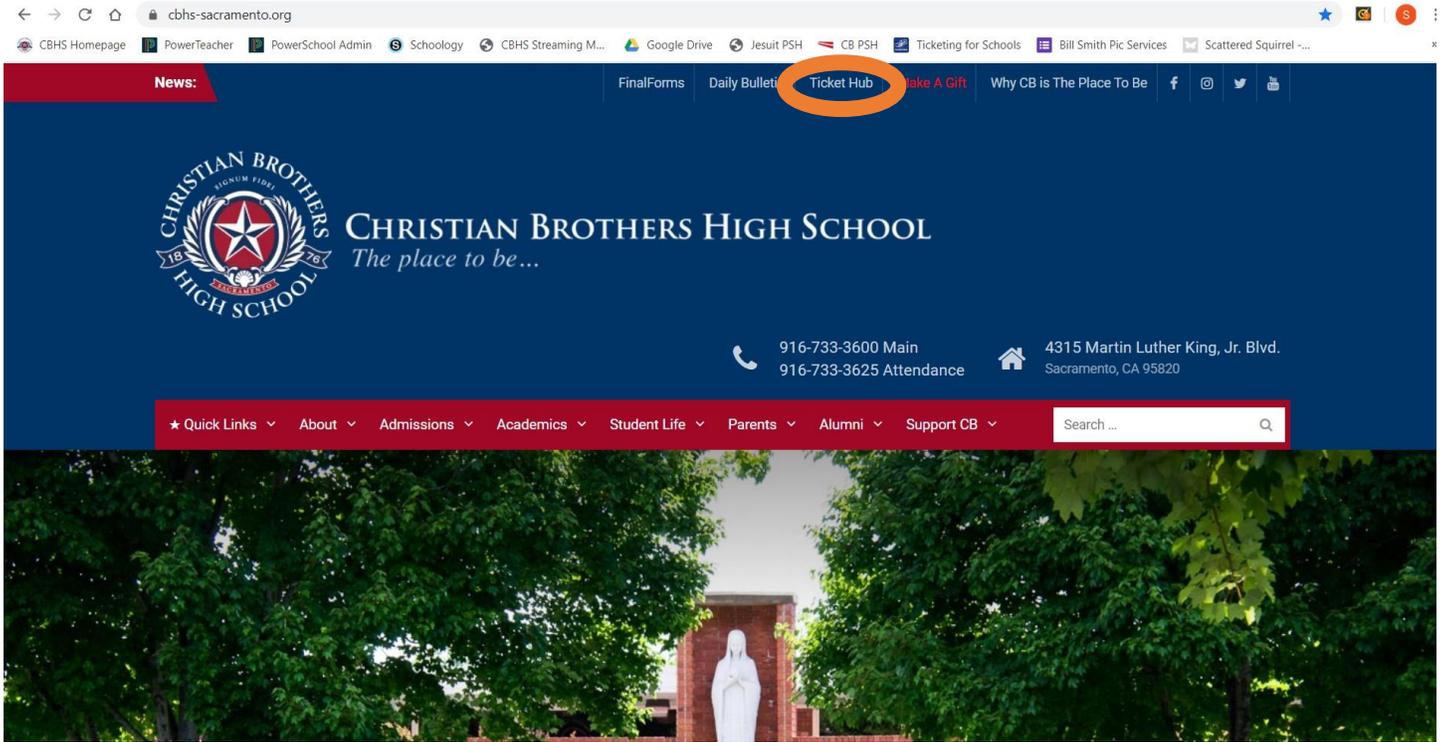


Ticketing4Schools Set Up Instructions

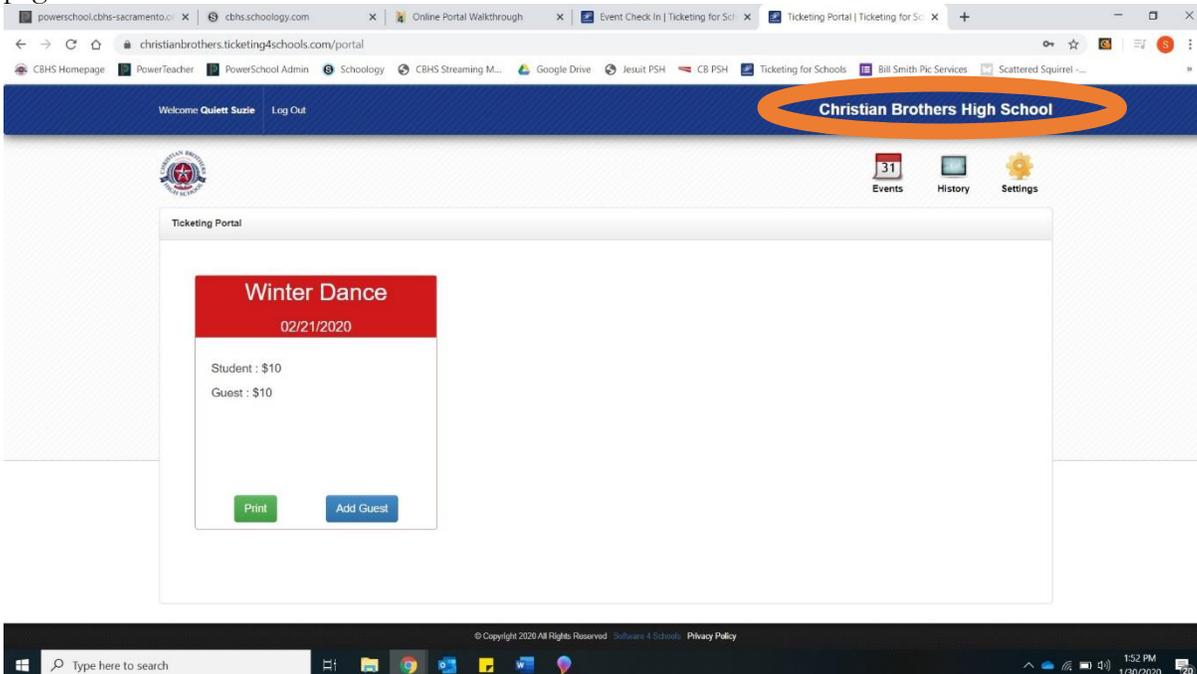
Welcome to the Ticketing4Schools Portal for Christian Brothers High School! This will allow you to purchase your dance tickets using a credit card and from home. Please follow the initial set up instructions to be able to purchase tickets online.

