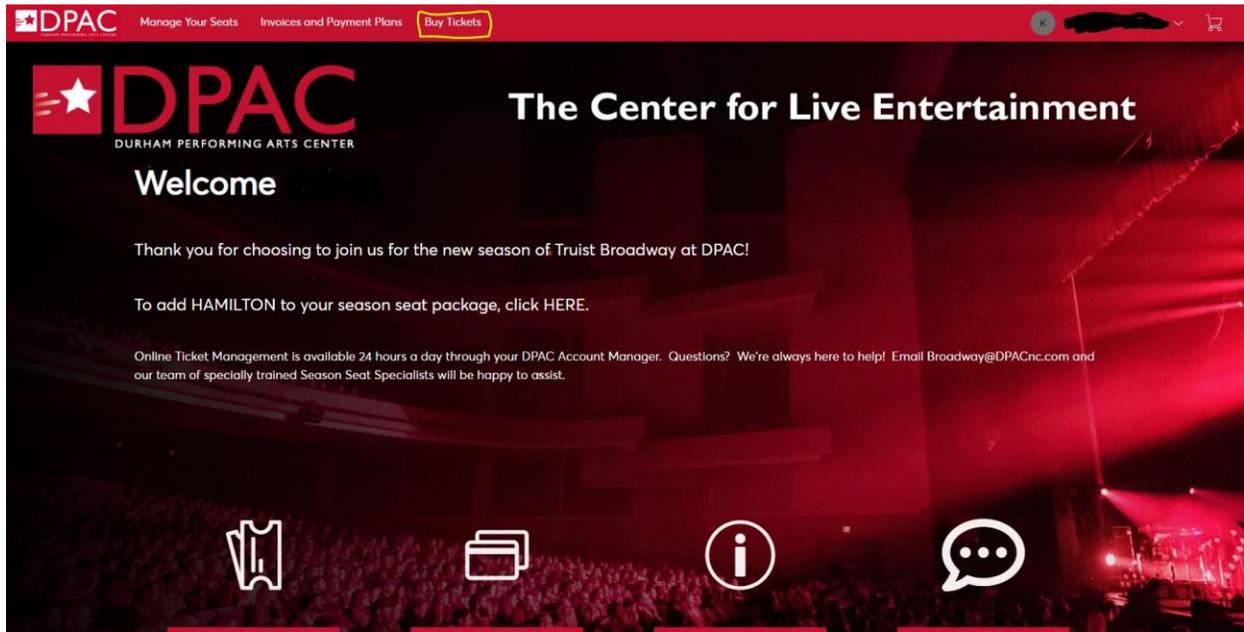


Account Manager Guide – How to Buy Additional Tickets

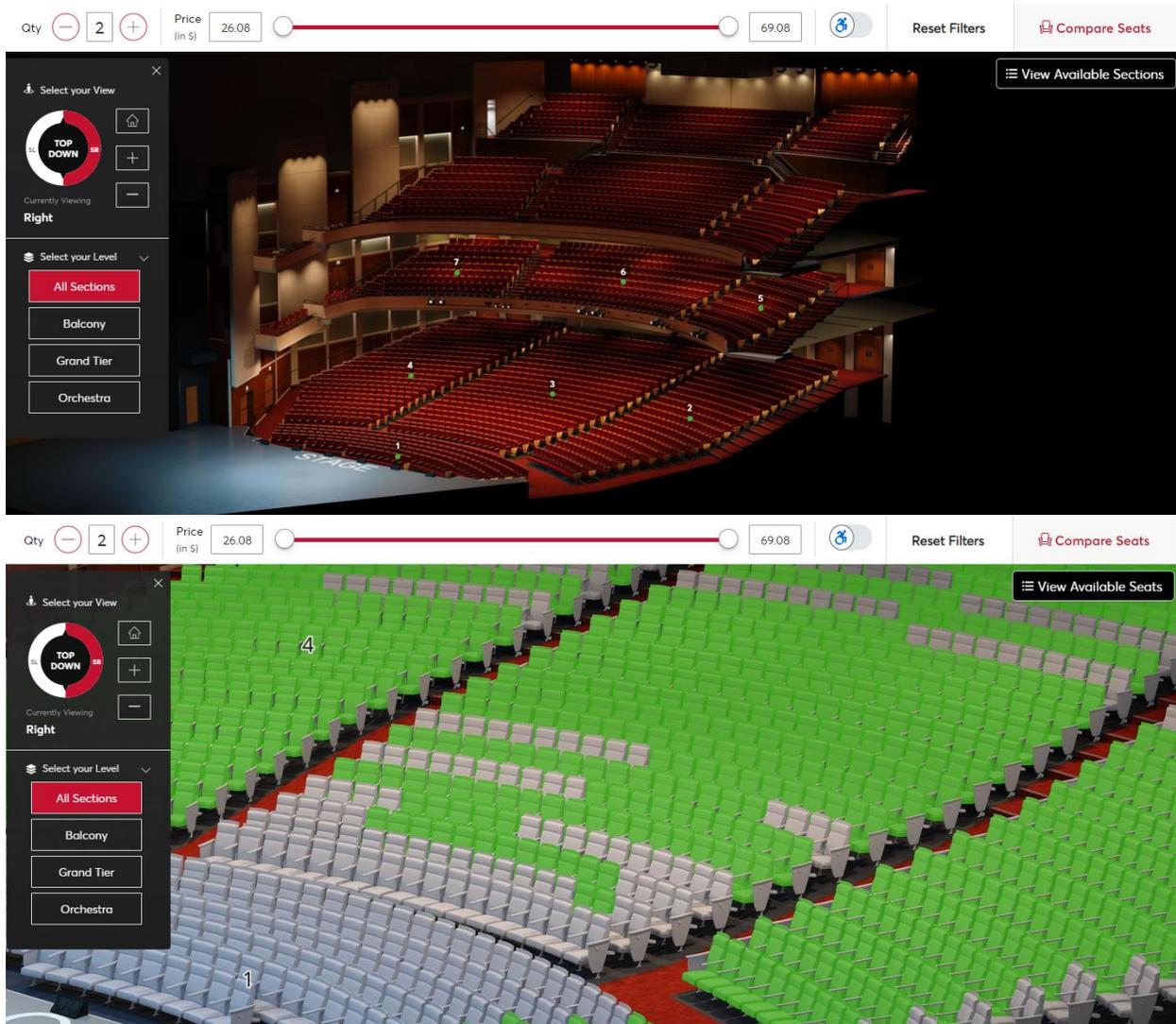
1. Log into your online Account Manager by entering your email address and password
*Note: If you do not remember your password, click “Forgot Password?” to reset it.
2. After you have logged in, click on the option that reads “Buy Tickets” near the top of the screen.



