

Please follow this process when a patron is purchasing an additional seat for a performance within their CYO package.

- Proceed with the usual CYO process – select package, shows, price type, zone and seat quantity.

Line Items		Sub Line Items	Fees	Contributions	Custom Data							
Pkg Code	Perf Code	Description	Performance Date	Price Type	Zone	Pur	Pur Amt	Ret	Ret Amt	Std	AU	Sp Req
17POCY06	****	POA FY17 CYO 6		ESubsPick	ORCH1	2	1,220.00	0	0.00	0		
17POCY06	17P00924VE	Yannick and Yuja	Sat, 9/24/2016 8:00 PM	ESubsPick	ORCH1	2	210.00	0	0.00	0		
17POCY06	17P01029VE	Brahms: Symphony No. 1	Sat, 10/29/2016 8:00 PM	ESubsPick	ORCH1	2	200.00	0	0.00	0		
17POCY06	17P01119VE	Organ Celebration	Sat, 11/19/2016 8:00 PM	ESubsPick	ORCH1	2	200.00	0	0.00	0		
17POCY06	17P00107VE	All Mozart	Sat, 1/7/2017 8:00 PM	ESubsPick	ORCH1	2	200.00	0	0.00	0		
17POCY06	17P00204VE	André Watts's Legacy	Sat, 2/4/2017 8:00 PM	ESubsPick	ORCH1	2	210.00	0	0.00	0		
17POCY06	17P00304VE	Bluebeard's Castle	Sat, 3/4/2017 8:00 PM	ESubsPick	ORCH1	2	200.00	0	0.00	0		

- Go to the product catalogue and select the date(s) for the additional tickets. Enter the amount of additional tickets desired.

****	17P01029VE	Brahms: Symphony No. 1	Sat, 10/29/2016 8:00 PM	ESubsPick	ORCH1	1	100.00	0	0.00	0		
------	------------	------------------------	-------------------------	-----------	-------	---	--------	---	------	---	--	--

- It is very important to make sure the price type for the additional tickets is the same used for

ESubsPick
ESubsPick

the subscription. **There will be no add on fees since we are using a matching subscription price type. Please make sure this is being calculated correctly when filling out forms!**

- When filling out the subs form please add the varying quantities for the performance:

Performance	Quantity
Performance A	2
Performance B	2
Performance C	2
Performance D	3
Performance E	2
Performance F	2

***** An Important Note for Those Doing Data Entry – Any additional seats being requested will need to be added like it is an add on concert with its' own line item and matching price type! Considering all of the performances, the show with the lowest number of seats will be the seating quantity for the subscription. If you have any questions about how many seats should be in the base subscription, see Greg, Jayson or Meg.*****

*****An Important Note for Front Line Subs Staff – Patrons must be informed that any additional tickets ordered will arrive separately from their base CYO package. A suggestion would be to inform them when talking about seating and again when recapping the order!*****

This will allow the additional seats to be completed as part of the CYO package. This will now allow us to function in the same capacity as the web.