Step 1: Finding the Site

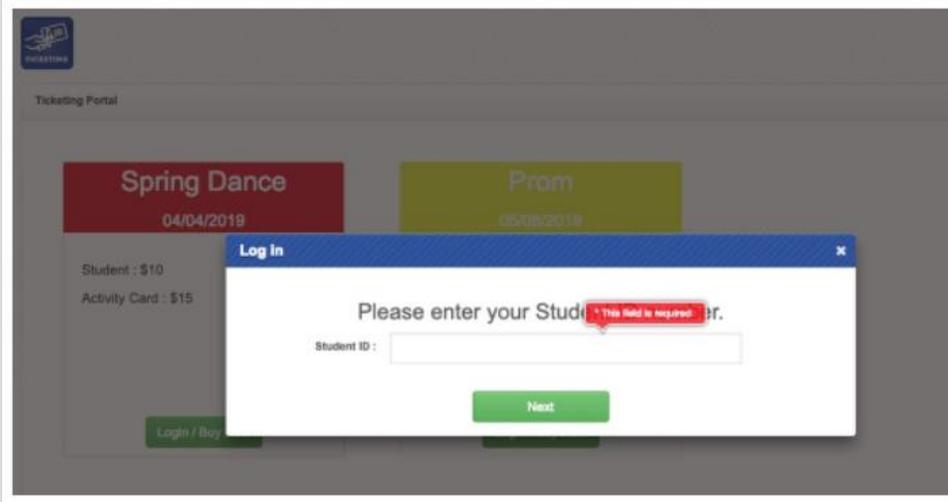
The link for the Ticketing4Schools Portal can be found on the CB website under the tab “Ticket Hub” at the top of the screen.



Select the dance for which you want to purchase tickets and the link will take you to the Ticketing4Schools Portal page.



