

Step

1

PREPARATION

Complete prior to placing ticket order

- Youth Group Leader assigns Reservation Planners (18 or older). Recommend no more than 10 Guests per Reservation Planner.
- The Reservation Planner must have the names and ages of each Guest in their sub-group.
- The Reservation Planner creates a new account for their sub-group at StartYourDisneyExperience.com
- The Reservation Planner enters the names and age of each Guest using the Family & Friends feature of My Disney Experience.

Step

2

OBTAINING TICKETS

- Group Leader (or Student Youth Travel Planner) purchases and receives tickets.
- Group Leader writes the appropriate Guest's name on the back of each Ticket Media Card before distributing them to the Reservation Planner, to help ensure each Guest receives the correct card.
- Group Leader communicates ticket numbers to Reservation Planner.

Step

3

PREPARATION AND LINKING OF TICKET MEDIA IN MY DISNEY EXPERIENCE

Best done on a desktop computer, not a mobile device

- The Reservation Planner links the Ticket Media Card using the visual ID number and Guest Name on the back of the card to the previously created Guest in their Family & Friends list. These cards serve as the entry into the Parks and are associated with their reservation.
- The Reservation Planner double checks the the Tickets & Memory Maker tab under the My Plans, Reservations and Tickets section, to verify that all tickets have been linked and every Guest has a ticket.

Step

4

BOOKING THEME PARK RESERVATIONS

Best done on a desktop computer, not a mobile device

- The Reservation Planner signs into the My Disney Experience website, and selects the Disney Park Pass System option from the My Disney Experience drop-down menu or the Park Reservations option on the My Disney Experience homepage.
- The Reservation Planner selects the members of the sub-group they are planning for.
- The Reservation Planner chooses the date and Park for each member in their sub-group. Only one Park can be reserved per day per person.
- The Reservation Planner repeats the above process in Step 4 to book additional Park reservations for each day of the group's visit.
- Guests who purchased tickets with *Park Hopper*® benefits are now able to visit more than one Park per day after 2 PM, subject to capacity limitations. At this time, a Park reservation is not required after the first Park, however, reservation requirements are subject to change.