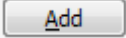
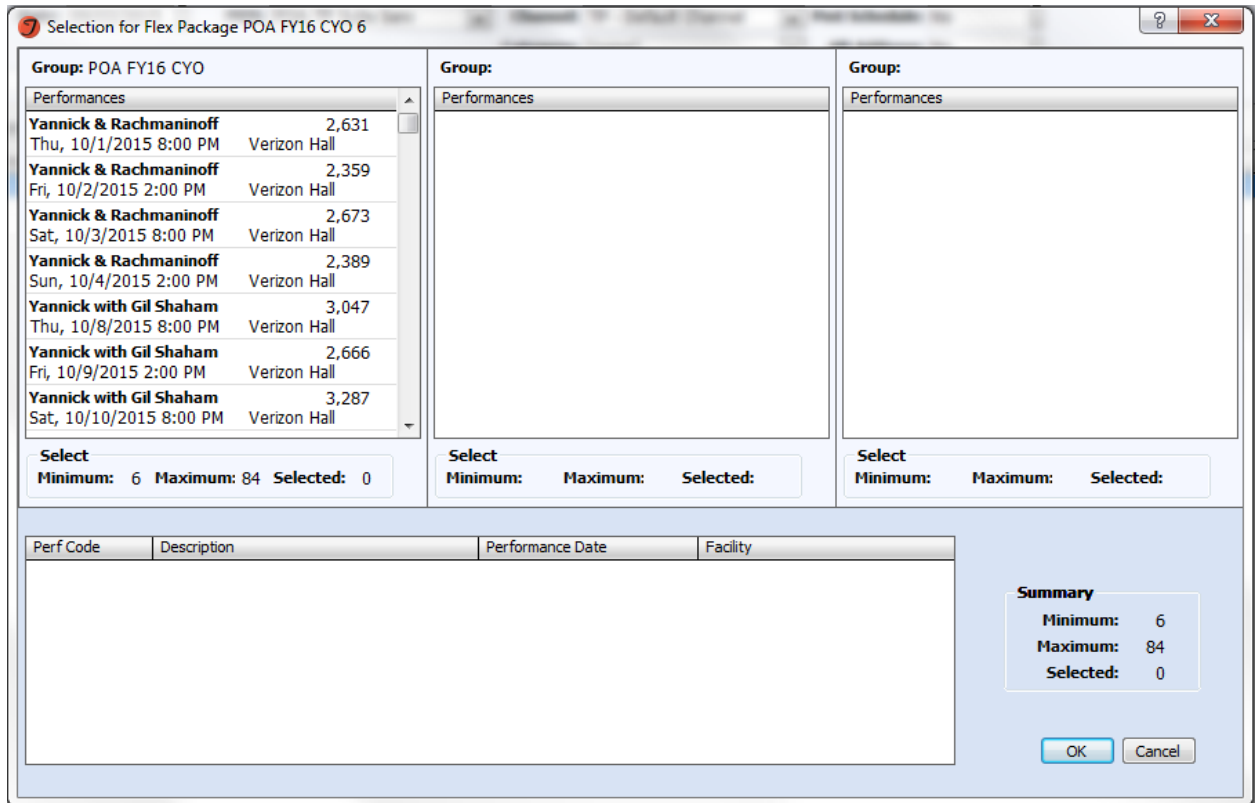


- Click  Button to insert the **Subscription Package** Line Item
- Press Tab Key and Flex Package Window will appear



**Group: POA FY16 CYO**

| Performances            |              |
|-------------------------|--------------|
| Yannick & Rachmaninoff  | 2,631        |
| Thu, 10/1/2015 8:00 PM  | Verizon Hall |
| Yannick & Rachmaninoff  | 2,359        |
| Fri, 10/2/2015 2:00 PM  | Verizon Hall |
| Yannick & Rachmaninoff  | 2,673        |
| Sat, 10/3/2015 8:00 PM  | Verizon Hall |
| Yannick & Rachmaninoff  | 2,389        |
| Sun, 10/4/2015 2:00 PM  | Verizon Hall |
| Yannick with Gil Shaham | 3,047        |
| Thu, 10/8/2015 8:00 PM  | Verizon Hall |
| Yannick with Gil Shaham | 2,666        |
| Fri, 10/9/2015 2:00 PM  | Verizon Hall |
| Yannick with Gil Shaham | 3,287        |
| Sat, 10/10/2015 8:00 PM | Verizon Hall |

**Select**  
Minimum: 6 Maximum: 84 Selected: 0

**Group:**

**Performances**

**Select**  
Minimum: Maximum: Selected:

**Group:**

**Performances**

**Select**  
Minimum: Maximum: Selected:

| Perf Code | Description | Performance Date | Facility |
|-----------|-------------|------------------|----------|
|           |             |                  |          |

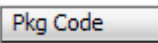
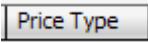
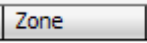

**Summary**  
Minimum: 6  
Maximum: 84  
Selected: 0

OK Cancel

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

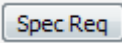
**Total Select**

Minimum: 6  
Maximum: 100  
Selected: 0

Choose the appropriate  (package), , , and  (number of seats)

- Notate any Special Instructions and Exchange Requests

Select 1st Line Item (subscription package subscriber changing to) in Upgrade


Click  Button

Notes:

Enter

First and second seating requests  
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

Select **Category:** (none) ▼

**Exchange Request** (if no exchange(s) requested)

- Enter **Contributions** (see PAGE 9 for Subscription Gift Note and Matching Gift Forms)

Contributions

Tab of Order Entry Screen

Click

Add

Button

Fund

Select appropriate

Amount

Enter

.00

- **Add To Order Basket** any **Addons** from **Product Catalog**

Seat Addons

ONLY Special Events (events NOT included in a Subscription Package)

- Click **Add** Button to insert the **AOA Subscriber Parking** Line Item

Choose the appropriate **Perf Code** (parking level), **Price Type**, and **Pur** (number of passes)

Locate **Perf Code** by typing "15POA", "15PBA", etc.

Click

Best Seat

Button to seat Parking

Double-check: **Pur** (purchased) number matches **Std** (seated) number