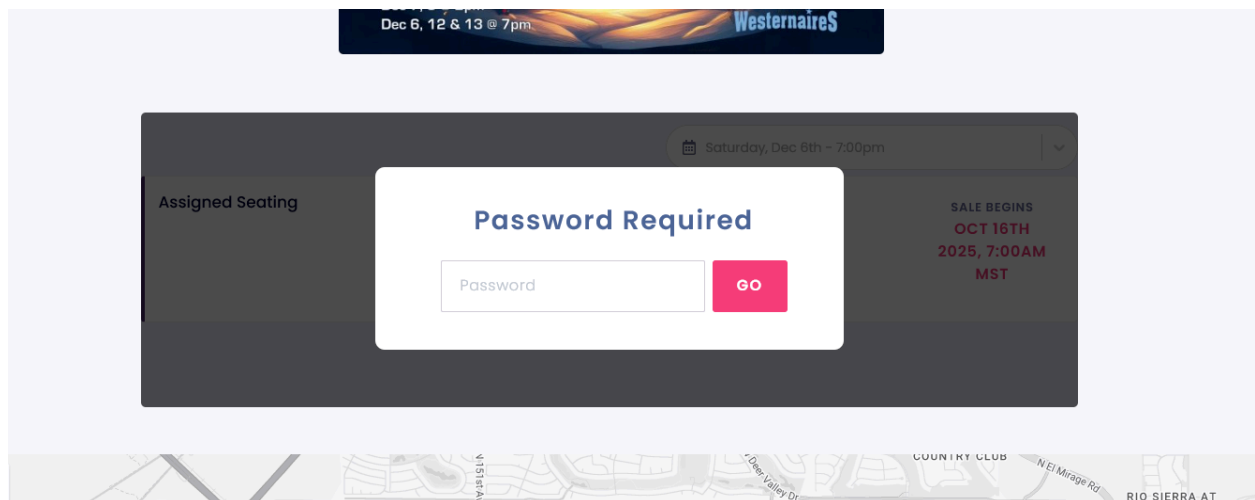


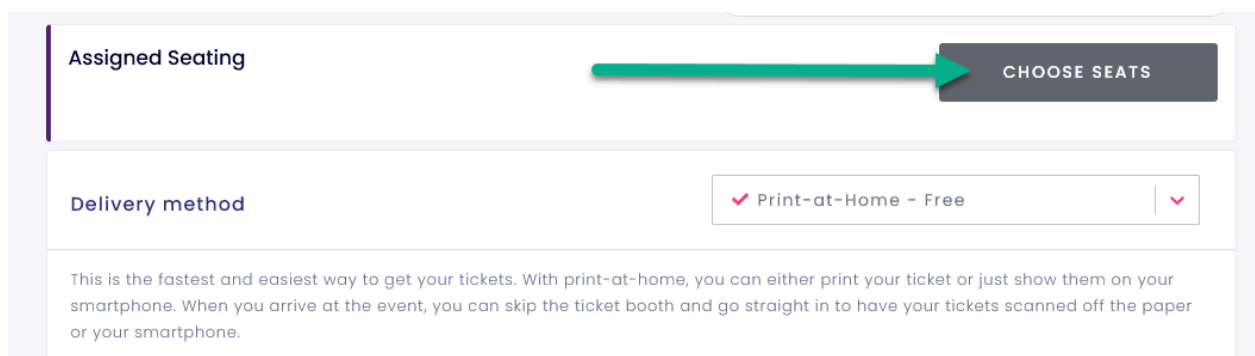
1. Presales October 16th @ 11am until Oct 23rd @ 5pm. Reopens for public sales Oct 27 @ 8am.
2. <https://westernaires.club/presales> and select a date.
3. Click Buy Tickets.



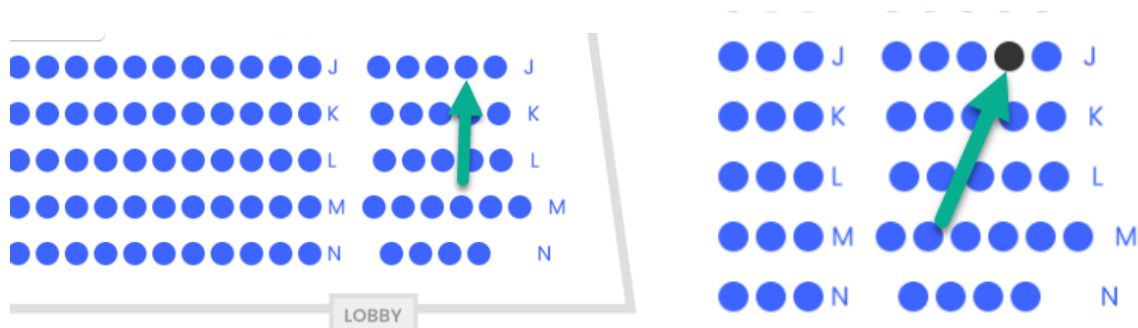
4. Screen displays "Password Required". Enter password received at rehearsal on 10.16 @ 11am (and via email from president@westernaires.club) on 10.16.



