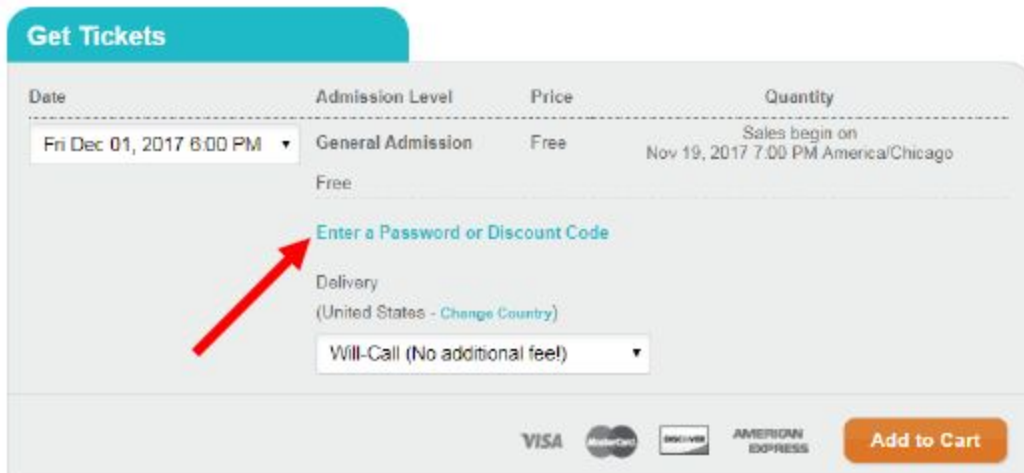


Once you have gotten to the event page on Brown Paper Tickets (use link in confirmation message of the Google Form). Please follow the steps below to reserve your seats.

Step #1

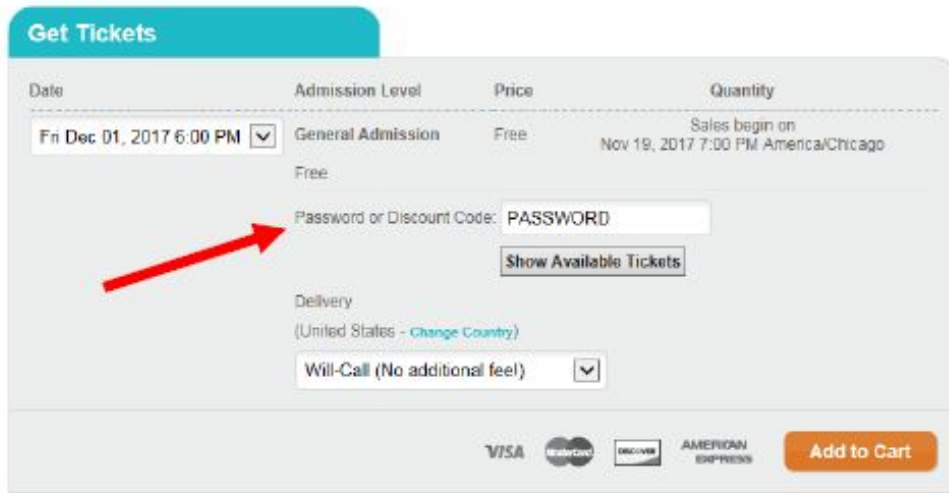
This is the screen you will be taken to when you click on the event link. Click on 'Enter a Password or Discount Code'.



The screenshot shows the 'Get Tickets' interface. At the top, there is a teal header with the text 'Get Tickets'. Below this is a table with columns: Date, Admission Level, Price, and Quantity. The table contains one row: 'Fri Dec 01, 2017 6:00 PM' (with a dropdown arrow), 'General Admission', 'Free', and 'Sales begin on Nov 19, 2017 7:00 PM America/Chicago'. Below the table, there is a link 'Enter a Password or Discount Code' which is highlighted with a red arrow. Underneath the link is a 'Delivery' section with '(United States - Change Country)' and a dropdown menu set to 'Will-Call (No additional fee!)'. At the bottom, there are logos for VISA, Mastercard, Discover, and American Express, followed by an orange 'Add to Cart' button.