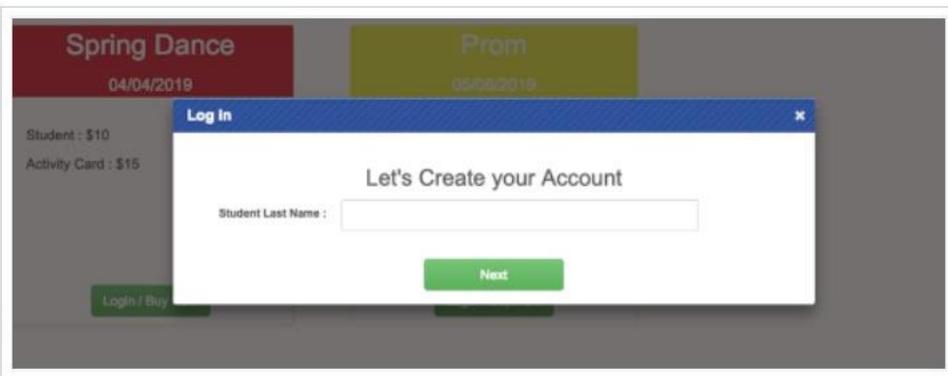
Step 2: Login/Buy Now



Clicking the Login / Buy Now button will prompt you for your Student ID. If you have already created an account, clicking next will ask you for your password. There is also a forgot password feature on this page if you cannot remember it and a password reset will be sent to you.

If you don't have an account, the next step is registration.

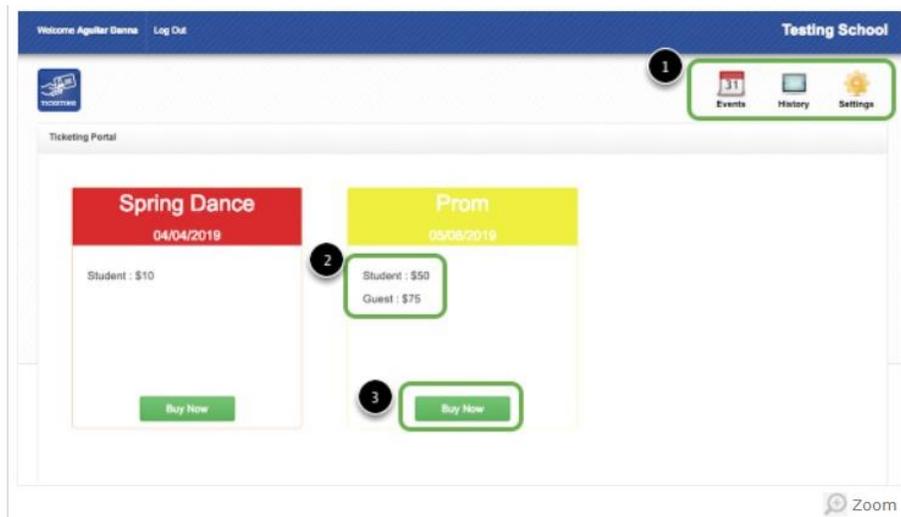
Step 3: Open Registration



With open registration, you may create your own account with any email of your choosing. Students will be prompted for their last name and ID number, then e-mail address to verify. Once you enter your e-mail address, an automated e-mail will be sent out to verify your e-mail address. **This should be an email account accessible to the student.** Clicking

the link will allow you to complete the registration process and create a password for your account.

Step 4: User Account (Once Logged In)



Once you have completed the registration process or logged in, you will have a few more options:

- See your purchase history
- Change your password
- See the ticket prices
- Access the Buy Now button

Step 5: Buy Now

The screenshot shows a web browser window titled "Purchase Ticket" with a close button and "31 events" in the top right corner. The main heading is "Prom" with the sub-heading "Purchase Tickets". The form contains the following fields and information:

- Student ID: 1032575
- Name: Aguliar Danna
- Grade: 8
- Ticket Type: 1
- Price: \$50
- Guest 1: First: [input field], Last: [input field]
- Guest: 1, Guest: \$75
- Total: \$125 (highlighted in yellow)
- Payment section: "Pay with card" with logos for VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DEBIT.
- Card Number: [input field with asterisks and a red warning triangle]
- Expiration Date: (MM/YY) [input field]
- Buttons: "Choose another way to pay" and "Purchase" (green)

Clicking the Buy Now button will allow you to add guests (if option is available for the event) and purchase the tickets using a credit card.

You may purchase your ticket and then purchase a guest ticket at a later time. Please note that you cannot purchase a guest ticket without first purchasing your own ticket. Guests must be tied to their hosts in the system. All guests from non-Catholic schools must have an approved guest pass on file with the Student Activities Office.

All CB Students should purchase tickets via their own account. If you are hoping to purchase a ticket for another CB student (ie, a "date"), you may always come to the LSLO and purchase at the window as well.

Once you click the Purchase button, the sale will transact.

There will not be a screen that asks, "Are you sure?"

Students IDs will serve as tickets for events. There is no need to print a ticket and bring it to a dance. There is always a need to have your student ID on you.