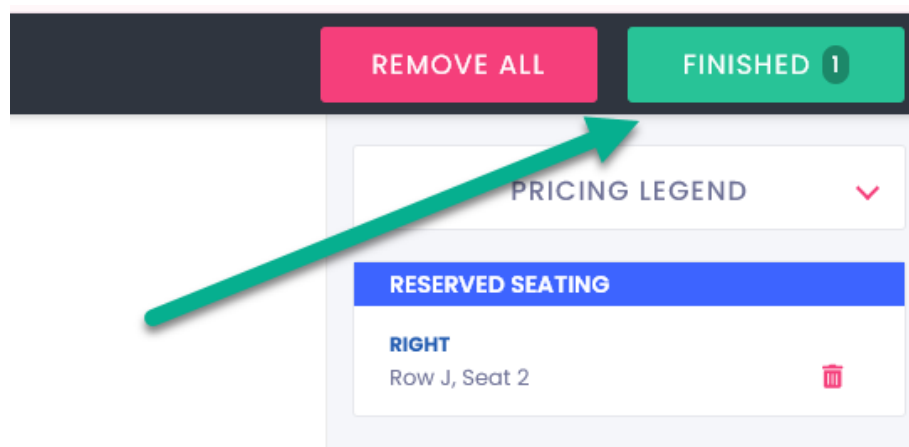
5. Click the CHOOSE SEATS button – that will take you to the Theatre Seating Map.



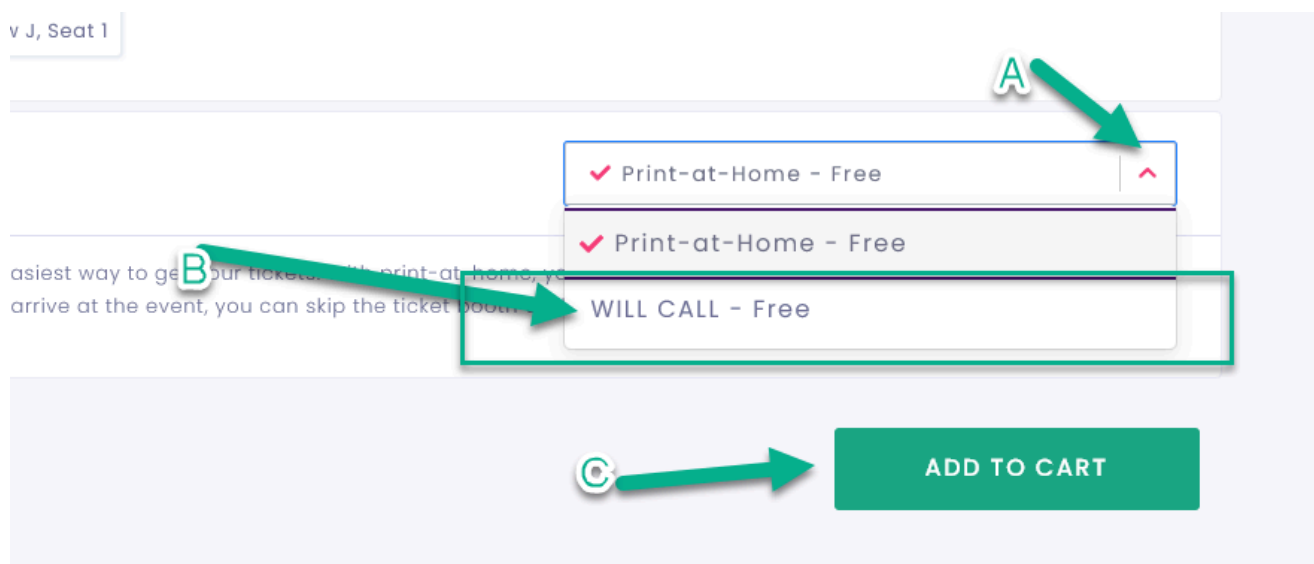
6. Click on the blue dots on the seating map that reflect the seats you want for that performance. White = Unavailable, sold. Blue = Available. Black = In YOUR cart ready to buy.



