

Online Subscription Application Instructions and Tips.

For ease of ordering, it is highly recommended to fully review the digital 2021-2022 brochure and make note of the events, dates and times you wish to purchase before logging into My Account to complete the online order application. Applications can only be submitted once and cannot be altered. *At this time Credit cards are the only accepted method of payment for the online subscription order Applications. For check, gift certificate or gift cards, please call the Ticket Office to place your order.*

When you have your list of pre-selected events and are ready to order:

1. Click [here](#) if you have linked your subscription account.
2. Click [here](#) if you have not yet linked/activated your subscription account.

CHOOSE YOUR PACKAGE APPLICATION. Select from **one** (1) of the **three** (3) available subscription applications (Try 5 and Trio are included in the same application). A description of each is below. Do not submit more than one (1) application. *Submitting more than one package application will result in order errors and having the second or third applications cancelled.*

	Broadway Package	Performing Arts Package	Try 5 Package	Trio
Hadestown, Mean Girls, Ain't Too Proud	●	●	●	●
Hamilton	●			
Performing Arts Events	●	●	●	●
Act One Family Event add on	●	●	●	●
Package Price Discounts	●	●		
Circle Member Donation	●	●	●	●
Retain History Priority Level	●	●	●	
Resets History & Priority				●

- **Broadway Package** – at least one (1) ticket to *Hadestown, Mean Girls, Hamilton, and Ain't Too Proud.*
- **Performing Arts Package** - at least one (1) ticket to five (5) or more Performing Arts events
- **Try 5 Package**- at least one (1) ticket to five (5) or more Broadway or Performing Arts events (Select TRY5 price when ordering).
- **Trio Package** – at least one (1) ticket to three (3) or four (4) Broadway or Performing Arts events (Select TRIO price when ordering).

READY TO ORDER? Once you have selected your package application, use your notes to begin selecting your performances, dates and times.

1. Click on the Event.
2. Select your Price Level Zone – scroll down to see a map to view applicable price zones.
 - a. Premium (if applicable)
 - b. Z1 or Zone1
 - c. Z2 or Zone2
 - d. Z3 or Zone3
 - e. Z4 or Zone4

Zone 4 is only located in the Grand Tier for Broadway and select Performing Arts events.

Online Subscription Application Instructions and Tips.

3. Select your Quantity.
 - a. *Hamilton* has a six (6) ticket limit across all performances per subscriber household.
 - i. *Orders for more than six (6) will be seated for the first six (6) tickets and any additional tickets will be cancelled and refunded.*
 - ii. You can select multiple dates/times, but no more than a total of six (6) tickets between the multiple dates/times.
 - b. There are no maximum ticket limits to other events - larger ticket orders may be separated by a couple of rows.
4. Select your Preferences, Substitutions, and Accessibility Services
 - a. These are not required, but help our staff select your seats. If left blank, your order will be seated in best available seats for the performances you select.
 - b. Our staff will also review previous years subscription seating history to help us select seats for you.
 - c. *SEAT WITH ANOTHER SUBSCRIBER*: If you typically have your order seated with another subscriber, enter their Name and Account number in the "Seat me with these subscribers" field. We'll make a best effort to seat orders together. *Note the other subscriber needs to also include you on their application.*
5. Add to Application.
 - a. You will be taken back to the top of the application to select your next event.
 - b. Your added events will be listed at the bottom of the application page.
If you find you've selected the wrong event, click Back to Application and you will be taken back to the application page, the event will not be added.

After all events have been selected, carefully review your application for errors. Once you Add to Cart, you will have to remove the application and start the process over again.

6. Click Add to Cart.
 - a. Look for the green 'Donate' box if you want to add a Circle Membership or Seats4Kids contribution.
 - b. Review your Application details.
 - i. If you need to make a change, click on Remove. - *This will remove your application selections and you will need to start your order from the beginning.*
 - ii. We recommend printing or saving your Application details for your records.
 - c. Select your delivery method – the subscription processing fee is added at this time.
 - i. Tickets will be sent or available for pick up after ALL subscription orders have been completed.
 - i. Mobile delivery
 - ii. Mail
 - iii. Will Call
 - ii. If you purchased 21 Season Broadway tickets, those will be sent at the same time and method that you choose for your 21-22 Season tickets.
 - d. Pay for order with Credit Card.

You will receive a confirmation email of your order. Orders will be seated first-come, first-served within your Priority level. Priority level information can be found [here](#). Seating begins in early May with Priority 1 and continues through July.