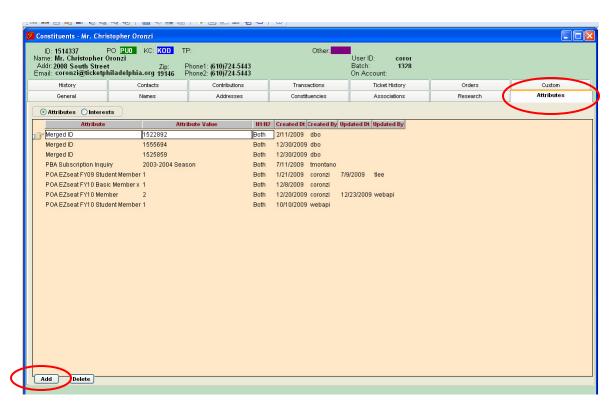
Mailing to an Alternate Address. Subscription Order

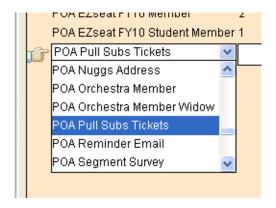
Single Ticket orders and Subscription orders will each have a different process for delivery to an alternate address.

Subscription Order:

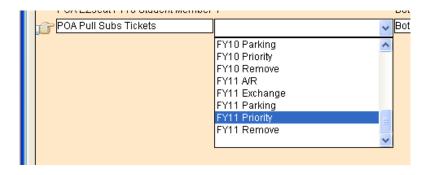
Access the "Constituents" screen (Ctrl + G) Select the "Attributes" tab then choose "Add"



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

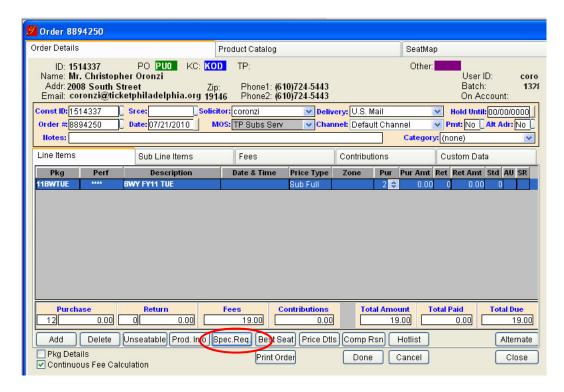


From the "Attribute Value" dropdown menu, choose the option for "FY11 Priority"



Save changes and return to the "Order Details" screen

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



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.

