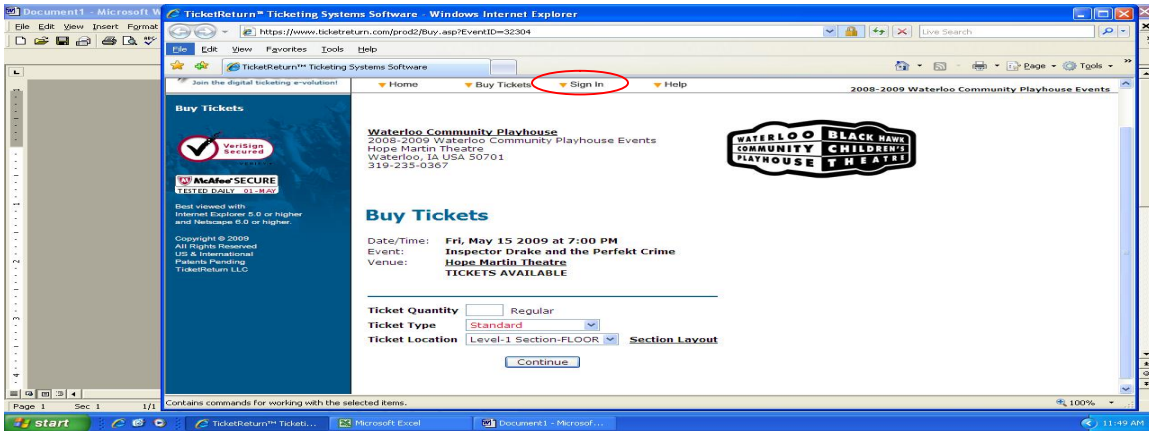


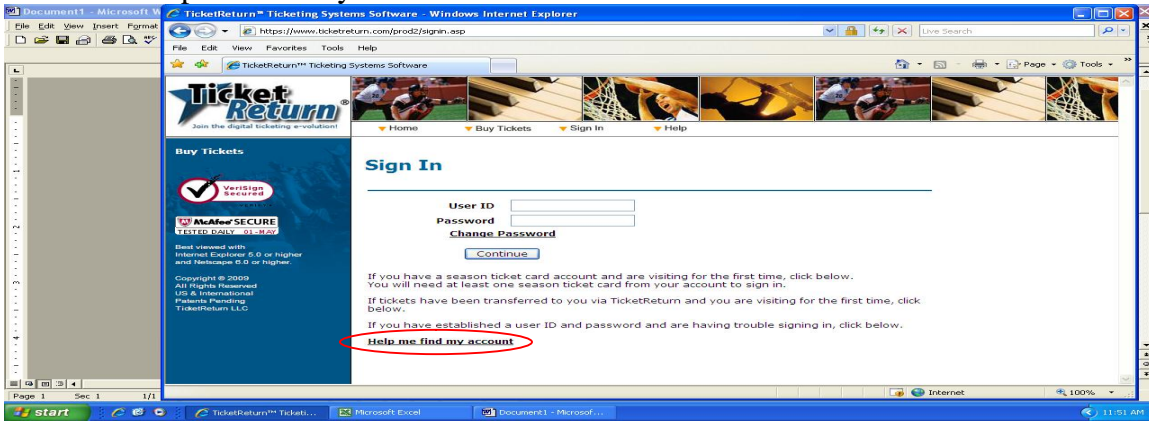
**TO SET UP ACCOUNT ONLINE:
THIS IS ONE TIME ONLY TO SET UP THE ACCOUNT**

On the Home Page scroll down to the Performances
Select the Performance to attend

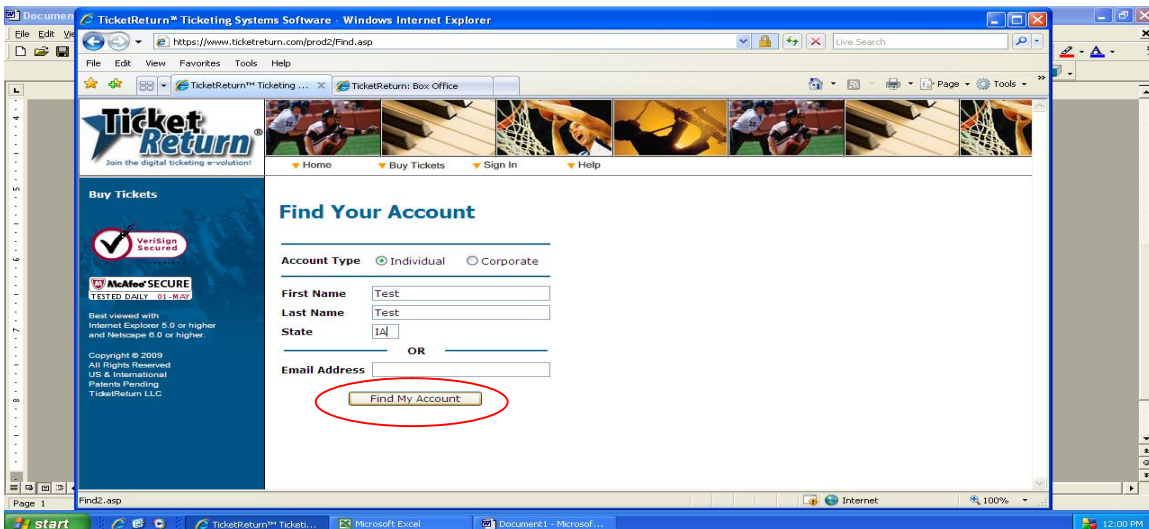
This takes you to Ticket Return's Buy Tickets page.
Sign In



