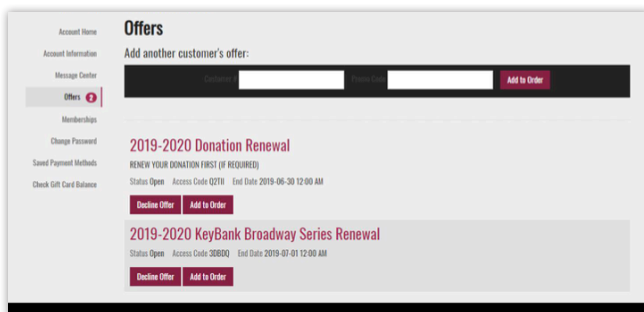


## 7 Easy Steps to Renew Your KeyBank Broadway Series Season Tickets:

1. Using the username we provided you, log into your online account at [playhousesquare.org/myaccount](http://playhousesquare.org/myaccount)
2. After logging into your online account, click on “Keep Your Seats Here!” image.



3. This will take you to your **OFFERS** page. An OFFER is a special order created just for you!

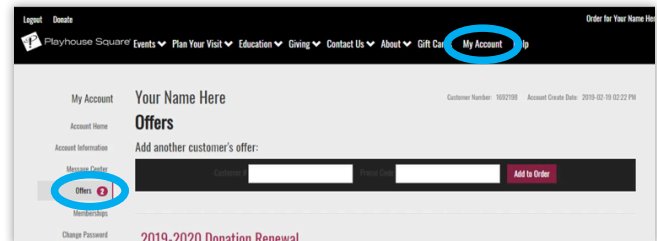


4. If a donation renewal is required to keep your seats, proceed to Step 5.  
If you do not have a “2019-2020 Donation Renewal” on your screen, please proceed to step 6.

5. You must first renew your donation.
  - a. Click 2019-2020 Donation Renewal, then click Add to Order.
  - b. Follow the prompts and enter payment information to complete donation renewal.

**NEW THIS YEAR:** Payment Plans are available online for your donation!

6. After donation renewal is complete, click “My Account” in the upper right hand corner of your screen, then select “Offers” tab on the left hand side of the screen



7. Click on 2019-2020 KeyBank Broadway Series Renewal
  - a. Follow prompts and enter payment information to complete renewal. (Payment Plan available)

**Your renewal is now complete!**

**Questions or need help? Call Donor Services at 216-640-8436**