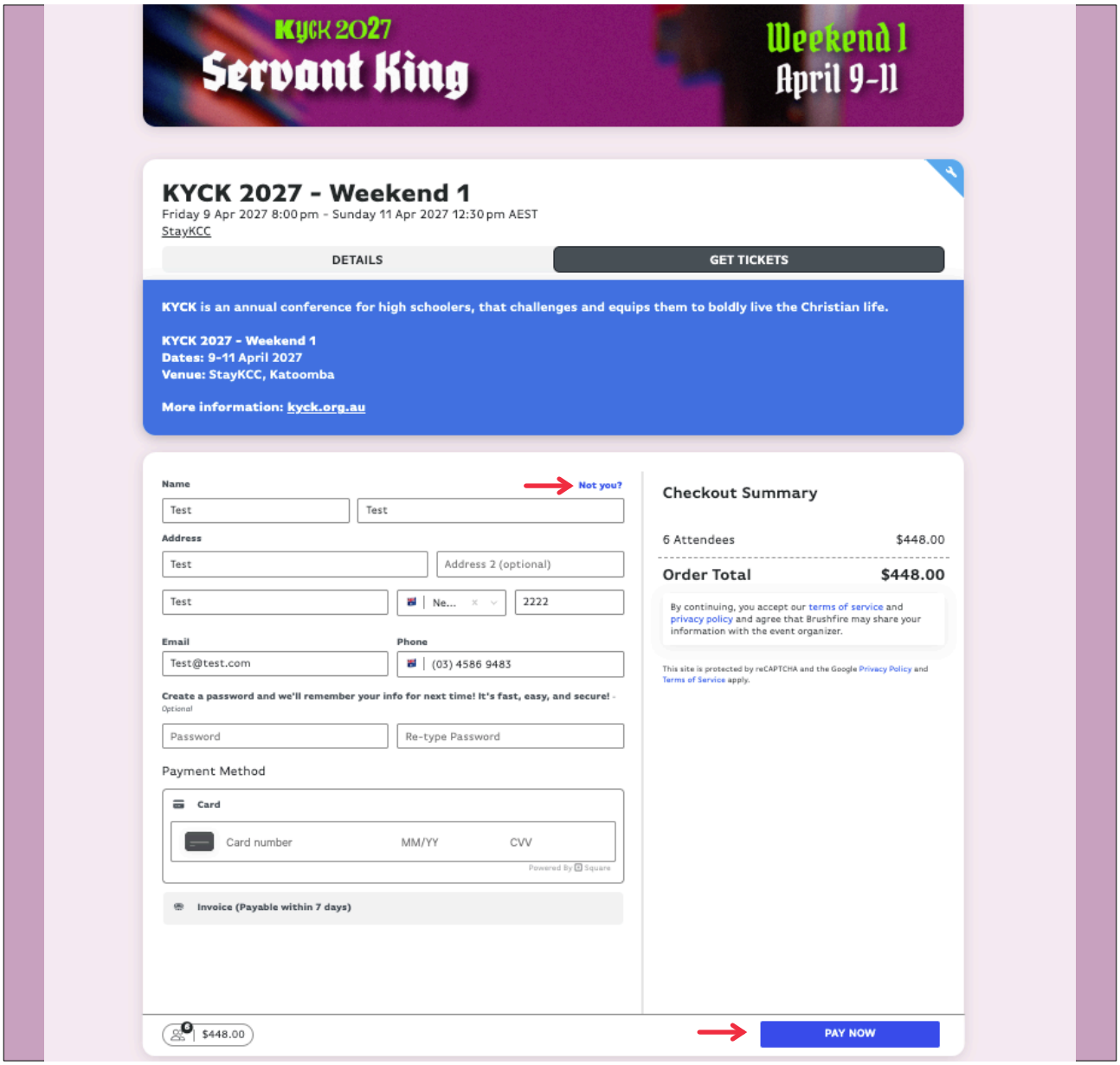


*Review checkout summary, then press **'CHECKOUT'***

- On the checkout page, the information required will be pre-filled with the group leader information that you entered earlier in the form. If you are a church administrator, treasurer or someone booking tickets on behalf of the group leader, select the hyperlinked text **'Not you?'** which will clear the pre-filled information so you can add your own details.

  There is an option to create an account with Brushfire, but this isn't necessary to complete your booking.

  Please select your payment type from the drop-down menu – credit card or invoice. Press the **'PAY NOW'** button.



*Pre-filled group leader information, '**Not you?**' option, enter payment type, complete with '**PAY NOW**' button.*

Congratulations!

You're going to

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You will receive an automatically generated email with your order information. This will be sent to the email address provided on the checkout page. If this email is different to the group leader, please send them the confirmation email for their information.

Please note: If you request an invoice for payment, this will be manually created and emailed by KCC staff (it won't happen instantly!) and you will have 7 days to make payment after which time your tickets / accommodation spaces will be automatically cancelled.