

## How to book Greenville Theatre tickets online for Patrons & Subscribers

Please note that it is easier to book seats on a desktop or laptop than the small screen of a phone.

You must contact the box office by phone (864-233-6238) or email ([member@greenvilletheatre.org](mailto:member@greenvilletheatre.org)) to:

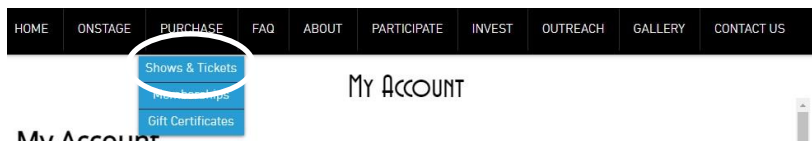
- Reschedule tickets
- Book bonus tickets
- Book for other members

Log into [www.greenvilletheatre.org](http://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*



Choose the month in which your show appears.

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). **DO NOT enter a credit card number unless you are booking tickets other than your member tickets.** Member tickets will always show at \$0, and the system will not request a credit card number.

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.

This is the final screen. **If you do not see this screen, your transaction has not been completed.**

Order Confirmation



Here is what the email confirmation looks like—all completed transactions will get a confirmation email. Please reply to the email or contact the box office, if you need to make changes to your order.

