- 1. Go to <a href="https://apps.capital.edu/christmas-presale/">https://apps.capital.edu/christmas-presale/</a> 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.

Starts on Saturday, December 2 · 7:30	pm EST	CAPITAL UNIVERSITY CHRISTMA	
- Promo Code		TRADDOM AND	
MAKECF23	Remove		
MAKECF23 applied. New tickets unlocked below.		CapitalUniversity	
Adult		Stage	
\$35.00	0 +	iti a manana	
Sales end on Dec 2, 2023			
General Admission Ticket (non-student, non-senior)			
Senior Citizen (65 y/o+)			
• \$20.00	0		
Sales end on Dec 2, 2023			
	GetTickets	•••••••••••••••••••••••••••••••••••••••	

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.

- 6. 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 <u>DO NOT</u> 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.
- 7. "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.



- 8. Click the "Checkout" or "Register" button when you have selected all of your tickets.
- 9. 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.

Contact	Che Time le information er experience.	<b>ckout</b> ift 12:52	* Required	CAPITAL UNIVERSI	Y CHRISTMAS F	ESTIVAL
First name* Summer		Last name <sup>*</sup> Slusher		CapitalUniversity Your Tickets		
Email address sslusher@ca	pital.edu	Confirm email * sslusher@capital.edu		MFLR CTR MFLR CTR	ROW Q	SEAT 107
Keep me	updated on more events and	news from this event organizer.		Order summary		Free
By selecting Re	gister, lagree to the <u>Eventbri</u>	te Terms of Service		Faculty/Student/Staff comp • Free		
Reg	ister			Delivery 1 x eTicket		\$0.00
Powered by ever	itbrite			Total	ι	ISD <b>\$0.00</b>

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.

YOU'RE GOING TO	
Christmas Festiv	al 2021 - THURSDAY
December 2nd	
1 TICKET SENT TO	DATE
jlaughlin@capital.edu	Starts on Thu, Dec 2, 2021
Send to another email address	7:30 PM EST
LOCATION	
Bexley, OH	
LOCATION Bexley, OH	

## **QUESTIONS?**

Email: christmasfestival@capital.edu