Click on "Help me find my account"



Fill in the information and click on "Find Account"

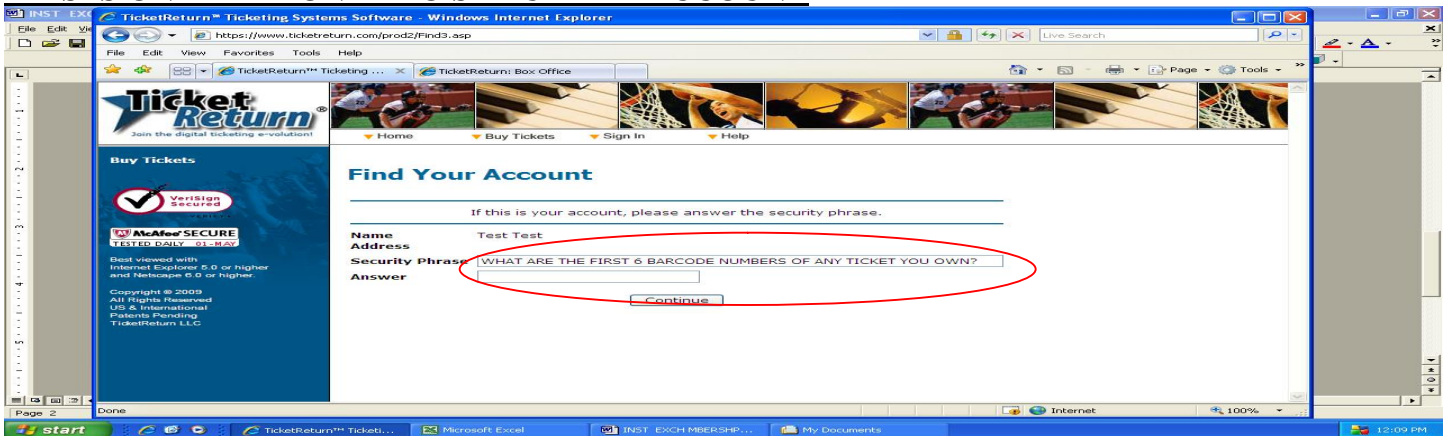


Click the button for your account, then scroll down and click "Continue"

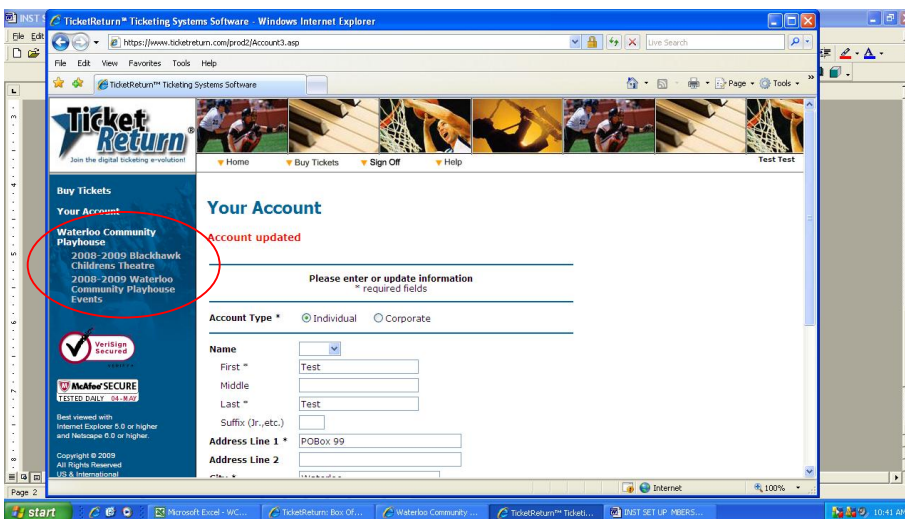


You must contact the Business or Box Office to obtain the Barcode.

