

## To Purchase Tickets Online

- In the **Upcoming Events** tab, click the title of the event you are interested in to take you to that event's page.
- At the bottom of the page there will be a red "Online Box Office" icon.
- Clicking that icon will take you to a search results page. This page will have the event(s) you chose and the venue (e. g. Sandusky State Theatre).
- Click the "Buy Now" icon.
- You are now on the Performance Options screen.
  - You will see the description of the event and the date the event.
  - Select the number of seats you would like to purchase.\* *(It will also ask you if you would like the seats together or split.)*
  - Click the "Continue" button.

*\* If there are different prices for different sea sections there will be corresponding colors. E.g. if you are looking for \$20.00 seats click the corresponding color and that will show you which seats are available in that price scale.*

- You now have TWO choices:
  1. To choose your own seats, click "Choose Seats".
  2. To get the best available seats without choosing your own seat click "Best Available".

1. Choosing "Choose Seat" will take you to a picture of the orchestra, loge and balcony.

Click the color-shaded section you would prefer to sit in.

- Next you will be shown a map of the section you chose.
- Pick a seat by clicking on it (the seats in color are still available).

- After choosing seats YOU MUST CHOOSE A METHOD OF DELIVERY. The options are **Will Call Window** (pick up tickets at the box office) or US MAIL.
  - After selecting your seat AND the method of delivery click “Add to Cart”.
  - You will be taken to Check Out screen where you can securely pay online.
  - Fill out all of the credit card and billing information and click the **“Finalize order”** button to finish your transaction.
2. If you chose “Best Available” instead of “Choose Seats” you will be taken to seating preference screen.
- Choose ONE of the options given to you
  - Click “continue”
  - You will be taken to the Order Overview screen. YOU MUST CHOOSE YOUR METHOD OF DELIVERY before continuing. Your choices will be Will Call Window (pick up tickets at the box office) or US MAIL.
  - Click “Add to Cart”. You will then be taken to the “check out” screen where you will be asked your billing and credit card information.
  - Click “Finalize Order” and that will finish your transaction.

**ENJOY THE SHOW!**