

## How to Book Park Reservations for Varsity Teams and Their Guests

### Step

1

#### Preparation

Complete prior to placing ticket order

- The ticket-reservation planner creates unique MDX account with a maximum of 25 managed guests who will be enjoying the Parks together in pods of five or fewer guests.
- The ticket-reservation planner will need the names and ages of each managed Guest.
- The ticket-reservation planner creates a new account at **StartYourDisneyExperience.com**.
- The ticket-reservation planner enters the names and ages of each Guest using the Family & Friends feature of *My Disney Experience*.

### Step

2

#### Linking Ticket Confirmations

Best done on a desktop computer, not a mobile device

- The ticket-reservation planner uses *My Disney Experience* to link the ticket confirmation numbers provided by Varsity, assigning a maximum of 25 guests to each ticket to the appropriate Guest from their Family & Friends list.
- The ticket-reservation planner reviews all the tickets they linked by checking the *Tickets & Memory Maker* section, verifying that all tickets have been linked to the maximum of 25 appropriate Guests, and ensuring every Guest has a ticket.

### Step

3

#### Booking Theme Park Reservations

Can only be done from a web browser, not the *My Disney Experience* mobile app

- The ticket-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.
- The ticket-reservation planner selects up to 25 guests who will be visiting the Park in their pods of five guests.
- The ticket-reservation planner chooses the date and park for each managed guest ticket up to 25 guests. Only one Park can be reserved per day.
- The ticket reservation planner repeats this process to book additional Park reservations for each managed guest tickets for each day the pod of five guests wants to visit a Park.

### Step

4

#### Linking Tickets to Physical Media

Can be done after arrival, or once physical ticket media have been received from Varsity

- The ticket-reservation planner links each ticket RFID card to a Guest from their Family & Friends list, using the visual ID number on the back of each card. These cards will allow each Guest to use their ticket and Park reservation.
- The ticket-reservation planner writes the appropriate Guest's name on each RFID card before distributing them, to help ensure each Guest receives the correct card.