Step #2

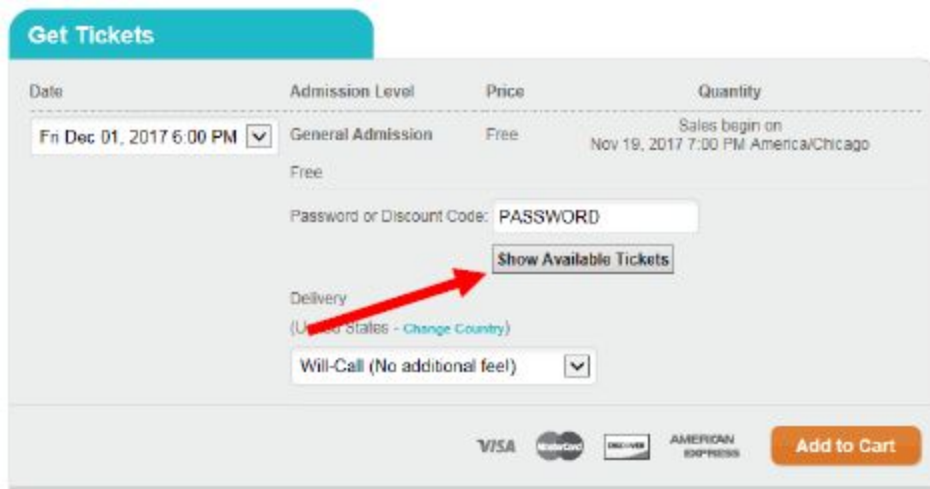
Enter password provided in email that went out through Home Access Center.



This screenshot shows the same 'Get Tickets' interface as the previous one, but with the 'Enter a Password or Discount Code' link now replaced by a text input field containing the word 'PASSWORD'. A red arrow points to this input field. Below the input field is a button labeled 'Show Available Tickets'. The rest of the page, including the table, delivery options, and payment logos, remains the same as in the previous screenshot.

Step #3

Click on 'Show Available Tickets'



