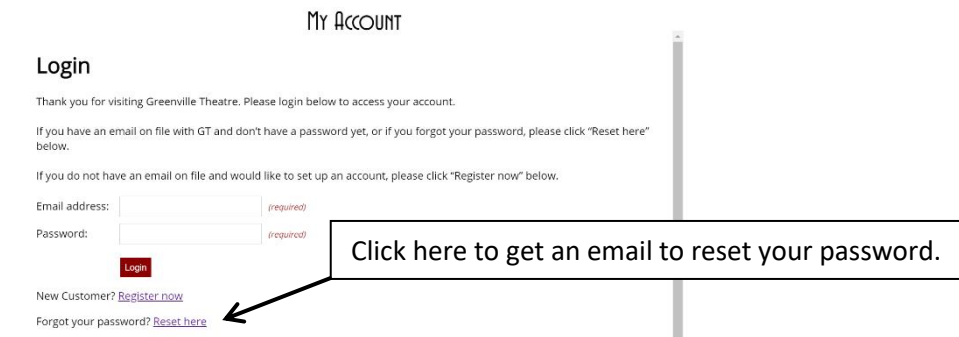


How to book Greenville Theatre tickets online for Patrons & Subscribers

Log onto www.greenvilletheatre.org and click *My Account*.



Enter your email address & password. This must be the primary address on your GT account. Please contact the box office if you don't know what email address is on your account.



Click *Shows & Tickets*



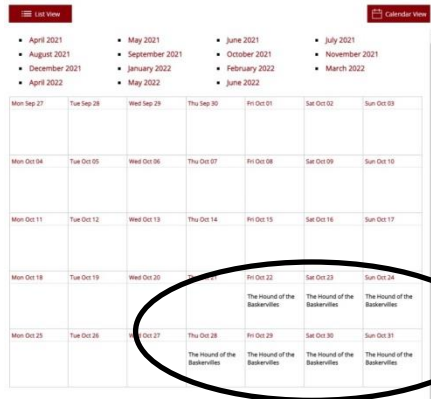
To see show options, click on a month,



And then either click *List View* to see the available shows that month like this



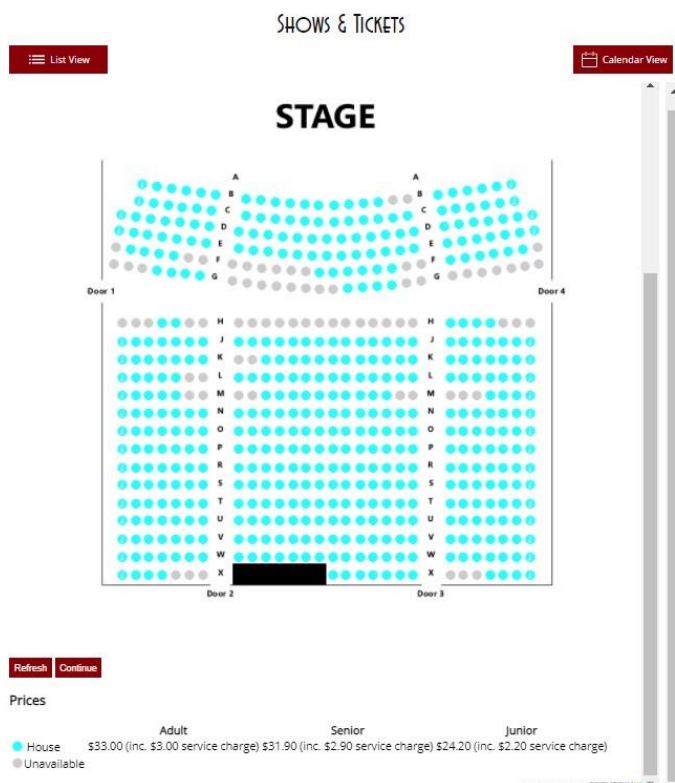
Or **Calendar View** to see them like this



Use the drop down to select your desired performance & click **Book now**



To select your seats, use the scroll bar to find your desired section then click on the seats you want. Note that blue seats are available and grey seats are unavailable. If you need handicapped seating, please contact the box office to discuss options.



****Please note that you can only book the paid tickets available under your membership online. You CANNOT use online booking for bonus tickets or to book tickets for other GT members – please contact the box office to book these. You can purchase additional tickets when booking your member tickets online-this will be shown later.**

Once you have selected your seats, they will appear in yellow like this



Then click *Continue* at the bottom left of the seating chart.

Review your selection here. Note that Adult is the default & the face value of the ticket will show – it doesn't matter since you will not be charged as a member, but you may change to Senior or Junior to match your subscription if you wish.

List View Calendar View

The Hound of the Baskervilles - Fri, October 22, 2021 8:00 PM

Please select the type of tickets you would like.

[Change My Seats](#)

Area	Seat	Type
Area A2	P1	Adult - \$33.00 (inc. \$3.00 service charge)
Area A2	P3	Adult - \$33.00 (inc. \$3.00 service charge)

Continue

Either click *Change My Seats* or *Continue*.

The seats will now show at \$0 as part of your membership.

Cart

Savings

Your items have been discounted as part of the offer: [Leading Player Tickets](#)

Item	Details	
The Hound of the Baskervilles	Friday October 22, 2021 @ 8:00PM 2 Adult	View details Quantity: 2 Saving: \$60.00 Total: \$0.00 Edit Delete
Total		Grand Total: \$0.00 Total Saving: \$60.00

Checkout

You can still edit or delete your order here. If everything looks good, click *Checkout*.