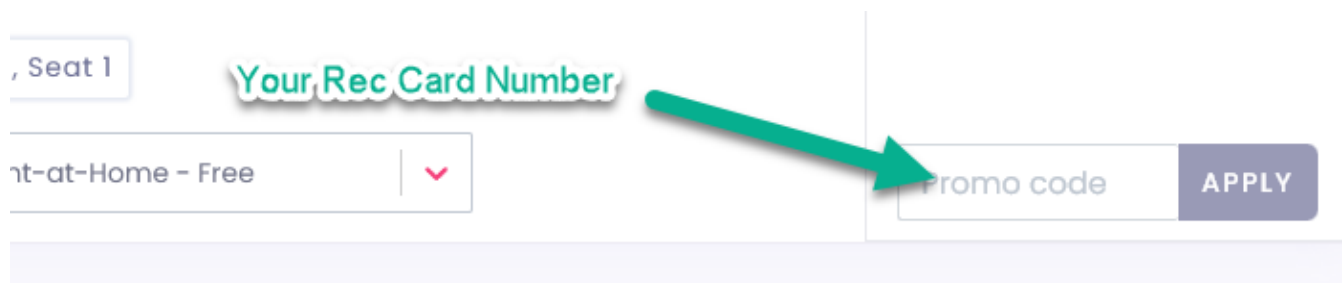
7. Click on the GREEN FINISHED button in the top right corner of the screen once you have selected all the tickets you want for that performance – it will take you back to the original page.



8. **Scroll to the bottom of the page.** Select “WILL CALL” in the drop down & then “Add to Cart”

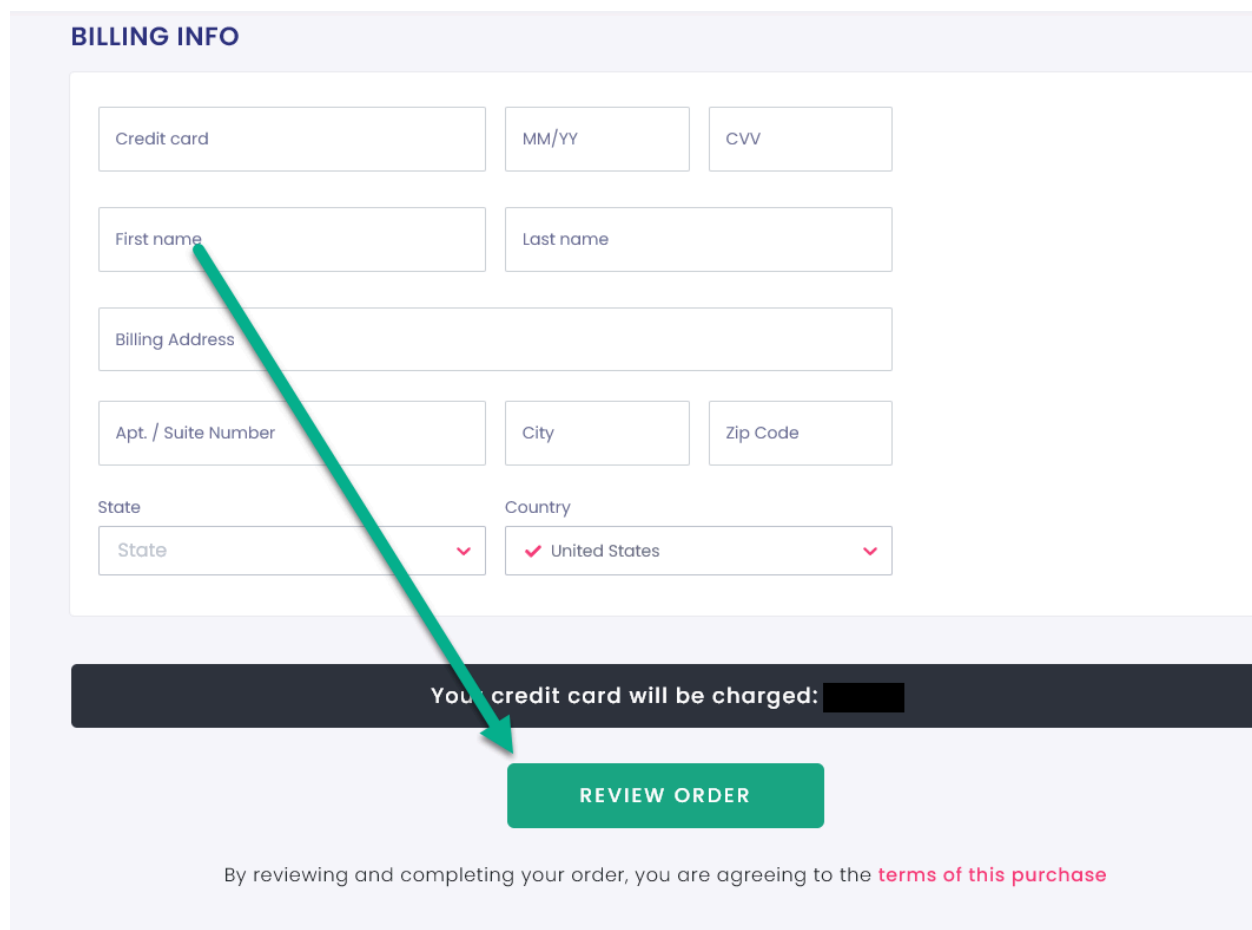


9. You will be taken to the SHOPPING CART page. You will see the button that says APPLY next to **PROMO CODE**. Enter your Rec Card. *This saves us paying tax on your ticket.*



