

Account Manager Guide - View Your Upcoming Events

- 1) Log into your online account manager by entering your email address and password.





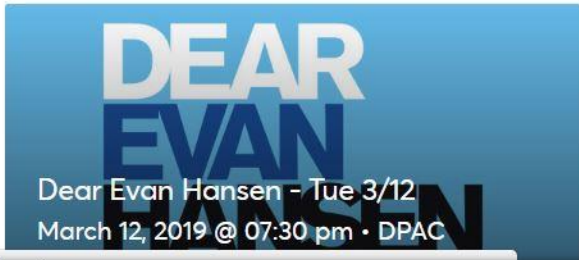

Note: If you do not remember your password, click “Forgot Your Password” to reset it.

- 2) After you have logged in, click on the option that reads “View All” or “Manage Your Seats” near the top of the screen.


The screenshot displays the DPAC (Durham Performing Arts Center) Account Manager interface. At the top, there is a navigation bar with links: [Manage Your Seats](#), [Invoices and Payment Plans](#), [Buy Tickets](#), and [Home](#). The user's name is partially visible as [REDACTED]. Below the navigation bar, a red banner contains the text "Welcome [REDACTED]" and "Account Number: [REDACTED]". To the right of the banner, there are two sections: "Manage Your DPAC Seats" showing "DPAC 14 Tickets Total" and "Account Balance" showing "\$505.50" with "1 Outstanding Invoices". Below the banner, there are two main sections: "Upcoming Events" and "Payment Plans". The "Upcoming Events" section has a "VIEW ALL" link and lists two events: "RBRM: Ronnie, Bobby, Ricky & Mike" on October 28, 2018, at 07:30 pm, and "Hamilton - Tue 11/6" on November 06, 2018, at 07:30 pm. The "Payment Plans" section has a "VIEW ALL" link and shows a plan for "18-19" with a "Balance Due: \$505.50", "Next Payment: 11/01/2018", and "Invoice # [REDACTED]". A green "PLAN" button is visible next to the payment plan details.

- 3) You will be directed to a page that lists all of your upcoming events, along with the dates and ticket quantities for each performance.

Tickets

 <p>RBRM: Ronnie, Bobby, Ricky & Mike DURHAM PERFORMING ARTS CENTER October 28, 2018 @ 07:30 pm • DPAC ◆ 2 Total Tickets</p>	 <p>Hamilton - Tue 11/6 November 06, 2018 @ 07:30 pm • DPAC ◆ 1 Ticket</p>
 <p>Fiddler on the Roof - Tue 1/8 January 08, 2019 @ 07:30 pm • DPAC ◆ 1 Ticket</p>	 <p>Miss Saigon - Tue 1/22 January 22, 2019 @ 07:30 pm • DPAC ◆ 1 Ticket</p>
 <p>Dear Evan Hansen - Tue 3/12 March 12, 2019 @ 07:30 pm • DPAC</p>	 <p>Anastasia - Tue 4/16 April 16, 2019 @ 07:30 pm • DPAC</p>

4) From here, you may click on the event of your choice to view your tickets.



Manage Your Seat

March 12, 2019 @ 07:30 pm

Dear Evan Hansen - Tue 3/12

DPAC

1 Ticket

Renewal

SECT...	ROW	SEAT
3	X	110


DEAR EVAN HANSEN

Dear Evan Hansen - Tue 3/12

March 12, 2019 @ 07:30 pm • DPAC

THE TONHANSEN MUSICAL

TICKET DETAILS

 ticketmaster.verified

- 5) Select the “Ticket Details” option at the bottom of your ticket to view your account number, ticket price, seat location, and terms and conditions for your ticket purchase.

