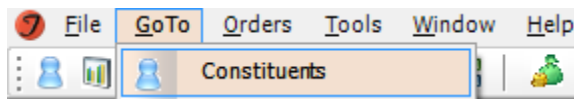



Printing From Tessitura

- Tessitura Production Database Version 11.0.4.3203

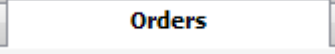
- Always search using the “Constituent Search” screen (**not** within Order Entry Screen) which can be accessed by:



or  from the Bookmark Bar

-	Name	Const ID	Street Address	Postal Code	City	Locale
	Mr. Richard B. Worley	1944862	Att JoAnn Gadzicki	19428	West Conshohocken	PA

Double-click the desired Subscriber to load their Constituent Screen

Go to  Tab

Highlight (single click) the Rollover Order (FY16: i.e., **16POFRI**)

- Click the  Button (bottom left) to open Subscription Summary Window

Season
PP16 Philly Pops

Header Affiliation Text

Renewal Details
 Priority:
 Source No: 37677
 Source Name: PP16 Subscription Rollover
 Last Seat Change Date: 1/28/2015
 Acknowledgement Date:
 Type: (none)
 Status: (none)

Confirmation Notice
 Print Now Mark for Printing

Renewal Notice
 Print Now Mark for Printing

Seat Details

Pkg Code	Section	Row	Seat
16PPSUN	Box	75	1
16PPSUN	Box	75	2


2 Seats

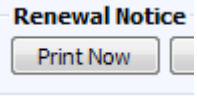
Subscription Price
 Subscription Price: \$339.00
 Suggested Contribution: \$0.00
 Suggested Addtl Contribution: \$0.00
 Total: \$339.00

Payment to Date
 Total Received: \$0.00
 Ticket Price: \$339.00
 Suggested Contr/Excess Paid: \$0.00
 Subscription Balance Due: \$339.00

Notices
 Last Renewal Notice: 2/25/2015
 Last Confirmation Notice:

OK Cancel

Choose correct  Season

Choose  option

The current date will auto generate, so click



- The Renewal Form will generate for printing

Choose correct Printer and Settings (source and size) for corresponding to the company for which you are renewing the subscription.

A list of these can be found in the “Renewals/Subscriptions” section of Athena

- Retrieve the Renewal Form from the printer and complete it using the “Subscriptions Form Script” document

Printing From the H Drive

This season we will be utilizing a different process for printing forms for BWY. Instead of printing directly from Tessitura there are PDF files located on the H Drive.

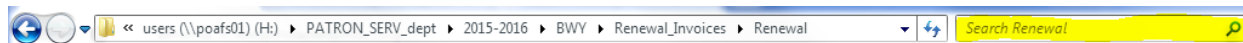
The files are located at H:\PATRON_SERV_dept\2015-2016\BWY\Renewal Invoices.

There are 2 files:

Lapsed Pick
Renewal

When speaking with a patron with a subscription please follow these steps:

1. Pull up their account information in Tessitura and confirm all information.
2. Place the patron on hold and search their account number in one of the above folders (either lapsed pick or renewal, paying attention if they had a subscription last year or not. Renewal would be for those that subscribed last year, lapsed pick did not).
 - a. Enter the patron ID # in the search function

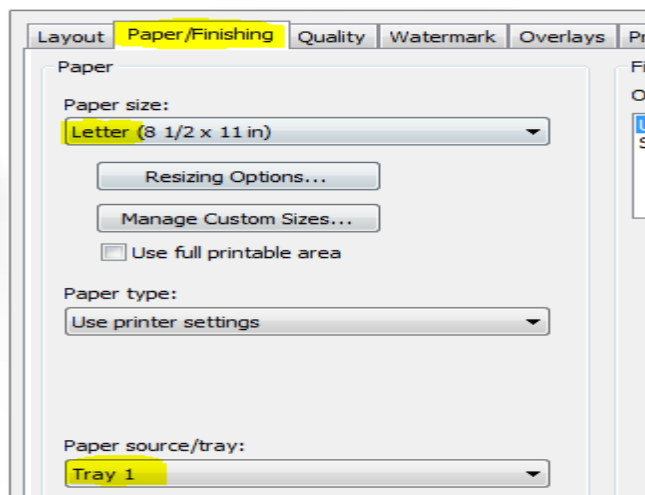


- b. Make sure you pay attention to the ID number on the form that comes up – smaller account numbers will be found within larger numbers, i.e. #1234 could populate the form for ID #123456. If this happens select the next option in the search box.
 - c. When printing make sure you select the following print option



Each file has two pages, one front, one back. The printer will pre-printed backs to print to.

- d. Choose the Lexmark MS610 printer, Tray 1, letter



*****Please make sure you are only printing one page*****