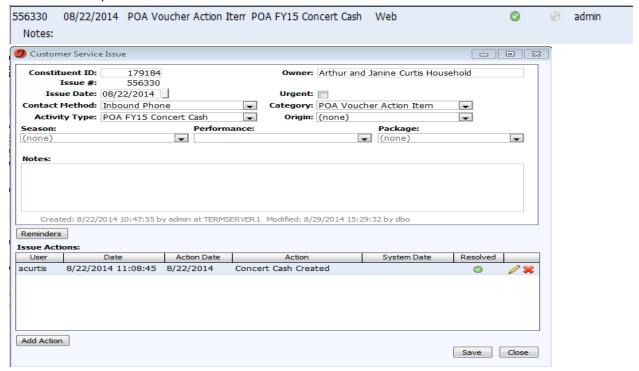
POA Procedure - Concert Cash

- 1. The Patron is able to buy 4 concerts and get \$50 in "Concert Cash" for each subscription seat they purchase to use towards any future POA performance. This will be good towards any concert that occurs during the 2014-2015 year (up to June 30, 2015).
- 2. Use the POA FY15 CYO4 package and complete like a regular pick package.
- 3. There are two price types associated with this
 - a. Subs Promo 8 no subs fee (this will CONCERTCASHSPECIAL on the flyer).
 - b. Subs Promo 9 fee (this will say CONCERTCASH on the flyer).
- ***Concert Cash will now be added to every CYO 4 that is sold no promo code is needed. Concert Cash will remain available until further notice. ***
 - 4. Click the Money Bag and process as normal.
 - 5. After processing a CSI will automatically generate for that order overnight and a Concert Cash voucher will be sent out to the patron.

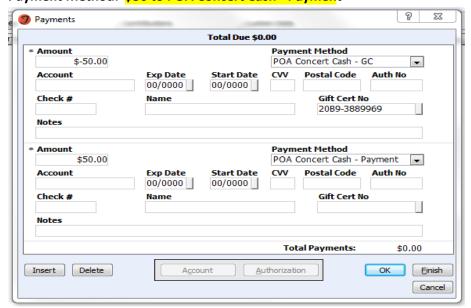


How to Redeem a Concert Cash Voucher

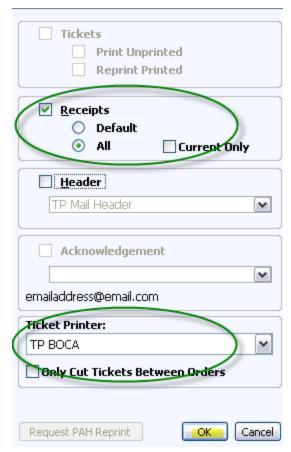
- 1. Proceed with order as normal.
- 2. Click the Money Bag and process similar to a Gift Certificate purchase.
- 3. Payment Method: \$50.00 to POA Concert Cash GC and enter Concert Cash voucher number.
- 4. Select insert and complete transaction with proper payment method.
- 5. Authorize, select "OK" and select "Done" to complete the order.

How to Generate Concert Cash Vouchers - for Leads and reps only!

- 1. Enter the Patron ID# into a new order.
- 2. Enter source 28962.
- 3. Choose a delivery method: US Mail.
- 4. Enter Category: Mail
- 5. MOS: POA-TP Subs Serv
- 6. Payment Method: \$-50.00 to POA Concert Cash GC
- 7. Payment Method: \$50 to POA Concert Cash Payment



- **8.** Do this for each subscription in the applicable order.
- 9. Select OK to return to the order, enter a note "Concert Cash" along with number of vouchers crerated..
- 10. Click on Print Order
- 11. Print out the vouchers on the BOCA printer using these parameters, and click 'ok'



12. Take vouchers and stuff with letter in a POA envelope.