



## MID-ATLANTIC DISTRICT



### TICKET ORDER INSTRUCTIONS - CHAPTERS

**LARGE ORDERS** - If you have a large order with a lot of tickets to purchase, you may want us to enter them for you. In that case, fill out a Mail Order Ticket Form or just email us with your request (be sure to include your name, phone number plus your Chapter name) and email it to '[mad.register@verizon.net](mailto:mad.register@verizon.net)'.

**Do not include any credit card information!** Be sure to indicate the number of each price ticket that you desire and area. You can view an updated seating chart by following step 4 below. However, the seating chart is updated each time that someone purchases a ticket so your exact selection may not be available, but we will try to get it as close as possible. Once we enter your order into the system, you will receive an email invoice with your seats and you can either use your credit card or mail us a check. However, we will only hold 'reserves' for 10 days.

#### ORDER INSTRUCTIONS:

1. Click on the '**PURCHASE TICKETS**' button and you will be taken to our new order entry screen.
2. Click on '[Buy Tickets](#)' for the desired contest.
3. Click on link under '[Please select a performance](#)'
4. The seating chart for the event will be displayed. Select your seats – click the seat you want and the seat will turn 'yellow' and place a figure in the block. Repeat this for all of the seats that you want. If you decide that you don't want that seat, just click again and it will be released.
5. You cannot select any seats with an 'H' or 'P' in it - these are on Hold or are not available.
6. After selecting all of the seats that you want, click on the **Confirm Seats** button.
7. The next screen shows the seats that you have selected and the total amount that is due for this order. You may 'Continue Shopping' or 'Cancel'
8. Enter your email and password where indicated. If you have not used this system before, click on '[Create Patron Account](#)'.
9. Verify or enter all of your information and click '[Save and Continue](#)' at the bottom.
10. Ready to check out? Review your order, then enter your credit card information (we accept VISA, MasterCard, Discover, and American Express).
11. Click '[Complete Order](#)' – the system will email you a receipt. You can always log in to your account and check or reprint your receipt.

Questions? eMail us at [mad.register@verizon.net](mailto:mad.register@verizon.net)