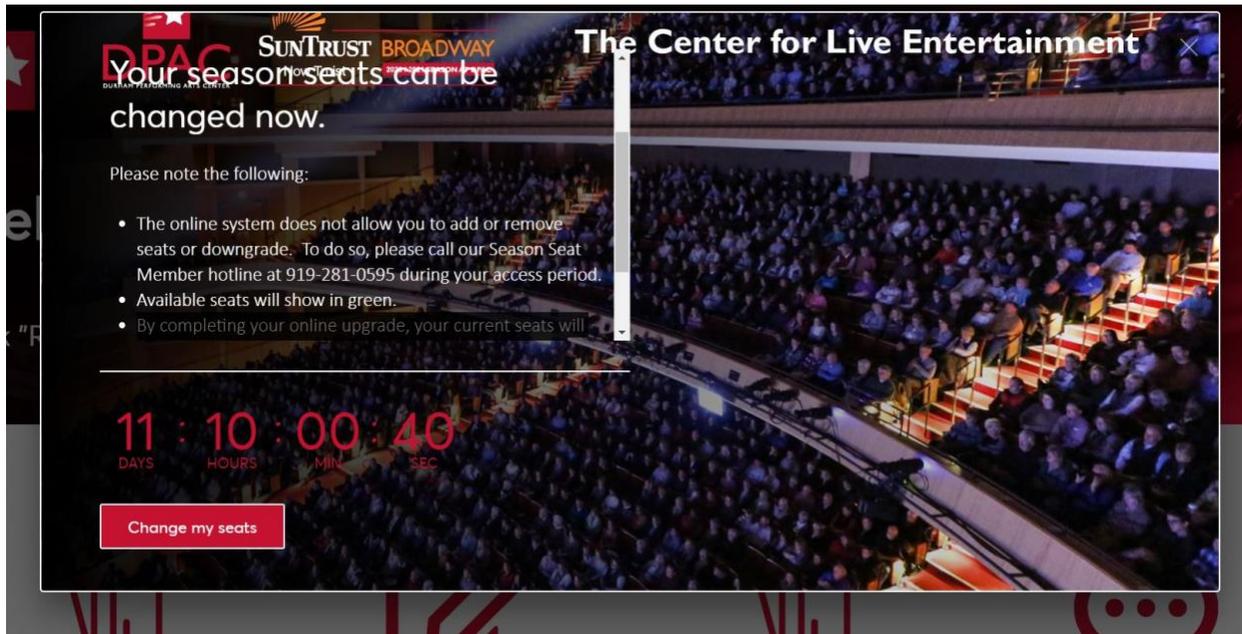


Account Manager Guide – Relocate Your Season Seats via DPAC Account Manager

- 1) Log into your online account manager by entering your email address and password. Note: If you do not remember your password, click “Forgot Your Password” to reset it.
- 2) After you have logged in, you’ll see a countdown clock displaying the time until your Online Upgrade Access period expires. Click “Change My Seats” to start the process. Please note that you will not be able to add, remove, or downgrade your Season Seats via your DPAC Account Manager.



- 3) You will see a page displaying your current Season Seats, with performance day, performance time, and seat location. Select the seats that you would like to change, and then click the “Change My Seats” box in red at the top right corner of your screen.

[Change my Seats >](#)

Select the seats you would like to change

Select the seats you would like to change and click “Change my Seats.”

Please note that the online system does not allow you to add, remove, or downgrade. If you would like to remove seats or downgrade, please call our Season Seat Member hotline at 919-281-0595 during your access period.

Aint Too Proud - Tue 9/1



Section 4 Row H Seat 209-210 \$114.76 x 2 Seats **\$229.52**

Ticket Type: Renewing Senior Sub

✓

- 4) Next, you will select the performance day and time that you would prefer for your Season Seats, and click the red “Next” button in the top right corner of the screen. You have the option to keep your current performance day and time.

[< Back](#)

[Next >](#)

Choose your performance day and time

Select the performance day and time you would like and click “Next.”

You can choose to remain in the same performance day/time or select a new performance.



