

This process should be followed for any Create Your Own (CYO/Pick) Subscription *unless the Subscriber is changing from a Fixed Seat Package to a CYO (then the Subscription is considered a CHANGE).*

Time of Subscribing:

- Follow normal Subscription Form Script
 - see "FY15 Subscription Form Script" Document
 - ONLY WRITE LAST 4 DIGITS OF CREDIT CARD ACCOUNT NUMBER ON FORM**
 - As always, notate if Subscriber is taking advantage of a Payment Plan
- Build CYO Package in Tessitura while simultaneously completing hard copy Subscription Form
 - See below for Data Entry in Tessitura
 - Or, see "FY15 Subscription Order Data Entry" Document PAGES 9-10 for Create Your Own (CYO/Pick) Orders
 - DO NOT PAY SUBSCRIPTION** | Follow below steps and save order (*even if Subscriber is taking advantage of a Payment Plan*)
 - Enter "DO NOT INVOICE | CYO to be Paid via Data Entry" in **Notes:**
 - Add Subscriber Credit Card Information to
 - Transactions** Tab
 - ☒ **Credit Cards** Button
 - Save Order by clicking **Done** before and after Subscription Summary pop-up
 - See "FY15 Subscription Order Data Entry" Document PAGE 15 for Subscription Summary

Applying Appropriate Sources:

New Subscribers: Renewal Source Codes cannot be used on New Orders.

- Be sure to use the **Outside** list within the **Source:** window

Renewing Subscribers: New Source Codes cannot be used on Renewing Orders.

- Choose most recent contact (Mailing, Email, etc.) for applicable Client / Year

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Create Your Own (CYO/Pick) Orders:

- Click **Add** Button to insert the **Subscription Package** Line Item
- Press Tab Key and Flex Package Window will appear

Performance selection for flexible package POA FY15 CYO 6

Group: POA FY14 CYO	Group:	Group:
Performances Season Begins Fri, 9/26/2014 08:00 pm Verizon Hall Season Begins Sat, 9/27/2014 08:00 pm Verizon Hall Season Begins Sun, 9/28/2014 02:00 pm Verizon Hall Fabulous Philadelphia Sound Wed, 10/8/2014 08:00 pm Verizon Hall Fabulous Philadelphia Sound Thu, 10/9/2014 08:00 pm Verizon Hall Fabulous Philadelphia Sound Sat, 10/11/2014 08:00 pm Verizon Hall The Stunning Slavic Mass Thu, 10/16/2014 08:00 pm Verizon Hall	Performances	Performances
Select Minimum: 6 Maximum: 100 Selected: 0	Select Minimum: Maximum: Selected:	Select Minimum: Maximum: Selected:

Description	Performance Date	Facility

Total Select
 Minimum: 6
 Maximum: 100
 Selected: 0

- Click on Events to Select and add to Package
- Consult Total Select area to meet requirements

Total Select

Minimum: 6

Maximum: 100

Selected: 0

- Choose the appropriate (package), , , and (number of seats)
- Notate any **Special Instructions**
 - Select Line Item (subscription package)
 - Click Button
- **Notes:**
 - Enter
 - First and second seating requests
 - Seat with Patron
 - Other relevant information
 - Enter **For:**
 - Associated Patron ID for any Patron with whom they would like to be seated
 - Double-check: click Chiclet to verify patron
- Enter **Contributions** (see PAGE 9 for Subscription Gift Note and Matching Gift Forms)
 - Tab of Order Entry Screen
 - Click Button
 - Select appropriate
 - Enter
- any **Addons** from
 - Seat Addons
 - ONLY Special Events (events NOT included in a Subscription Package)
- Click Button to insert the **AOA Subscriber Parking** Line Item
 - Choose the appropriate (parking level), , and (number of passes)
 - Locate by typing "15POA", "15PBA", etc.
 - Click Button to seat Parking
 - Double-check: (purchased) number matches (seated) number