

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:

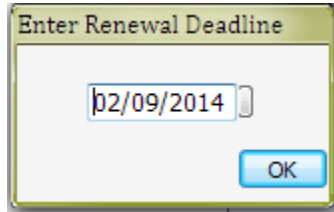
- Be sure to be in the Household Account it applicable (not Individual)

- Double-click the desired Subscriber to load their Constituent Screen
- Go to **Orders** Tab
- Highlight (single click) the Rollover Order (FY15: i.e., **15POSSB**)

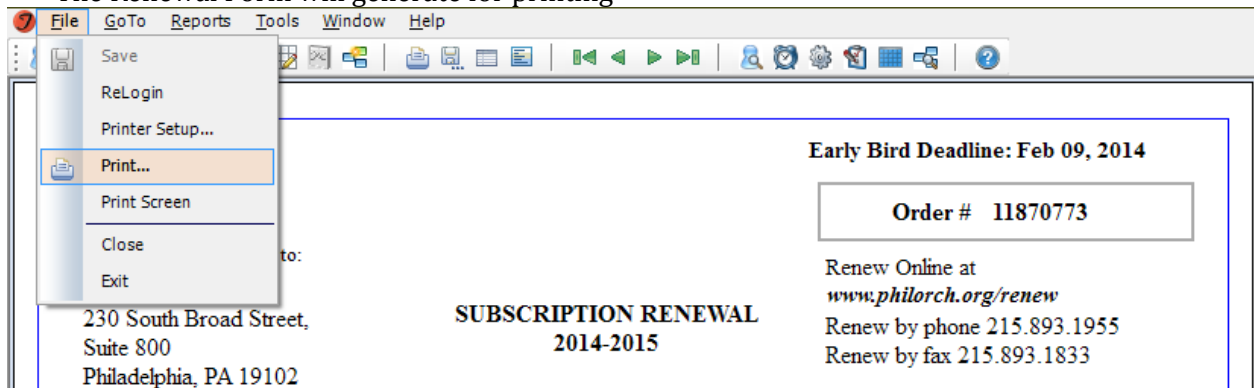
- Click the **Subscription Summary** Button (bottom left) to open Subscription Summary Window

- Choose correct **Season** PO14 Regular Concerts

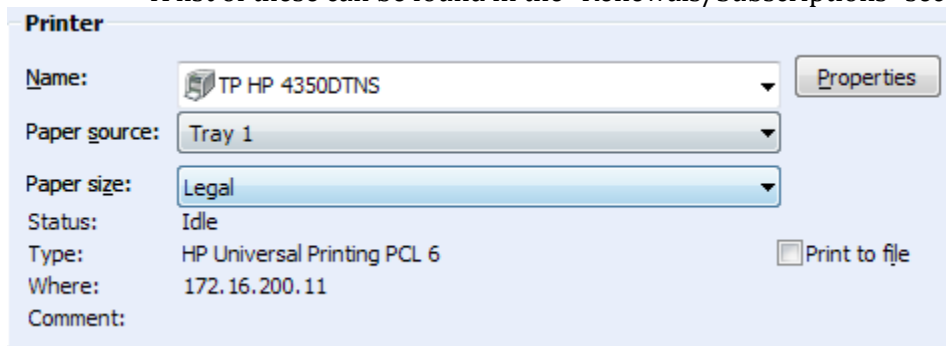
- Choose **Renewal Notice** option
- The current date will auto generate, so click **OK**



- 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 “FY15 Subscriptions Form Script” document