Aint Too Proud - Tue 9/1
Tue, Sep 01, 2020 @ 07:30 pm

✓

[More Info](#) ▾

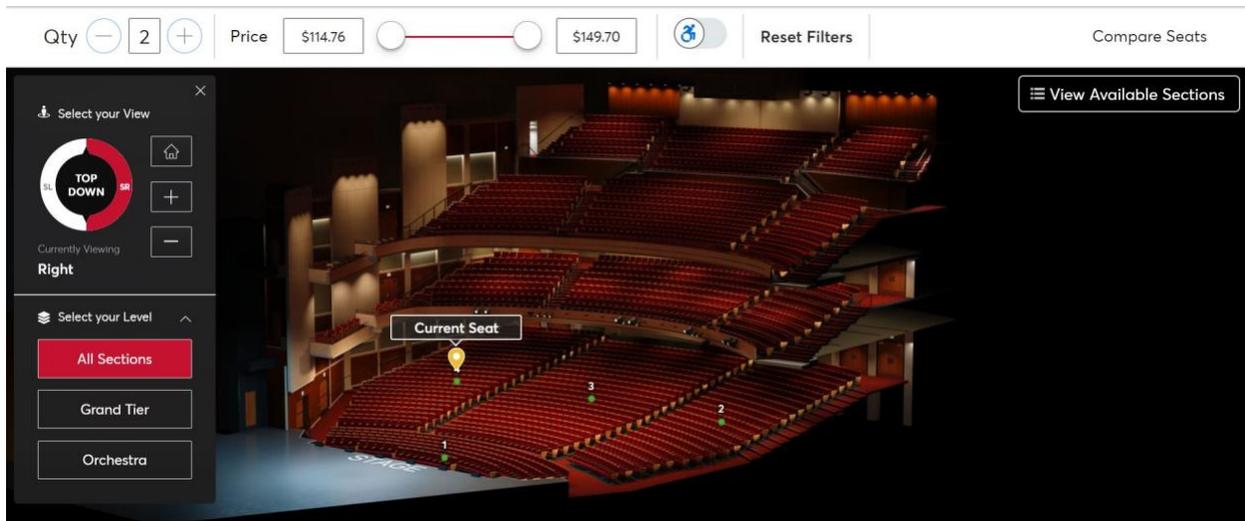


Aint Too Proud - Tue 9/1
Wed, Sep 02, 2020 @ 07:30 pm

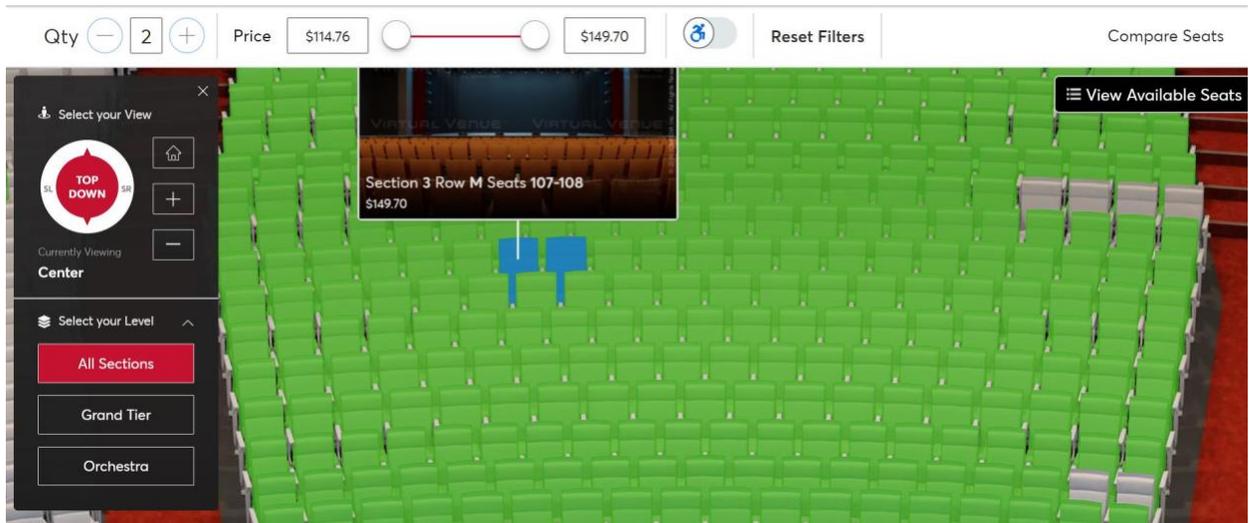
Select

[More Info](#) ▾

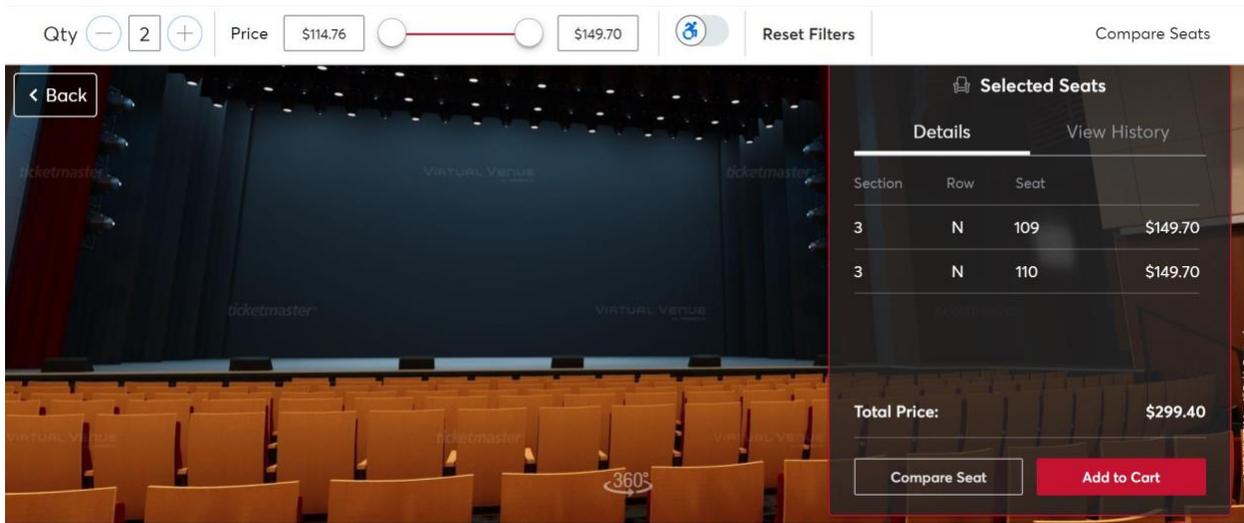
- 5) You will be directed to the virtual venue page, which will enable you to select available Season Seats for your relocation. The controls on the left side of the screen allow you to adjust your view. If you'd prefer a list of available seats, select the "View Available Sections" option on the right.



