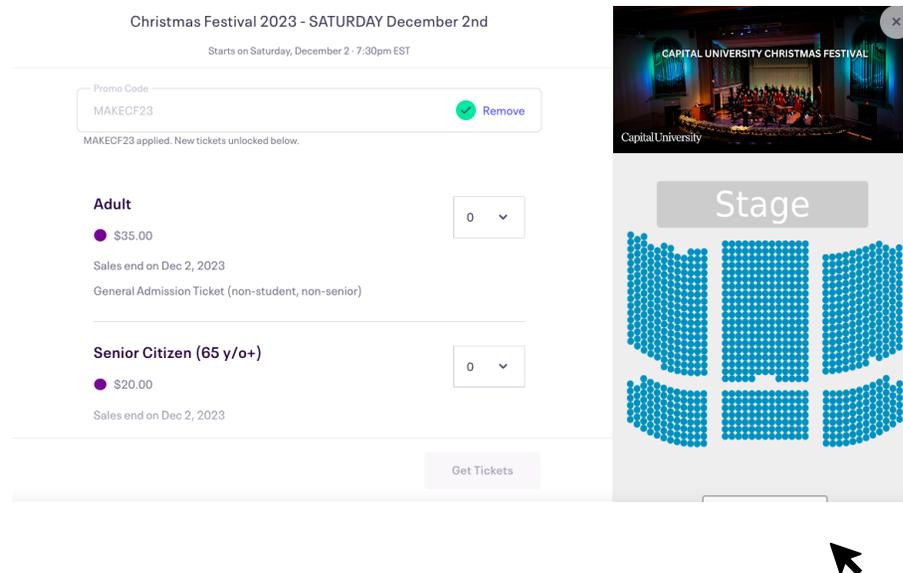


1. Go to <https://apps.capital.edu/christmas-presale/> and click on the date of the performance for which you wish to purchase tickets. NOTE: you must purchase tickets for each concert date in a separate transaction.
2. This will re-direct you to the Ticket Purchasing website for the Festival, Eventbrite. Each date has its own Eventbrite page, so be sure you have selected the correct performance date.

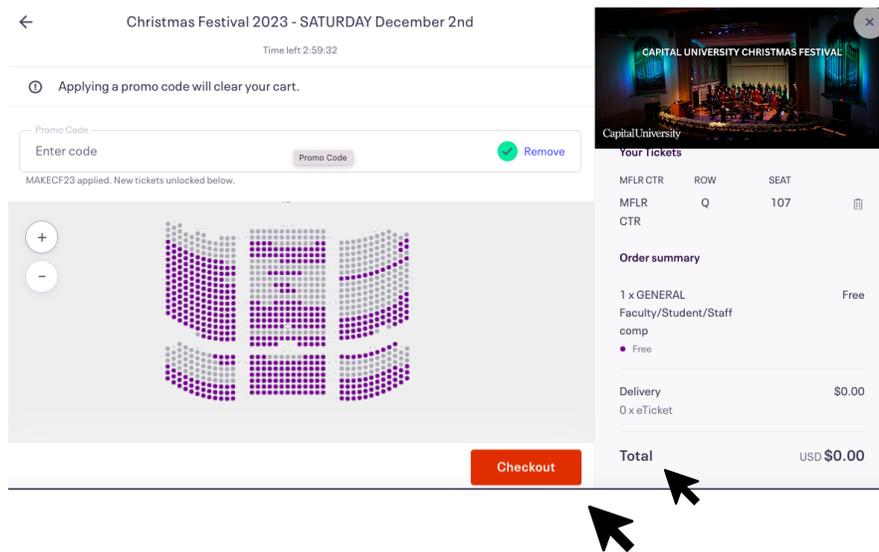


3. Click on the red “Tickets” box.
4. In the new screen that opens, click on the “Buy on Map” button below the seating map (beneath the “Stage” label) to open the seat selection tool. This will allow you to choose where in Mees Hall you will be sitting for the performance.

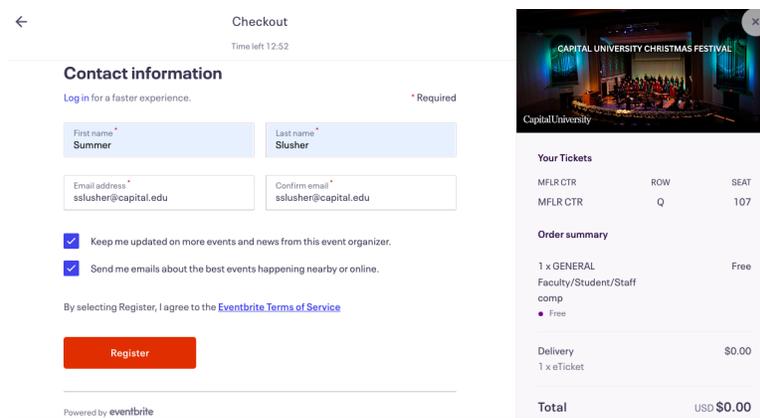


5. Enter the Promo Code **MAKECF23** by clicking the blue text on the left side of the inset stage image (in the white portion of the image). Click “Apply.” You will be notified that the promo code has been accepted and that new tickets have been unlocked. This will make it possible for you to reserve your complimentary faculty/student/staff ticket.

- Click on the seat you wish to purchase (any seat shaded in purple is available), and then select the appropriate ticket type. For the complimentary performer ticket, select “Faculty/Student/Staff comp”. You may purchase an unlimited number of other ticket types but only 1 faculty/student/staff comp ticket. **Do not reserve a comp ticket for more than 1 performance.** Please **DO NOT** share this code or these links with anyone. **Only the faculty, students and staff themselves are able to claim their comp ticket.** If you order more than one complimentary ticket the second order will be canceled. Thank you for honoring this policy and your understanding.
- “Your Tickets” list on the right side of the screen will show you the tickets you have selected and that are in your cart for purchase.



- Click the “Checkout” or “Register” button when you have selected all of your tickets.
- The checkout screen will open. PLEASE NOTE THE TIMER AT THE TOP OF YOUR SCREEN. You must complete your order before the timer reaches 0:00. Complete the “Contact Information” section by filling in your First and Last names as requested. Enter your email address to which you would like the tickets emailed. Confirm the email address. Click the “Place Order” button when you are ready to purchase your tickets.





10. A confirmation screen will appear. An email will also be sent to the e-mail address you provided that contains PDFs of all purchased tickets.



Thanks for your order! #1909528549

YOU'RE GOING TO

Christmas Festival 2021 - THURSDAY December 2nd

jdoe@capital.edu

TICKET SENT TO

jlaughlin@capital.edu

[Send to another email address](#)

DATE

Starts on Thu, Dec 2, 2021

7:30 PM EST

LOCATION

Bexley, OH

[View Tickets](#)

QUESTIONS?

Email: christmasfestival@capital.edu