

**Add a patron to the eClub**

1. In the “constituents” screen, click the “Attributes” tab
2. Select the “Interests” radio button
3. Click a check box for each relevant interest – these interests control what emails a patron gets
4. Save your changes and close.

**Send email/tix to an alternate address**

1. In the “constituents” screen, navigate to the “contact details” tab
- 1b. (for email, select the “electronic” radio button)
2. If the desired address is already present, skip to step 6
3. To add a new address, click “Add” in the lower left
4. Enter the desired information (put apartment information or alternate name in the “Optional” tab)
5. Save your changes and close.
6. In the order details screen, click the “Alt Adr” chicklet

Const ID: <Gen.Public>	Src: <input type="text"/>	Solicitor: jbecker	Delivery: U.S. Mail	Hold Until: 00/00/0000
Order #: <New>	Date: 09/28/2011	MOS: TP Call Center	Channel: TP - Default Channel	Pmt: No Alt Adr: No
Notes: <input type="text"/>				Category: (none)

7. Click once on the desired address/email to select it.
8. Click again on an address/email to deselect.
9. Notice that the Alt Adr box now reads “P” for postal, “E” for email, or “PE” for both

**Sell a CYO/Pick Package**

1. Make sure you are in the right Mode of Sale. (TP Call Center or POA Call Center)
2. In the “line items” tab of the “Order Details” screen, click the “Add” button in the lower left
3. Select the appropriate package.
4. Press “tab” on the keyboard or click the empty blue rectangle

Const ID: <Gen.Public>	Src: <input type="text"/>	Solicitor: jbecker	Delivery: U.S. Mail	Hold Until: 00/00/0000
Order #: 9935674	Date: 09/28/2011	MOS: TP Call Center	Channel: TP - Default Channel	Pmt: No Alt Adr: No
Notes: <input type="text"/>				Category: (none)

Line Items		Sub Line Items	Fees	Contributions		Custom Data	
Pkg	Perf	Description	Date & Time	Price Type	Zone	Pur	Pur Amt
12KPPICK						0	0

5. Click once on a show to add it to the package. Click again to remove it.

6. Click “OK”
7. Select your Price Type
8. Seat each show individually in the seat map. Use the tiny arrows next to “Perf List” to navigate between shows, or click “Perf List” to see a listing of shows with the seating status of each. (see screenshot, below)

