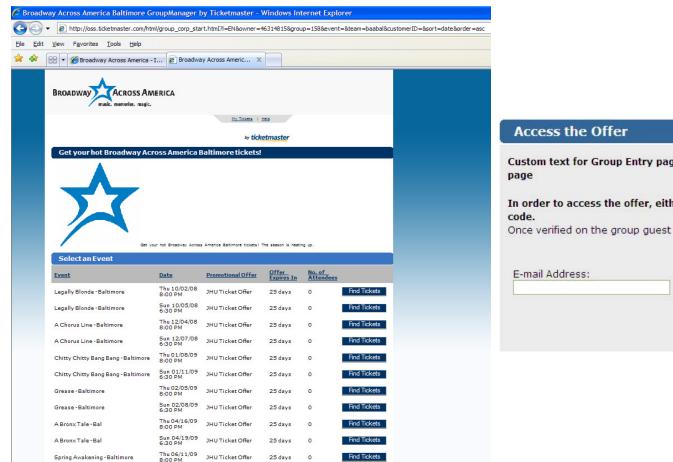
How it works for the customers

1. The customer will click on a link provided by the Group Sales Manager usually sent in E-blast and they will automatically see what performances are being offered. Once they click on their chosen Event, the customer will then be prompted to enter the company special code.



Find Tickets

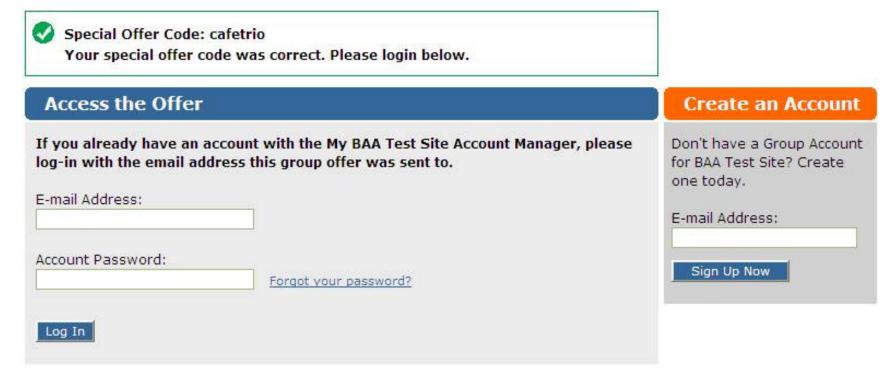
Sun 06/14/09 JHU Ticket Offer

Spring Awakening - Baltimore

Access the Offer		
Custom text for Group Entry pag page	e - edit in blue t	ools >group manager >group entry
In order to access the offer, eith code. Once verified on the group guest		
E-mail Address:	- OR -	Special Offer Code:
	Verify	

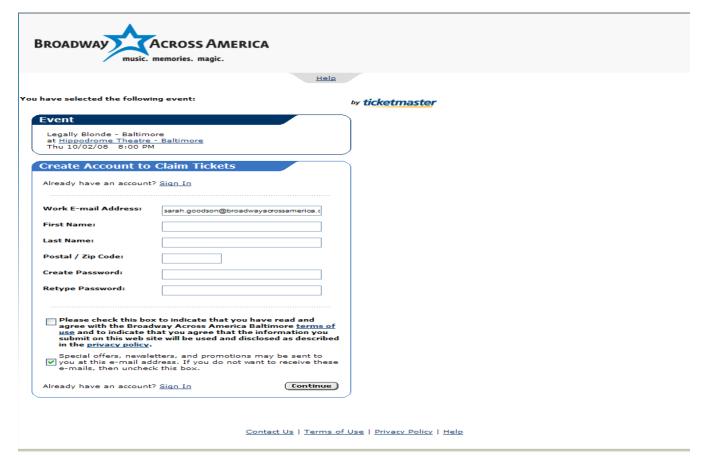
Logging In

Once they click "Verify" the customer will then be prompted to login or create a new account. If the customer has never purchased tickets through the website then they will need to create a new account. If they have an account, they will need to log in. If they forgot their password they can fill in their e-mail address and click "Forgot Your Password." An e-mail with their password will be sent to them.



