



Ticket Sales

1. Login in to Ticket Sales using the username and password supplied to your store.
2. Click on the link to the event you are selling tickets to.
3. Click on Box Office, Place Order, then Walk Up.
4. Click on the quantity of each ticket type the customer is purchasing.
5. Check "Mark Delivered" and "Print Tickets" under the Pay button.
6. Click PAY. The tickets will be purchased and a screen will popup for you to print the tickets.

Credit Cards: We will accept credit cards for walkup orders. Choose CC for the payment type. The customer will be required to provide you with the billing address for their credit card. **MAKE A COPY OF THE ID AND THE CARD, FILE THESE COPIES WITH THE COPIES OF YOUR CHECKS CASHED.**

Notes: Do not release the number of tickets sold or tickets available to anyone. When asked how many tickets are left say "I'm not sure, they are selling fast." All tickets will be verified by a handheld scanner at the event to be sure no more than one person has entered on a single ticket.