

**How to book Greenville Theatre tickets online
for Patrons & Subscribers – Please note that booking on a phone may be difficult**

Log into 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 *Purchase*, then *Shows & Tickets* and then either click *List View* to see the available shows that month or *Calendar View*



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 gray seats are unavailable.** If you need handicapped seating, please contact the box office to discuss options.

****Please note: You CANNOT book bonus tickets or tickets for other GT members online– please contact the box office to book these. You CAN purchase additional tickets, if desired.**

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

Review your selection here. Note that Adult is the default and the face value of the ticket will show – it doesn't matter since you will not be charged as a member. Additional tickets should be changed to charge at the correct amount.

After you click continue, the seats will now show at \$0 as part of your membership.

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, re-click on *Purchase* 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. You can print them and bring with you to the show or show on your smartphone to the usher.
- Will call tickets will be available at the box office 1 hour before the show.

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*

If you are purchasing additional tickets – When you reach the screen to enter credit card info and click *Confirm Payment*, your card **WILL be charged**, so make sure your order is correct.

****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.