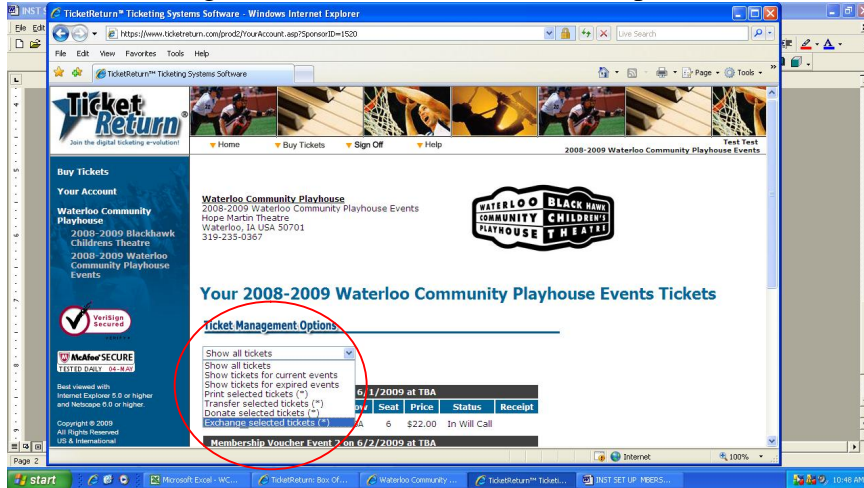
THIS IS ONE TIME ONLY TO SET UP THE ACCOUNT



Fill in all required information
Scroll down and click on Update Account Information
Click on the Membership you want to use.



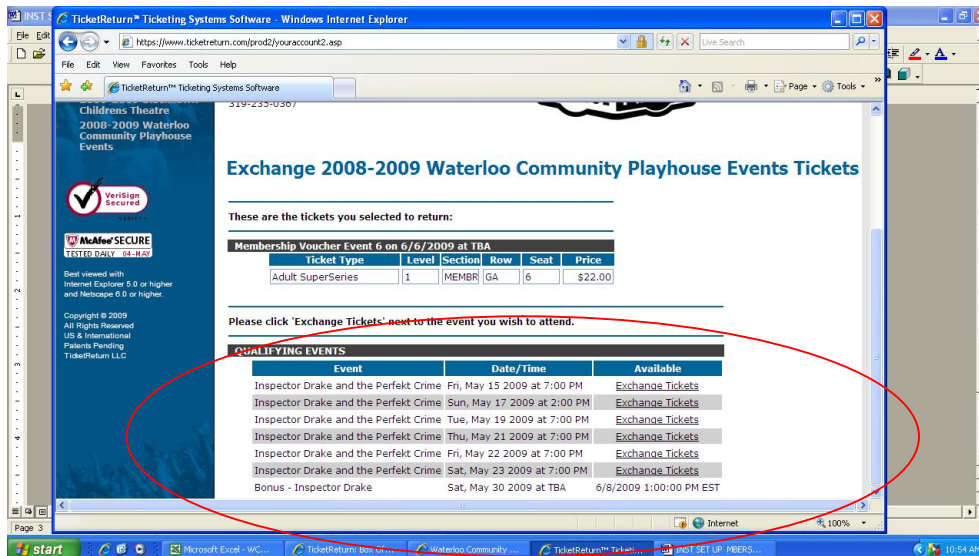
Select “Exchange Selected Tickets” from the drop down menu:



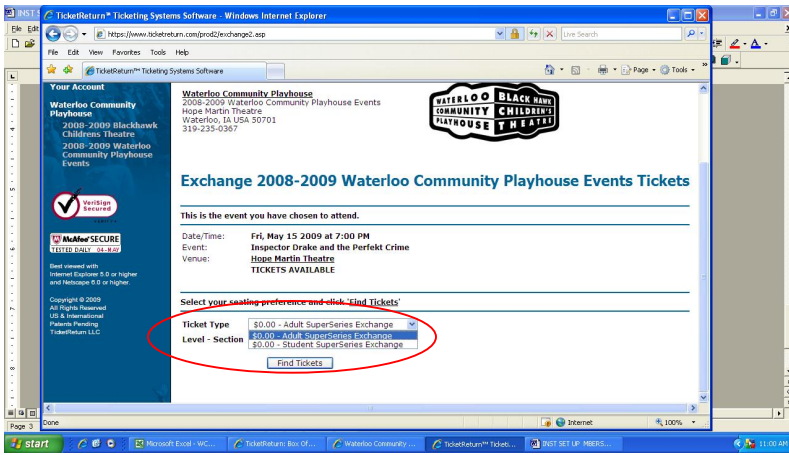
Select one of the Membership Voucher Events listed

Scroll down to click on “Select Tickets and Continue”

Click on “Exchange Tickets” for the Date/Time you will attend. (This does not mean you are exchanging tickets you already have. You are exchanging membership tickets/vouchers for reserved seats for that performance.)



Select “Ticket Type”, then “Find Tickets”



(You can choose different seats by clicking on “Show Section”)
Click on “Confirm Exchange”



Confirm Exchange by clicking on “Exchange Tickets” on the next page

Then you may either Print the tickets or leave them in will call to pick up at the Box Office.