

BES Drama Club Proudly Presents: April 1 & 2 @ 7 PM



How to Select Your Seats on **BookTix** ONLINE TICKETING SOLUTION

BookTix is honored to be the selected ticket vendor for your organization's upcoming show or event. This guide will help you navigate our system and process your ticket order.

1 Getting to the Box Office Portal

BookTix has built an online box office at the following link.

<http://ccpsct.booktix.com>

The series of letters provided before BookTix.com MUST be included to reach the website where tickets can be obtained.

2 Build an Account

It's a good idea to build your account prior to selecting your seats to prevent any delays while ordering. You can create your account ahead of your ticket access date.

If this is your first time ordering tickets through this organization's Online Box Office, please build an account by clicking the Login Button in the upper right hand corner of the homepage. Click on CREATE ACCOUNT under the New Audience Members title.

After filling out the contact information and clicking continue, you should be sent back to the home screen. If not, click the little House Icon in the upper right-hand corner.

3 Selecting Your Performance and Seats

Click on PURCHASE TICKETS for your first performance selection. Since our event is set up as Reserved (assigned seating), click on the visual map or the section tabs to select the section of the theater you wish to sit in.

You will then come to a venue map. White circles without a   are available for you to select.

Select ADD TICKETS TO CART.

Your seats should be listed in the cart. If you wish to add more seats, click on ADD MORE TICKETS and select your next performance. You should be able to get tickets for multiple performances.

4 Cart and Check Out

Make sure to review your cart carefully are no exchanges. Everything listed in the cart is the way

the order will be processed.

You can set your tickets to print at home.

When you are finished with reviewing your cart, click CHECKOUT NOW. If you have not signed in, you will be required to sign in at this point with your account. Follow the instructions.

Is My Order Complete?

You can be certain your order is completed when you see the completion screen with your confirmation number. You can print your tickets from this screen.

An email confirmation will also be sent to the email associated with your account.

My Tickets

If you decide not to print your tickets immediately, the PDF print at home tickets can be found attached to the confirmation email (if Print at home was selected) and in your account.

Regional High School Drama Club
Present this ticket for admission. **THIS IS YOUR TICKET**

EVENT TITLE MY FAIR LADY			
EVENT DATE & TIME FRI APR 12, 2015 - 8:00PM			
PURCHASED BY Justin Time help@booktix.com 732-743-5849	SEC CTR	ROW D	SEAT 26
ORDER NUMBER 0820-323	TICKET TYPE ORCHESTRA		
<small>Franklin Auditorium 1130 Atlantic Road, Springfield, FL, 10101</small>			



**\$2 OFF A LARGE PIE
WITH THIS AD**

Mario's Pizza & Pasta
261 Front Street

NO EXCHANGES / NO REFUNDS - This ticket cannot be copied. Please make sure to present this printed ticket when entering the event. This is your ticket for admission. Each ticket has a barcode that can only be used once. Duplication of this ticket will result in the immediate revocation of any person using one of the copies. Ticket holder assumes all risk and liability, including without limitation personal loss, damage to property, injury, death or any other related harm. Management reserves the right to refuse entry or eject any person that does not comply with the terms and conditions for the event as well as any additional regulations posted at the venue or the Office.