3. You will be directed to a page that lists all of your upcoming events that are on sale. To save time, feel free to use the search bar at the top left corner of the screen. Click the “select” button that is below the show you wish to purchase.

A screenshot of the DPAC event selection page. At the top, there is a search bar with the placeholder text 'Search Event Name'. To the right of the search bar are options for 'Sort By: Event Date', a grid/list toggle, and a 'Compare' button. Below the search bar, there are two event cards for 'The Band's Visit'. The first card is for 'Tue • Oct 05, 2021 • 07:30 PM' and has a red 'Select' button highlighted with a yellow box. The second card is for 'Wed • Oct 06, 2021 • 07:30 PM' and also has a red 'Select' button. To the right of the event cards is a section titled 'Available Events' with a 'Select All' button and the number '57'. Below this is a 'Filters' section with the text 'Events will be shown based on different values'. There are two main filter categories: '2020 / 2021 Truist Broadway' and '2020 / 2021 Truist Broadway - Purchase Additional Seats'. The first category has eight sub-options for different days and times, each with a checkbox. The second category has two sub-options: 'Ain't Too Proud' and 'Ain't Too Proud', each with a checkbox.

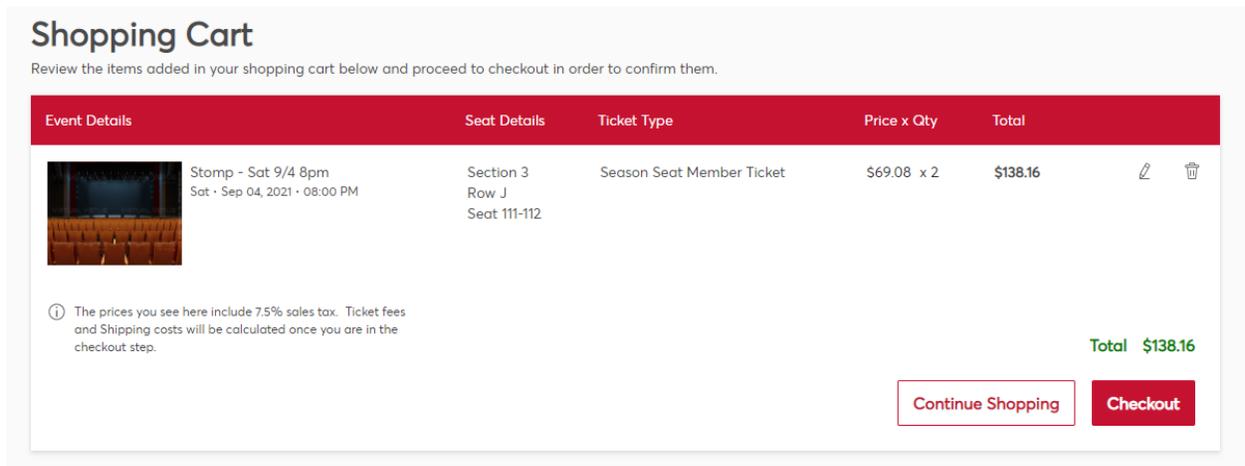
4. You will then be redirected to a seat map. Select the area you would like to be seated in to enter a closer view in order to choose your exact seats. You may also use the filters at the top to search based on quantity of seats and price.



- When you select the seats you would like to purchase, a view of the stage from those seats will appear along with the seat details. Click “Add to Cart” then click the cart and select “Continue” if you are ready to checkout.



- You can review your ticket details in your shopping cart and click “Checkout” to purchase.



7. Fill in your information and click “Submit” to complete your purchase. Please note, each ticket requires contact information for each recipient.

Complete the checkout steps and submit your payment

Below are the steps you will need to complete in order to submit your payment. Once you complete each step, click "Submit".

- ✓ Contact Details
- ✓ Delivery & Shipping
- ✓ Questions
- 4** Payments

Payment Option

Select Payment Option

Payment Method Edit / Add

Select Payment Method

Split this payment

I accept the [Terms and Conditions](#)

Submit Order

09m 28s
To Complete Purchase

After 8:00 minutes, the reservation we are holding will be released to others.

Cart items (1)

Stamp - Sat 9/4 8pm
Section 3, Row J, Seat 111-112
\$138.16



Total Value \$138.16

Order Summary

| | |
|--------------------------|-----------------|
| Ticket Subtotal | \$138.16 |
| Delivery | \$0.00 |
| Ticket Fees | \$18.50 |
| Total Amount Due: | \$156.66 |
| Payment Due Today | \$156.66 |