

HOW TO KEEP YOUR SEATS ONLINE

Step #1: Log in to your online account and select the “My Account” tab at the top.

My account

Existing users

Email (Username)

Password

[Forgot your password?](#)

Login

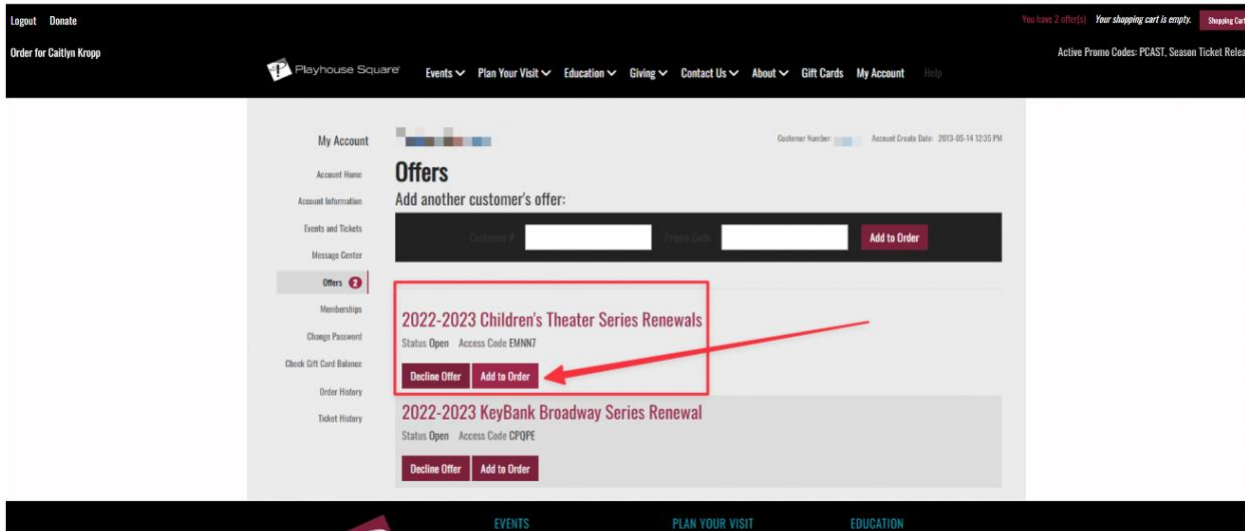
The screenshot shows the top navigation bar of the Playhouse Square website. The navigation bar is dark with white text. The 'My Account' link is highlighted with a red box and a red arrow. Below the navigation bar is a search area with a 'Search Events' input field, 'Event Dates' input field, and a 'Go' button. Below the search area is a promotional banner for 'Have a Promo Code?' and a 'Welcome To the Playhouse Square Guide' section.

children's Theater series

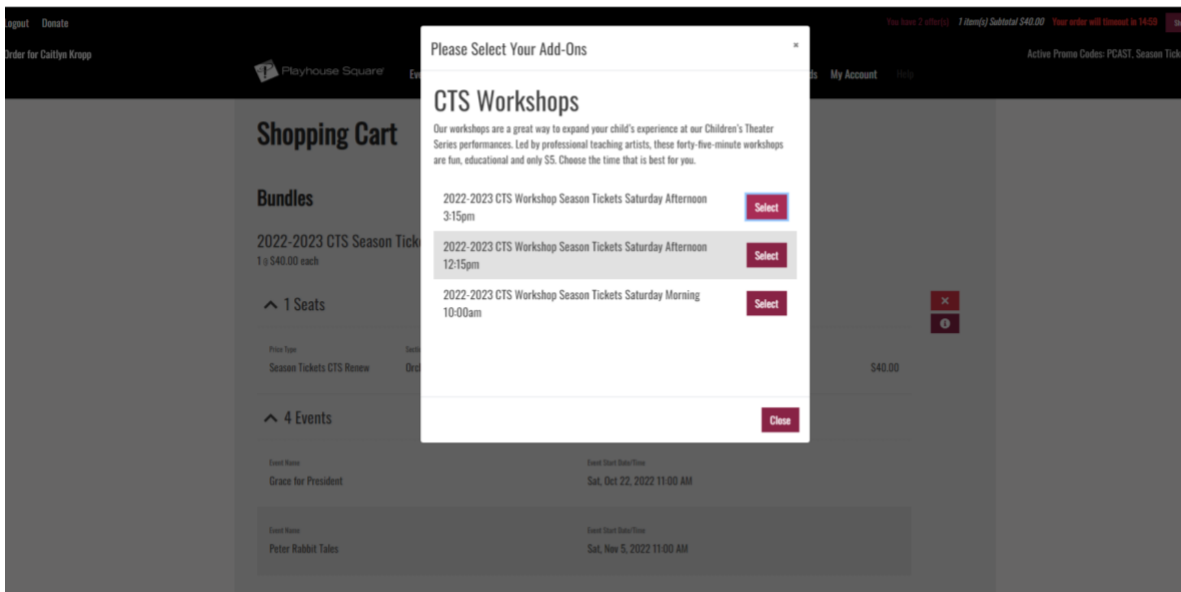
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Step #2: Select the “Offers” tab in the list on the left to reveal your 2022-2023 KeyBank Broadway Series Renewal. Click “Add to Order”

