

Mailing to an Alternate Address. Subscription Order

Single Ticket orders and Subscription orders will each have a different process for delivery to an alternate address.

Subscription Order:

Access the “Constituents” screen (Ctrl + G)
Select the “Attributes” tab then choose “Add”

Constituents - Mr. Christopher Oronzi

ID: 1514337 PO: PUO KC: KOD TP: Other: User ID: cor01
Name: Mr. Christopher Oronzi Batch: 1378
Addr: 2008 South Street Zip: Phone1: (610)724-5443 On Account:
Email: coronzi@ticketphiladelphia.org 19146 Phone2: (610)724-5443

History Contacts Contributions Transactions Ticket History Orders Custom
General Names Addresses Constituencies Associations Research Attributes

Attributes Interests

Attribute	Attribute Value	HH	HH2	Created Dt	Created By	Updated Dt	Updated By
Merged ID	1522892	Both		2/11/2009	dbo		
Merged ID	1555694	Both		12/30/2009	dbo		
Merged ID	1525859	Both		12/30/2009	dbo		
PBA Subscription Inquiry	2003-2004 Season	Both		7/11/2009	tmontano		
POA EZseat FY09 Student Member 1		Both		1/21/2009	coronzi	7/9/2009	flee
POA EZseat FY10 Basic Member x 1		Both		12/8/2009	coronzi		
POA EZseat FY10 Member 2		Both		12/20/2009	coronzi	12/23/2009	webapi
POA EZseat FY10 Student Member 1		Both		10/10/2009	webapi		

Add Delete

From the “Attributes” dropdown menu, choose the option for “Pull Subs Tickets” and the corresponding client.

POA EZseat FY10 member 2
POA EZseat FY10 Student Member 1

POA Pull Subs Tickets
POA Nuggs Address
POA Orchestra Member
POA Orchestra Member Widow
POA Pull Subs Tickets
POA Reminder Email
POA Segment Survey

From the “Attribute Value” dropdown menu, choose the option for “FY11 Priority”

POA Pull Subs Tickets

FY10 Parking
FY10 Priority
FY10 Remove
FY11 AVR
FY11 Exchange
FY11 Parking
FY11 Priority
FY11 Remove

Save changes and return to the “Order Details” screen

Highlight the package line item and select the option to add a “Special Request”

Order 8894250

Order Details | Product Catalog | SeatMap

ID: 1514337 PO **PU0** KC: **KOD** TP: Other: **coro**
Name: **Mr. Christopher Oronzi** User ID: **coro**
Addr: **2008 South Street** Zip: Phone1: **(610)724-5443** Batch: **1321**
Email: **coronzi@ticketphiladelphia.org** 19146 Phone2: **(610)724-5443** On Account:



Const ID: 1514337 Src: Solicitor: coronzi Delivery: U.S. Mail Hold Until: 00/00/0000
Order #: 8894250 Date: 07/21/2010 MOS: TP Subs Serv Channel: Default Channel Pmt: No Alt Adr: No
Notes: Category: (none)

Pkg	Perf	Description	Date & Time	Price Type	Zone	Pur	Pur Amt	Ret	Ret Amt	Std	AU	SR
11BWTUE	****	BWY FY11 TUE		Sub Full		2	0.00	0	0.00	0		

Purchase	Return	Fees	Contributions	Total Amount	Total Paid	Total Due
12 0.00	0 0.00	19.00	0.00	19.00	0.00	19.00

Add Delete Unseatable Prod. Info **Spec. Req.** Best Seat Price Dtls Comp Rsn Hotlist Alternate
☐ Pkg Details ☒ Continuous Fee Calculation Print Order Done Cancel Close

Enter the specific instructions for delivering the subscription tickets in the special request field. Include the name and address that should be printed on the Subscriber ID Card.



Pkg code : 11BWTUE

Perf code : ****

Description : BWY FY11 TUE

Date & Time :

Starting Price:

Ending Price:

Min.Contiguous Seats:

Starting Row:

Ending Row:

Starting Seat:

Ending Seat:

No.of Wheel Chair Seats:

☐ No Stairs

Aisle Request: ☒ None ☐ Left ☐ Right ☐ Any

Notes: Please ship to Justin Heaton 753 South 22nd Street
Philadelphia PA 19146. This is a gift. Please put
Subscriber ID Card in this name as well.

For:

Category:

Delete

OK

Cancel