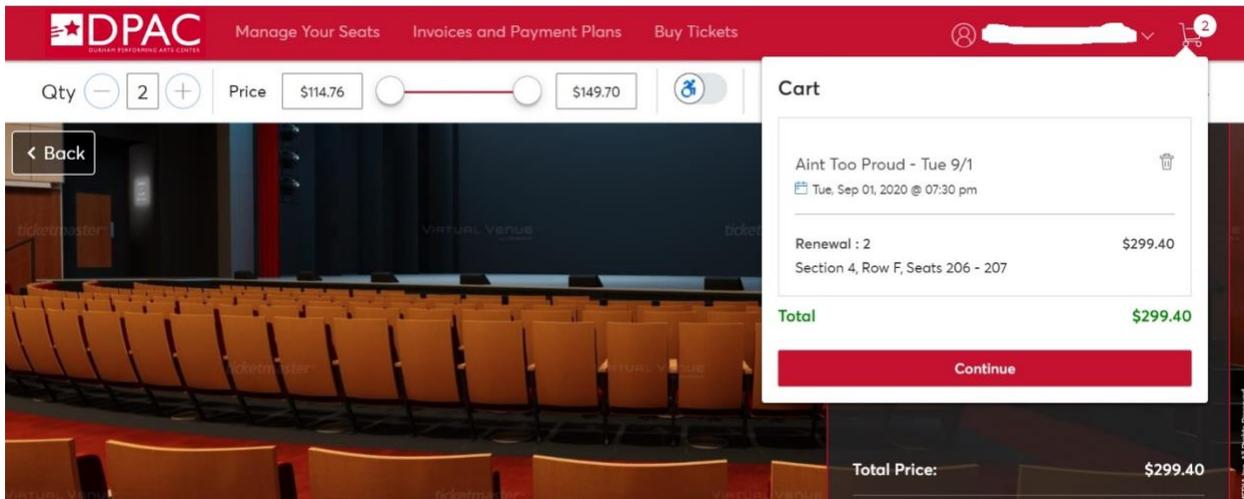
- 6) Clicking on a section will allow you to view all available seats, which will have a green color.



7) Select a seat location, and click the red “Add to Cart” button on the right.



8) Select your cart at the top right corner of your screen, and click the red “Continue” button to proceed to checkout.



- 9) Your screen will display your current Season Seats, along with the seats that you have chosen for relocation. Please review the performance day, performance time, and seat location carefully. Afterwards, select the red "Checkout" box.

Shopping Cart

Please carefully review your selection. Click "Edit" if you would like to search for new seats.

If you're happy with your new seats, click "Checkout" to continue.

New Seats (1) Edit		
	Aint Too Proud - Tue 9/1 Tue, Sep 01, 2020 @ 07:30 pm Section 3, Row N, Seat 109-110	\$149.70 x 2 Seats \$299.40

Current Seats (1) Edit		
	Aint Too Proud - Tue 9/1 Tue, Sep 01, 2020 @ 07:30 pm Section 4, Row H, Seat 209-210	\$114.76 x 2 Seats \$229.52

Summary	
Cost Difference	\$69.88 ∨
Cost of Seats	\$299.40
Total Amount Due	\$299.40
<i>Note: This total does not include service fees if any. Any applicable fees will be added in the next step at checkout.</i>	
Checkout	

- 10) Finally, you will proceed to the checkout page. Once you have submitted your purchase, your current Season Seats will be surrendered, so please check your purchase again before proceeding. You'll need to select a credit card for payment, along with your choice of a payment plan or paying in full.

Checkout

Follow the steps below to complete your seat change. Once you click Submit, your original seats will be surrendered and opened for other members. Please make sure you double check your seating selection, performance day, and time.

Please note that if you selected the six-show package, your opt out request will be processed early this summer.

- ✓ Delivery & Shipping ∨
- 2 Questions

1 → Would you like to be added to the wait list for

08m 57s

To Complete Purchase

We will release the reserved items if not purchased within this time.

Cart items (1) ∧	
Aint Too Proud - Tue 9/1 Section 3, Row N, Seat 109-110 \$299.40	
Total Value	\$299.40

Order Summary ∧	
Ticket Subtotal	\$299.40
Delivery	\$0.00