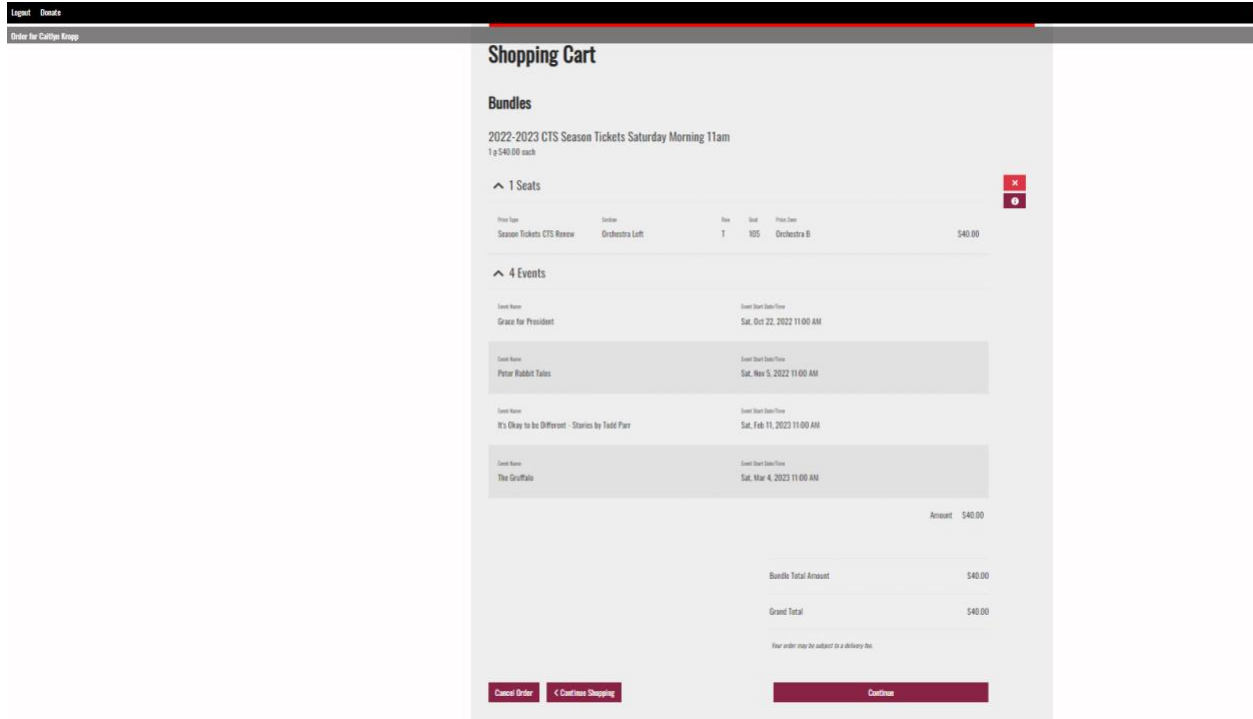


*** Tip:** If you are interested in participating in the pre-show workshops, just select the option that matches your show day and time.

