

1. Use TP Phone Sales – MOS

Add

2. Select in the lower left corner.

Pkg Code

16LGCYO

3. Choose LWG option from dropdown box .
4. Click the Price Type area on the line item. A window will populate that will allow you to select the performances; minimum of three.

Selection for Flex Package LG16 CYO 3

| Group: LG16 PICK   | Group:                                       | Group:                                       |
|--|--|--|
| <b>Performances</b><br>Julie Fowles 278<br>Sun, 10/18/2015 3:00 PM Longwood Ballroom<br>Hugh Masekela & Larry Willis 278<br>Fri, 11/13/2015 8:00 PM Longwood Ballroom<br>Le Vent du Nord 384<br>Fri, 11/20/2015 8:00 PM Longwood Exhibitic<br>Peter Richard Conte 277<br>Sat, 11/21/2015 8:00 PM Longwood Ballroom<br>Lionheart 278<br>Tue, 12/1/2015 8:00 PM Longwood Ballroom<br>A DuPue Brothers Christmas 278<br>Wed, 12/2/2015 8:00 PM Longwood Ballroom<br>Wellington Int'l Ukulele Orch 384<br>Tue, 3/8/2016 8:00 PM Longwood Exhibitic | <b>Performances</b><br>                      | <b>Performances</b><br>                      |
| <b>Select</b><br>Minimum: 3 Maximum: 19 Selected: 3  | <b>Select</b><br>Minimum: Maximum: Selected: | <b>Select</b><br>Minimum: Maximum: Selected: |

| Perf Code  | Description               | Performance Date         | Facility                 |
|------------|---------------------------|--------------------------|--------------------------|
| 16LG1121LE | Peter Richard Conte       | Sat, 11/21/2015, 8:00 PM | Longwood Ballroom        |
| 16LG0614LE | Organ Competition Round 2 | Tue, 6/14/2016, 7:00 PM  | Longwood Ballroom        |
| 16LG0310LE | The Hot Sardines          | Thu, 3/10/2016, 8:00 PM  | Longwood Exhibition Hall |

**Summary**  
 Minimum: 3  
 Maximum: 19  
 Selected: 3

OK Cancel

5. Select proper price type.
  - a. Use **Sub Pick** for General Public
  - b. Use **Sub Pick 2** for Garden Passholders
6. Seat each performance individually. Utilize the **Perf List** button to move between performances.
7. To remove or add a performance us the **Flex** button. This will take you back to the performance selection window. Deselect the performance that is no longer wanted and select the new performance. Hit OK and return to the seat map to seat the last performance.
8. Process transaction as you would for a single ticket sale.