



MID-ATLANTIC DISTRICT



TICKET ORDER INSTRUCTIONS - INDIVIDUALS

ORDER INSTRUCTIONS:

1. For INDIVIDUALS – 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 (red blocks) with an **‘H’** in it - these are on Hold.
6. If you want us to select seats for you, scroll down to the bottom and click the number of seats in the price code that you want and we will move you to a seat location.
7. After selecting all of the seats that you want, click on the [‘Confirm Seats’](#) button.
8. The next screen shows the seats that you have selected and the total amount that is due for this order. If you want to order registrations for another contest, click the ‘Continue Shopping’ button. You can also cancel the order at this point by clicking on the ‘Cancel’ button.
9. At this point you will need to log in or create an account if you have previously not established one. Enter your email where indicated. If you have not used this system before, click on ‘Create Patron Account’. Or click ‘Log In’ to continue.
10. Verify or enter all of your information and click ‘Save and Continue’ at the bottom.
11. Ready to check out? Review your order, enter your credit card information (we accept VISA, MasterCard, Discover, and American Express). Or continue shopping or cancel from this page.
12. 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