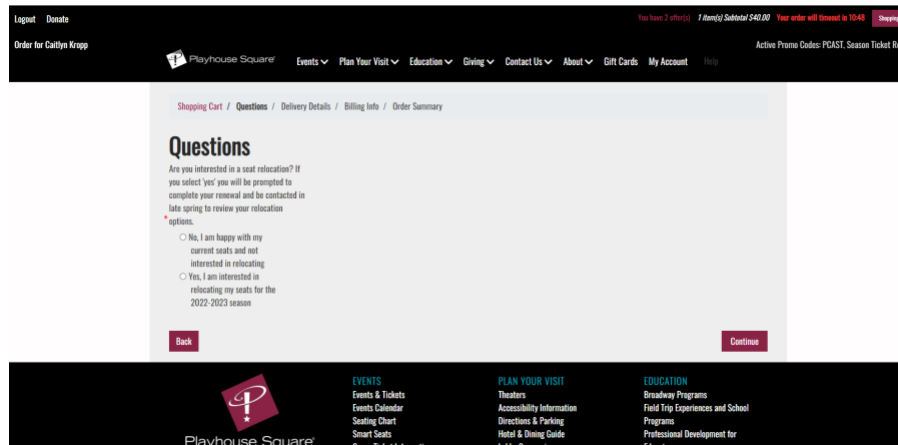


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Once added, you will see your shows, performance dates and seats. Review and click “Continue”.



Step #3: This is the place to let us know if you would like a change with your seats. Answering “Yes,” will cover everything from upgrading your current location to changing the day of the week you attend, and even adding additional seats. You must renew your current seats to be eligible for a seating change. Once the renewal period is complete (in late Spring) you will be contacted about your request.



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Next, let us know where you'd like your season tickets shipped. Season tickets are mailed in late summer.

The screenshot shows the 'Delivery Details' page on the Playhouse Square website. At the top, there is a navigation bar with 'Logout' and 'Donate' on the left, and 'You have 7 item(s) 1 Item(s) Subtotal \$40.00 Your order will be placed in 05:39 Shipping Cart' on the right. Below the navigation bar, the page title is 'Delivery Details' with a breadcrumb trail: 'Shopping Cart / Questions / Delivery Details / Billing Info / Order Summary'. The main heading is 'Delivery Method Please select a delivery method.' There is a radio button selected for 'Season Ticket Mailing' with a 'Free' price tag. Below this, there are sections for 'Billing Customer', 'Billing Address', 'Billing Email Address', 'Shipping Customer', 'Shipping Address', and 'Shipping Email Address'. Each section has a dropdown menu and an 'Update' button. At the bottom of the form, there are 'Back' and 'Continue' buttons.

Step #4: Please provide a new credit card for the new year.

The screenshot shows the 'Billing Info' page on the Playhouse Square website. At the top, there is a navigation bar with 'Logout' and 'Donate' on the left, and 'You have 7 item(s) 1 Item(s) Subtotal \$40.00 Your order will be placed in 05:39 Shipping Cart' on the right. Below the navigation bar, the page title is 'Billing Info' with a breadcrumb trail: 'Shopping Cart / Questions / Delivery Details / Billing Info / Order Summary'. The main heading is 'Billing Info' with a sub-heading 'Please verify the contact, address and delivery method information before adding your payment.' There is a 'Summary' section with 'Contact', 'Address', and 'Delivery Method' sections, each with an 'Update' button. Below this, there are two payment options: 'Pay with a PSQ Gift Card or Account Credit' and 'Pay with a Credit Card'. The 'Pay with a Credit Card' option is selected, and there are icons for American Express, Discover, MasterCard, and Visa. Below the icons, there is a form for entering credit card information, including 'Card Number', 'Expire Date (MM/YY)', 'Cardholder Name', and 'CVV Code'. At the bottom, there is a 'Purchase Summary' table with 'Subtotal Total Amount' and 'Grand Total' both at \$40.00. There are 'Cancel' and 'Buy' buttons at the bottom.

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Step #5: Click “Buy” and you have successfully kept your seats for the 2022-2023 Children’s Theater Series.

The screenshot displays a web browser window with a navigation bar at the top containing links like 'Home', 'About Us', 'Contact Us', and 'My Account'. The main content area is titled 'Order Summary' and is divided into several sections:

- Purchase Summary:** Shows a bundle of '2022-2023 CTS Season Tickets Saturday Morning 11am' for a total amount of \$40.00.
- Payment Information:** Lists the payment method as 'Visa', the cardholder's name, and the payment amount of \$40.00.
- Customer Information:** Includes fields for contact summary and address.
- Shipping Information:** Shows the shipping customer as 'Savon Robert Hailing'.
- Tickets:** A table listing the tickets included in the bundle, such as 'Grace for President' and 'Peter Rabbit Tales', with columns for 'Status', 'Quantity', and 'Price'.

A yellow callout box at the bottom of the summary section contains the text: 'Your confirmation number is 888888. To view or print a copy of your receipt/confirmation, click here.' Below this is a red 'Buy Order' button.