PATRONS ONLY – if you would like to book another show, hover on *Purchase* (located above your cart) and click *Shows and Tickets*. Repeat these steps until all desired shows are booked.

Choose a ticket delivery option:

--Print at Home tickets are sent in a PDF which allows you to skip the line at the box office. Please present them (either printed or on your phone) to the usher as you enter the theatre.

--Box office tickets will be available at will call 2 hours before the show.

Click *Continue*

Checkout

Personal Details	
Email:	jean@greenvilletheatre.org
First Name:	Jean
Last Name:	Bayne
Phone:	8642336238 Edit

Ticket Delivery	
Please choose a delivery option for your tickets	
<input checked="" type="radio"/>	Print my tickets at home - (no charge)
<input type="radio"/>	Receive my tickets by post - Not available for your choice of tickets
<input type="radio"/>	Collect my tickets at the box office - (no charge)
Continue	

Click *Continue*

Checkout

Personal Details	
Email:	
First Name:	Meridith
Last Name:	Bickel
Phone:	Edit

Ticket Delivery	
Collect my tickets at the box office - (no charge) Edit	

Additional Details	
Name to Appear in Playbill for Patron Levels <input type="text"/>	
Continue	

Donations	

Order Summary	

If you wish to add an additional tax deductible donation, please do so here or click *I do not wish to donate*.

Personal Details
Email: [Redacted]
First Name: Meridith
Last Name: Bickel
Phone: [Redacted] [Edit](#)

Ticket Delivery
Collect my tickets at the box office - (no charge) [Edit](#)

Additional Details
Name to Appear in Playbill for Patron Levels: Not answered [Edit](#)

Donations
Operations Fund
I wish to add a tax-deductible contribution to help Greenville Theatre continue with great entertainment!
Donation Amount: \$ 5.00
Recognition Name for Donor Lists:
☐ I want this donation to be anonymous
[Continue with my donation](#) [I do not want to donate](#)

Order Summary

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Please carefully review your order summary. **This is the last place where you can edit your cart.** Note that your total will show \$0 (unless you purchased additional tickets).

Click *Confirm Order* or *Edit Cart*

Order Summary

Tickets

- The Hound of the Baskervilles, October 22, 2021, 8:00 PM Thank you for supporting Greenville Theatre!
 - 2x Adult - \$0.00

Credit
Gift Voucher Code: [Redeem Voucher](#)
Current credit available: \$0.00
☐ Use available credit to pay for this order

Summary

Tickets Total	\$0.00
Total	\$0.00

[Confirm Order](#) [Edit cart](#)

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This is the final screen.

Order Confirmation

Thank you for your order!

We have sent a confirmation email to [REDACTED]

Here is what the confirmation looks like. Please reply to the email or contact the box office if you need to make changes to your order.

Confirmation of your order from Greenville Theatre



info@greenvilletheatre.org

To: [REDACTED]

Dear Meridith Bickel,

Thank you for your order! For questions, please call the Box Office at 864.233.6328 or reply to this email. Your order number is 21-EJ-0T2H.

Here are your order details:

Tickets

These items can be picked up from the Box Office.
The Hound of the Baskervilles on Friday October 22, 2021 at 8:00 PM in Greenville Theatre

2 Adult tickets (Area A2: P1, P3) at \$0.00 each
Thank you for supporting Greenville Theatre!

Summary

Sub total: \$0.00

Total: \$0.00

You saved \$60.00

If you are purchasing additional tickets, follow the above instructions and select your **total** number of desired seats. You will only be charged for those not included in your membership.

If needed, use the drop down arrow change the seat type to senior or junior to reflect the correct ticket price. Click *Continue*.

[Change My Seats](#)

Area	Seat	Type	Information
Area A3	U7	Adult - \$33.00 (inc. \$3.00 service charge) ▼	
Area A3	U9	Adult - \$33.00 (inc. \$3.00 service charge) ▼	
Area A3	U11	Junior - \$24.20 (inc. \$2.20 service charge) ▼	
Area A3	U13	Junior - \$24.20 (inc. \$2.20 service charge) ▼	Next to wall-no aisle

Continue

Your cart will show the total number of tickets and how much you owe for the additional tickets. Click *Edit*, *Delete* or *Checkout*.

Cart

Savings

Your items have been discounted as part of the offer [Leading Player Tickets](#)

Item	Details			
The Hound of the Baskervilles	Friday October 22, 2021 @ 8:00PM 2 Adult, 2 Junior	View details	Quantity: 4 Savings: \$60.00 Service Charge: \$4.40 Total: \$48.40	Edit Delete
Total		Grand Total: \$48.40 Total Savings: \$60.00 Total Service Charge: \$4.40		

[Checkout](#)

Click *Continue* through to Billing Details. *Store my card* will save your card number and expiration date on your account in our secure system. In the future, you will only need to provide the CVV number. Make sure the billing address is correct or the payment will not go through-click *Edit Address* or *Use another address* if needed.

Click *Continue*.

Billing Details

Payment method
☐ Store my card for future purchases (card details will be taken at the final stage of the checkout)

Billing Address
Please choose your billing address
☒

Travelers Rest South Carolina 29690 United States

☐ Use another address

[Continue](#) [Edit Address](#)

Enter credit card info & click *Confirm Payment*. Your card **WILL be charged** at this point, so make sure your order is correct.

Payment

Card Type: (required)

Card Number: (required)

Expiry Date: (mm/yy) (required)

Security Code: (required)

[Confirm Payment](#)