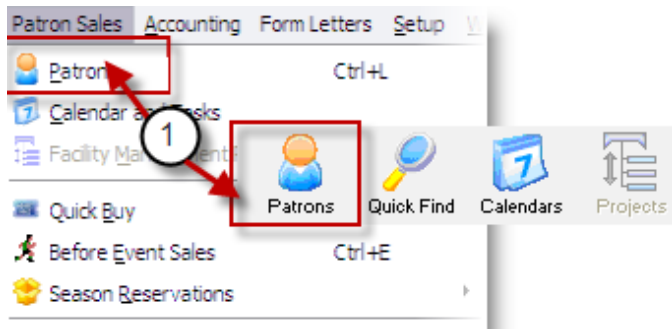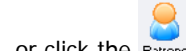## Adding a Patron

1. Choose Windows menu **Patron Sales>Patrons**

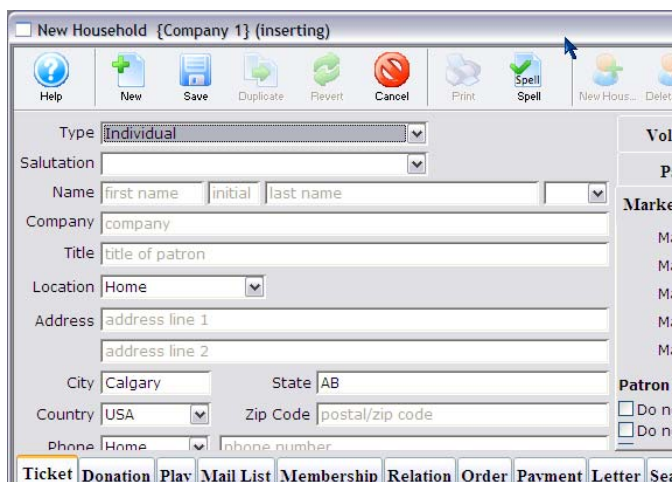   or click the ![Patrons] **Patrons** icon on the Theater Manager ribbon bar.
   The Contact List for Company window opens.

2. . Click the ![New] New button.
   The **New Household** window opens.

3. Enter the appropriate information into the patron fields.

   If you have NOT entered all the mandatory information, Theatre Manager displays a message in the status bar at the bottom of the window or an error message describing what needs to be completed.

4. When you have finished entering the new patron's

   information, click the **Save** ![Save] button. The patron's record is saved in the database and a patron window opens.

   This Patron now appears on the Contacts List window. The Contact List window gives you access to most of the functions you do – including selling tickets.