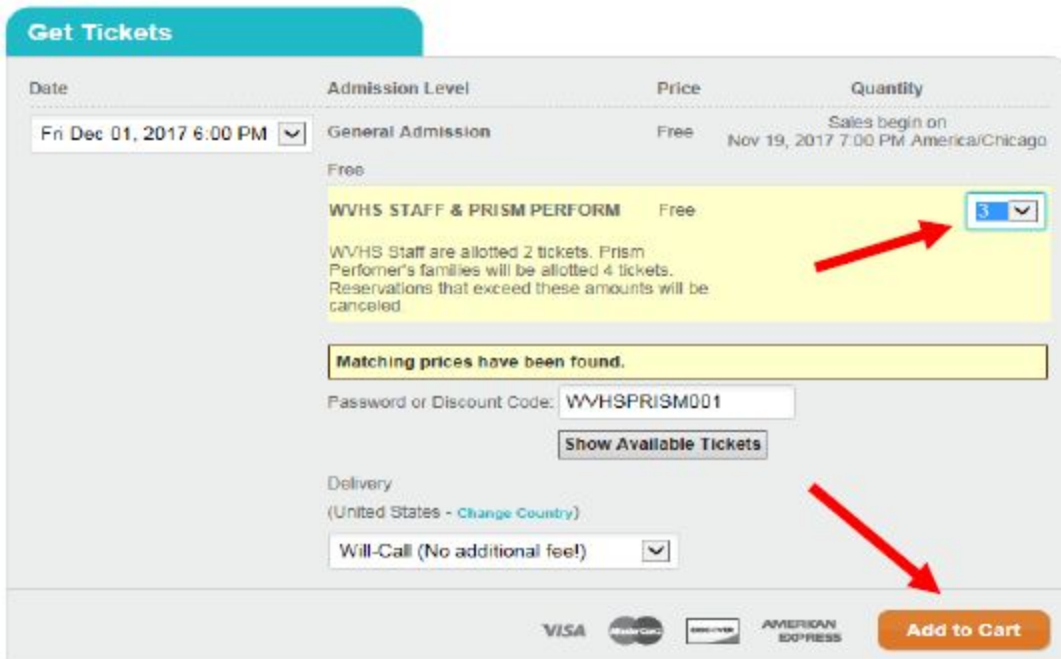
Get Tickets

Date	Admission Level	Price	Quantity
Fri Dec 01, 2017 6:00 PM	General Admission	Free	Sales begin on Nov 19, 2017 7:00 PM America/Chicago
Free			
Password or Discount Code: PASSWORD			
Show Available Tickets			
Delivery (United States - Change Country)			
Will-Call (No additional fee!)			

VISA MASTERCARD DISCOVER AMERICAN EXPRESS **Add to Cart**

Step #4

Enter the date and quantity of tickets needed. Then click on 'Add to Cart'.



Get Tickets

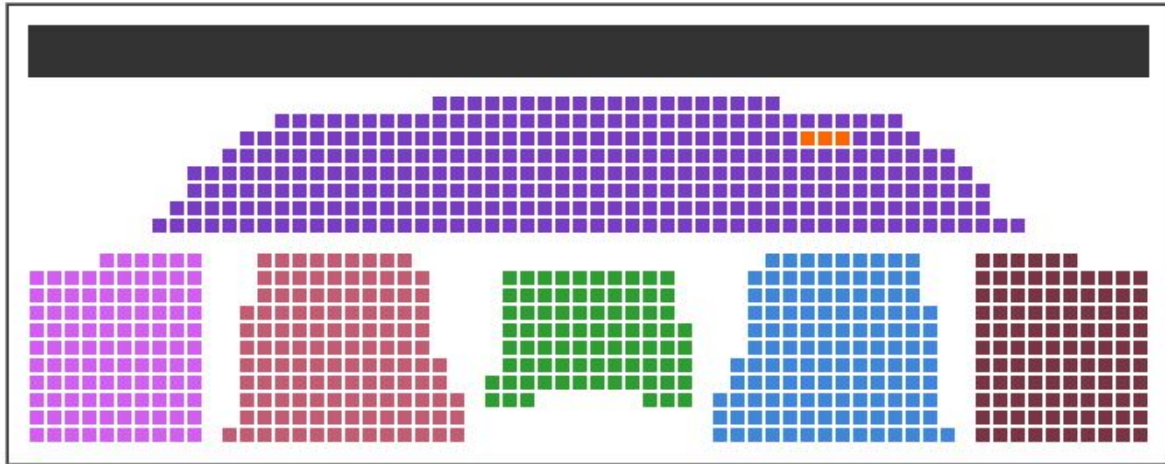
Date	Admission Level	Price	Quantity
Fri Dec 01, 2017 6:00 PM	General Admission	Free	Sales begin on Nov 19, 2017 7:00 PM America/Chicago
Free			
WVHS STAFF & PRISM PERFORM		Free	3
WVHS Staff are allotted 2 tickets. Prism Performer's families will be allotted 4 tickets. Reservations that exceed these amounts will be canceled			
Matching prices have been found.			
Password or Discount Code: WVHSPRISM001			
Show Available Tickets			
Delivery (United States - Change Country)			
Will-Call (No additional fee!)			

VISA MASTERCARD DISCOVER AMERICAN EXPRESS **Add to Cart**

*Password pictured is NOT the password for this year's performances.

Step #5

You will be directed to a seating chart of the auditorium. Select the desired seats and click on the 'Next' button at the bottom of the screen.



Step #6

You will be directed to the cart where you can finalize and confirm your reservation.

Your cart						
	Event	Date	Assignment	Delivery	Qty	Price
Edit Delete	WVHS Prism Concerts	Dec 01, 2017 6:00 PM	WVHS STAFF & PRISM PERFORM	Will-Call	3	Free
						\$0.00 Total Due

Please remember to **PRINT** your tickets for the performance as there will not be a Will Call. If you have any further questions, please email kristen_murray@ipspd.org.