

## Hutchinson Theatre Company's (HTC) Instructions for Online Purchasing

\* **Important note for Season Pass holders:** Each Season Pass allows one admittance to each of HTC's three shows for the year (3 tickets per year total). You have been issued a Pass Code that you need to for making the seat selection for the show. It is important to go through the online process and make your one Season Pass seat selection and take the ordering process to completion before attempting to order additional tickets beyond your one ticket allowance for the show. If you do not, you would risk expiring your 3-show admittance prematurely, and loose out on future shows. If you desire to make additional online ticket purchases for other guests, HTC encourages that you make those purchases immediately following your completed Season Pass order while the neighboring seats to you are still available online.

### Easy Online Purchasing Steps:

1. Go to HTC's website: <http://www.hutchtheatre.org/>
2. Click the "Buy Tickets Now" button located throughout the website.
3. Select a Performance Date. This will take you to the seating charts.
4. Select the seats you desire by clicking on the open seating boxes. *Note: The unavailable seats will be blacked out with an "x".* When you have made all your intended selections, click the "Select Seats" button at the bottom left.
5. The **Seats Select** screen appears listing the seats you've chosen. You can change you selection, add more, or progress to Check Out. When you are ready to check out, click the "Check out" text link at the bottom left.
6. The **Who will be attending** screen appears. This is where to select the type of ticket your are purchasing. The choices are either standard or youth (note: youth tickets are available only on selected shows). The ticket type 'standard' is the default. When you have made the appropriate ticket type selection, click the "Continue" button.
7. The **Customer Login** screen appears. HTC maintains records of who purchased which seats and for what performances. Also, with online purchases, you will be receiving an e-mailed confirmation and your e-tickets.
  - a. If this is your **first time**...fill out the right side form fields with your e-mail and desired password. *Remember to keep your password for future online purchases.* Click the "Continue" button.
  - b. If you are a **returning purchaser** to the HTC system, use the left side login area and enter your e-mail and previously selected password. Click the "Continue" button.
8. The **Customer Information** screen appears. Please verify that HTC has the correct information on you. This information is used to send you periodic announcements about HTC's upcoming shows or events. Please read our Privacy Policy. Click the "Save and continue" button.
9. The **Ticket Purchase** screen appears. This lists your purchases and cost. *If you have a special code for Season Pass, gift certificates, or coupon, enter it here to credit your purchase.* Click the "Continue" button.
10. The **Credit Card Purchase** screen appears. Enter your valid credit card # and expiration date in the fields provided. Click the "Complete purchase" button.
11. The **E-Ticket Printout** screen appears. This has instruction to access your e-ticket. You will also be receiving an e-mailed confirmation of your purchase and able to print your e-tickets through that e-mail if preferred.

**DONE!**