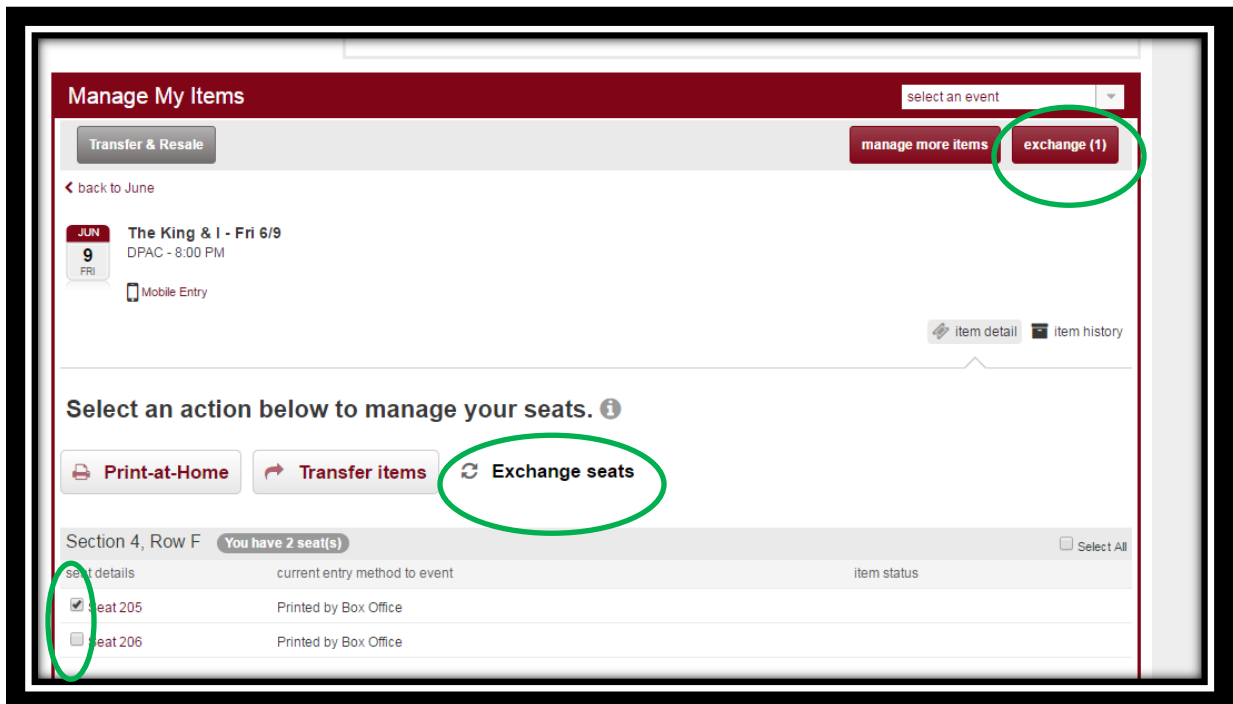


Account Manager Guide – Exchange Seats Online

- 1) Log into your online account manager and click the “manage this event” button next to the show you would like to exchange.
 - Click the “Exchange seats” button
 - Select the check boxes next to the seats you would like to exchange.
 - Click the “exchange” button at the top right corner of the screen.



- 2) Select the performance date and time that you would like to exchange your seats to.
 - Use the seat map to select new seats and click “Checkout” to continue.
 - You will be asked to review the details of your exchange. To finalize, click “exchange” seats at the bottom right corner.

REVIEW YOUR EXCHANGE

Please note, if you are on a payment plan you may see a balance due on this screen. You will have the option to continue your payment plan on a future screen.

Current Seats			New Seats		
Event	Seats	Price	Event	Seats	Price
The King & I - Fri 6/9 Fri, June 9, 2017 at 8:00 PM DPAC	Section 4 Row F Seat 205 Renewal	US \$87.17 x 1	The King & I - Tue 6/6 Tue, June 6, 2017 at 7:30 PM DPAC	Section 4 Row DD Seat 210 Renewal	US \$87.17 x 1

[change seats](#)

Cost Summary

Cost of Current Seats:	US \$87.17
Exchange Cost:	US \$0.00
Cost of New Seats:	US \$87.17
Paid to Date: 2	- US \$87.17
Amount Due:	US \$0.00

This total does not include service fees, if any. Any applicable service fees will be added during checkout. If a balance is due, your current seats will not be released until a payment is made. Note: You may be eligible for a Payment Plan option.

cancel
exchange seats

- 3) Confirm your exchange by entering your Account Manager password. Select your desired delivery method and click the “continue” button to finalize the exchange.

1. Shipping
2. Confirmation

⚠ Your items are on hold. You have 4:00 minutes to complete this page. After 4:00 minutes these items will be released.

Order Summary

Explanation of Delivery Methods

Event	Quantity	Price	Select Delivery Method	Total
The King & I - Tue 6/6 Show Event and Seat Info	1 Full Price	US \$87.17 per item	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> ManageOnline (US \$0.00) ▼ </div>	US \$87.17

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