The screenshot shows a portion of a shopping cart interface. On the left, there's a dropdown menu with 'Seat 1' selected. Below it is a dropdown menu with 'at-Home - Free' and a red checkmark icon. To the right, there's a text input field labeled 'Promo code' and a green button labeled 'APPLY'. A green callout box with the text 'Your Rec Card Number' and a green arrow points from the callout to the 'Promo code' input field.

10. Tip: You will see a green box at the top of the page that says SUCCESS and has your Rec Card Number on it – it will go away; it is just acknowledging that your card number is correct and works.
11. TICKET HOLDER INFO. Enter in all information requested – you will receive your receipt for payment at that email address you enter. **TIP:** *If you want to ADD tickets to a different performance date, see below before moving to step 12.*
12. Click REVIEW ORDER in the green box once all information is entered A REVIEW ORDER PAGE will open, check to make sure your order is correct and that you have selected the seats you intended to select.

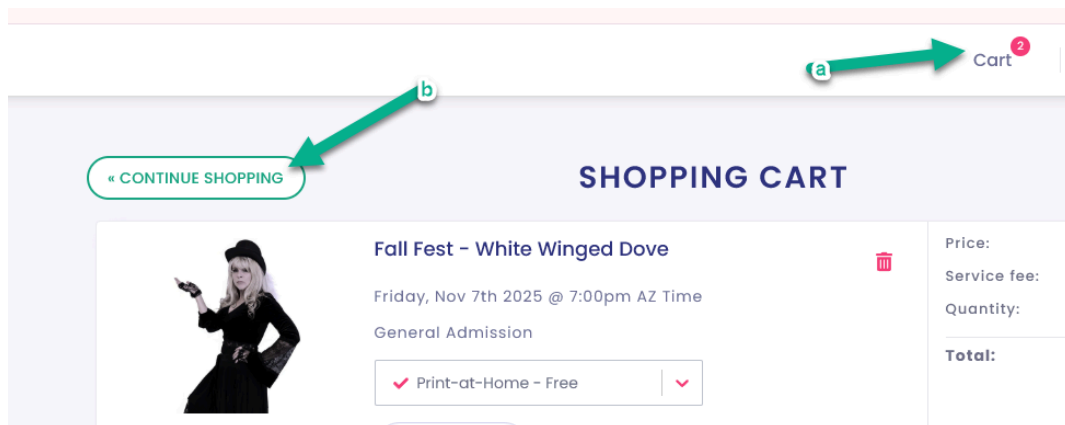


The screenshot shows the 'BILLING INFO' section of a form. It contains several input fields: 'Credit card', 'MM/YY', 'CVV', 'First name', 'Last name', 'Billing Address', 'Apt. / Suite Number', 'City', 'Zip Code', 'State' (with a dropdown arrow), and 'Country' (with a dropdown arrow showing 'United States'). A green callout box with the text 'Your credit card will be charged:' and a green arrow points from the callout to the 'REVIEW ORDER' button. Below the form, there is a line of text: 'By reviewing and completing your order, you are agreeing to the [terms of this purchase](#)'.

13. If it is CORRECT click the green **COMPLETE ORDER** button.

TO ADD MORE PERFORMANCES:

Click the “continue shopping” button in the “Cart”. Find the performance and repeat buy steps above. Before “Reviewing Order” (step 11) make sure all the performances are in your cart! If you get to a pay only window, cancel and click “Cart” at top of your screen.



To CHANGE YOUR ORDER BEFORE PURCHASING

CANCEL will take you back to the page with the TICKET HOLDER INFO – scroll up until you see your order. You can either delete your orders to change seats by clicking the red garbage can next to the date of that part of your order you need to change AND THEN...click on the Green CONTINUE SHOPPING button to add tickets to your order and repeat buy steps above.

Once your order is CORRECT and you show the seats for the dates you want – click the green COMPLETE ORDER button and follow the payment instructions to pay with a Debit or Credit card.

Note:

Tickets ordered by Will Call, will be printed by the Rec Center and distributed at rehearsal after Pre-Sales close. Forgot to select Will Call? See Tia Wooley, Production Coordinator 623.544.6563 to request your tickets are printed for pick-up at rehearsal.