

**Opera Philadelphia Subscription Upsell  
2014-2015 Season**

<b>MOS</b>	<b>TP Phone OP Subs</b>
<b>Price Type</b>	<b>OP Select – pick</b>
<b>Category</b>	<b>Telephone</b>
<b>Charge Will Appear As</b>	Opera Philadelphia
<b>Processing Time for Charge</b>	Usually within 24 hrs. unless over the weekend.
<b>Confirmation</b>	Letter, will be received in 7-10 business days
<b>Seating</b>	Use “S” holds or any available white seat
<b>Pick Packages</b>	OP15 Select 6 Min. 3 performances max. 5 <b>Do not charge the card!</b>

**\*\*\*\*\* DO NOT GO TO THE MONEYBAGS\*\*\*\*\***

- Use Ctrl + G, go to 'Transactions' tab
- Select 'credit cards radio button' ---> 'add' ---> enter the card number and expiration date then save  
**The Opera does not take Discover cards!**
  - If it is already on file verify the cc information.
  - Always save cc info when the system asks.
- Put a note in the order containing the type (Visa, Master, AMEX) and last 4 digits of the credit card.
- Save the unpaid order by hitting 'done'.  
**DO NOT CHARGE THE CREDIT CARD**
  - Cancel summary screen when it comes up.
  - Click done again.
- **EMAIL THE ORDER #, Patron ID# and Last Name to Michelle: mharris@ticketphiladelphia.org**