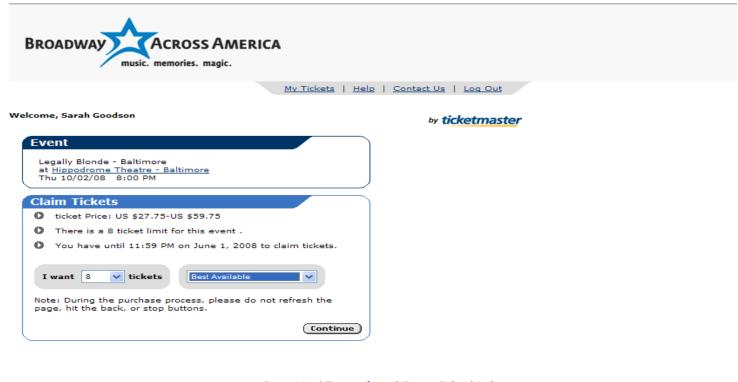
Creating an Account

3. To create a new account the customer must enter the following information and hit **Continue**.



Choosing Seats

4. They will then be able to select how many seats and what seating area they would like.



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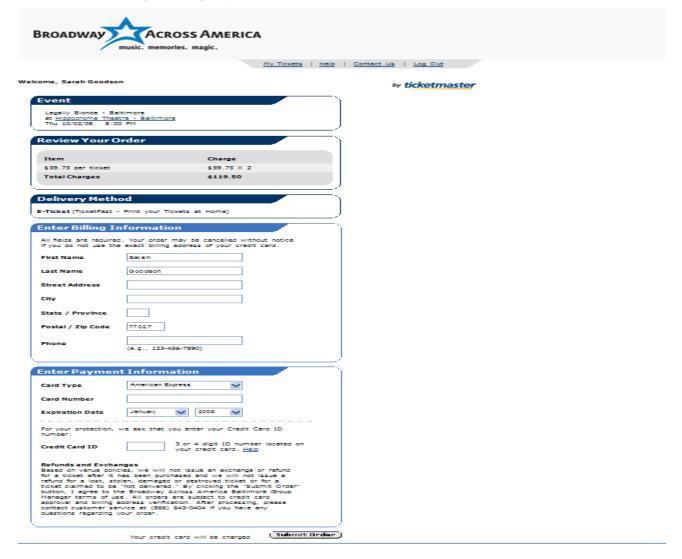
Viewing Seats/Choosing Delivery Method

- 5. The system will choose the best available in that area. The customer can view the seating chart from this screen. If the customer does not want the seats that the system pulled they can **Search Again**.
- NOTE: If the customer searches for the same number of seats and same section, the system will pull the same seats. The **Search Again** function is not to look for different seats in the same seating area (price level), but to change your seating preference.
- 6. The **E-Ticket Delivery Method** has already been selected for the customer and they can click **Continue**.



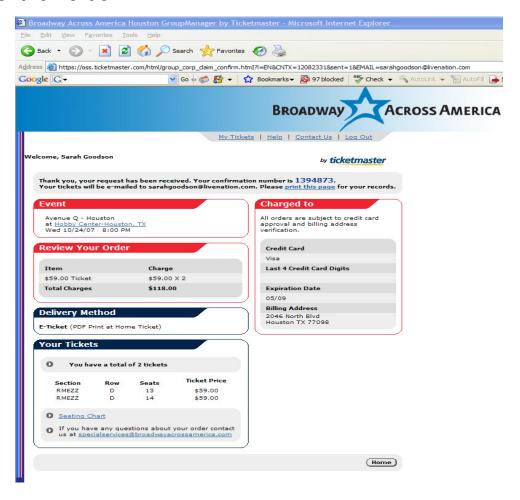
Review & Purchase

7. The customer will then be given a review of their purchase and be prompted to enter their billing and payment information.



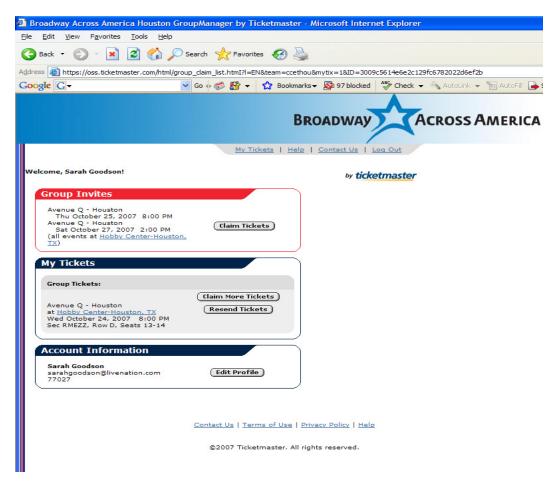
Submit Order

8. Once they hit Submit Order they will be give a confirmation number and another review of their order.



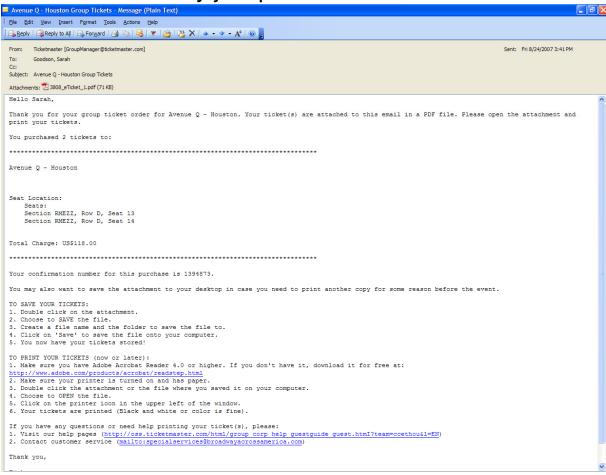
Viewing Your Account

They may now Log Out or go to My Tickets to review their account and all other ticket purchases.



Confirmation Email

10. The customer will receive a confirmation email with a PDF attached, which are the tickets they just purchased.



Sample E-Ticket:

