Selling a Ticket Cheat Sheet
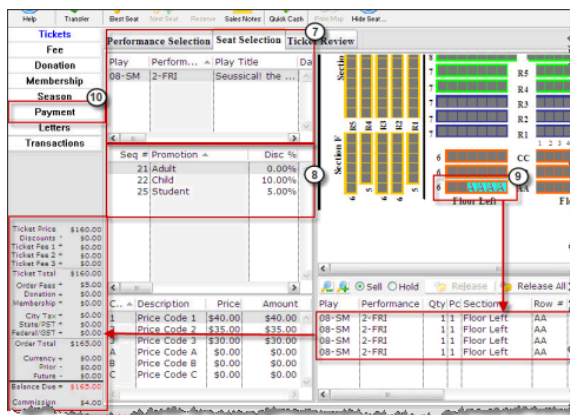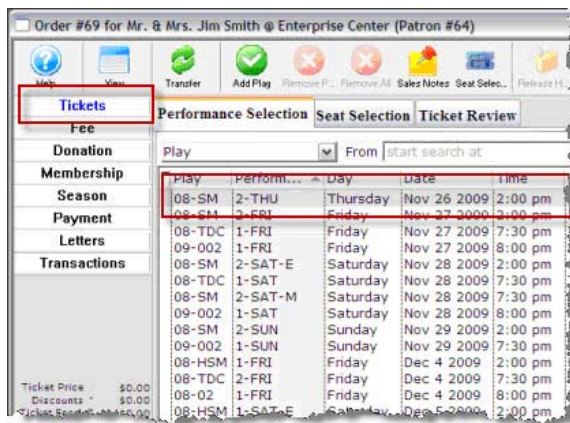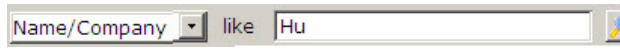
1. Click the **Patron** Patrons button in the tool bar. The Contact List window opens.

2. Enter your search criteria and click the **Search** button.

   Name/Company ▾ like Hu

3. The Contact List window displays the patrons matching your entry.

4. Highlight the Patron you want to buy tickets for and click the **Buy Tickets** Buy Tickets button. The Order window opens.

5. In the Performance Selection tab, select the event from the event list. Several events can be chosen at the same time.
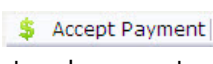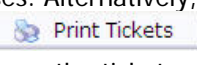
6. Click the **Seat Selection** Seat Selec... button.

7. The Seat Selection window opens with the performance you have selected appearing in the event portion of the window.

8. If required, choose the Promo Code. The Promo code specifies if there are discounts for children, youth or seniors.

9. Select the seats in the Theatre Seats Graphic by clicking them. Seats that have previously been sold are marked.

10. As seats are selected they appear in the seats portion of the window and a running total of the Order appears in the lower left of the window.

11. Click the **Payment** Payment button.

1. Choose the Payment Method from the drop down list.

2. Once you have selected the payment method, enter the details.

3. Click the Accept Payment $ Accept Payment button, this accepts the entered payments. If the order is paid in full the tickets are printed and the order window closes. Alternatively, You can click the Print Tickets Print Tickets button to print special information on the ticket.