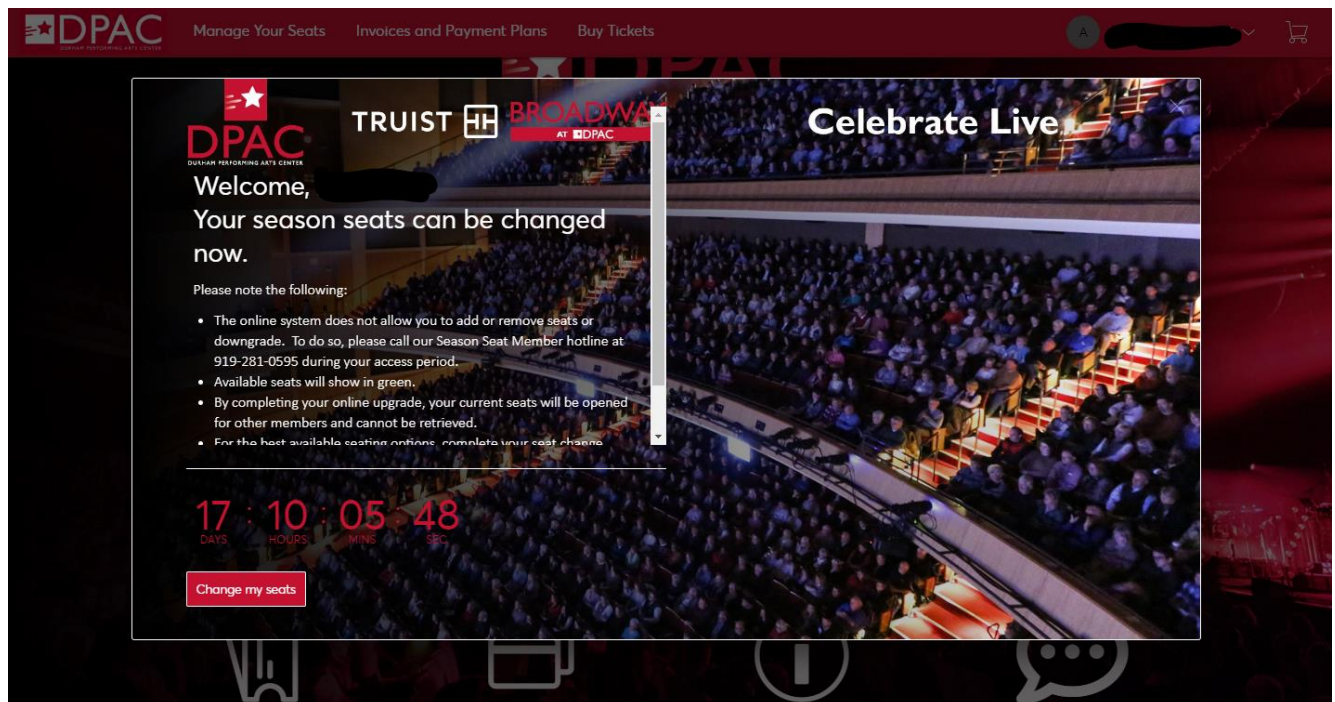




## Account Manager Guide – Relocate Your Season Seats via DPAC Account Manager


- 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 UpgradeAccess 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 by clicking “Upgrade Seats” then click the “Change My Seats” box in red at the top right corner of your screen.

[Manage Your Seats](#) [Invoices and Payment Plans](#) [Buy Tickets](#)

A 




## 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.

[Change my Seats >](#)



**3. Thursday - 7:30pm - Season Seat Package**  
Section 8, Row M , Seat 313  
Renewal

\$349.25 x 1 Seat

\$349.25

[Upgrade Seats](#)

Upgrade until Thu • Jun 23, 2022 • 11:59 PM


- 4) Next, you will click “Select” next to 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.

## 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.


[< Back](#)[Next >](#)



**1. Tuesday - 7:30pm - Season Seat Package**  
9 Events Included

[Select](#)


[More Info ▾](#)



**2. Wednesday - 7:30pm - Season Seat Package**  
9 Events Included

[Select](#)

[More Info ▾](#)



**3. Thursday - 7:30pm - Season Seat Package**  
9 Events Included

[Select](#)

[More Info ▾](#)

- **Optional Step:** Clicking on “More Info” will show a drop-down list of dates for the performances included in the package:



### 1. Tuesday - 7:30pm - Season Seat Package

9 Events Included

Select

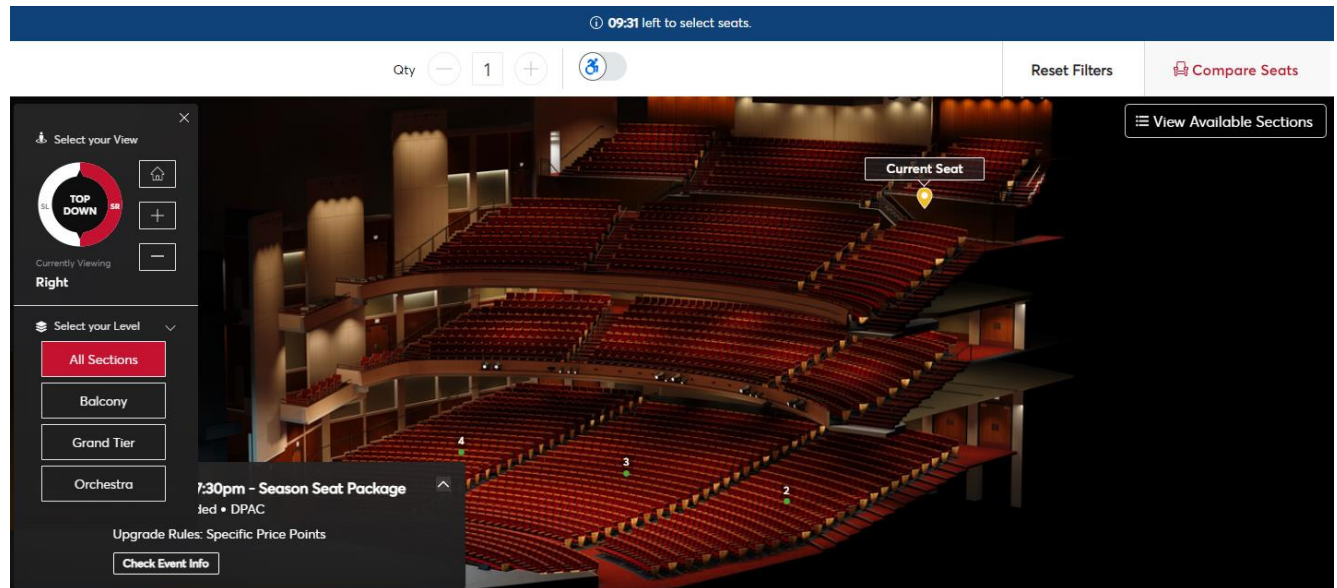
#### About This Plan

You will have the option to choose between the 9 show season, and the flexible seven or eight show packages in a future screen.

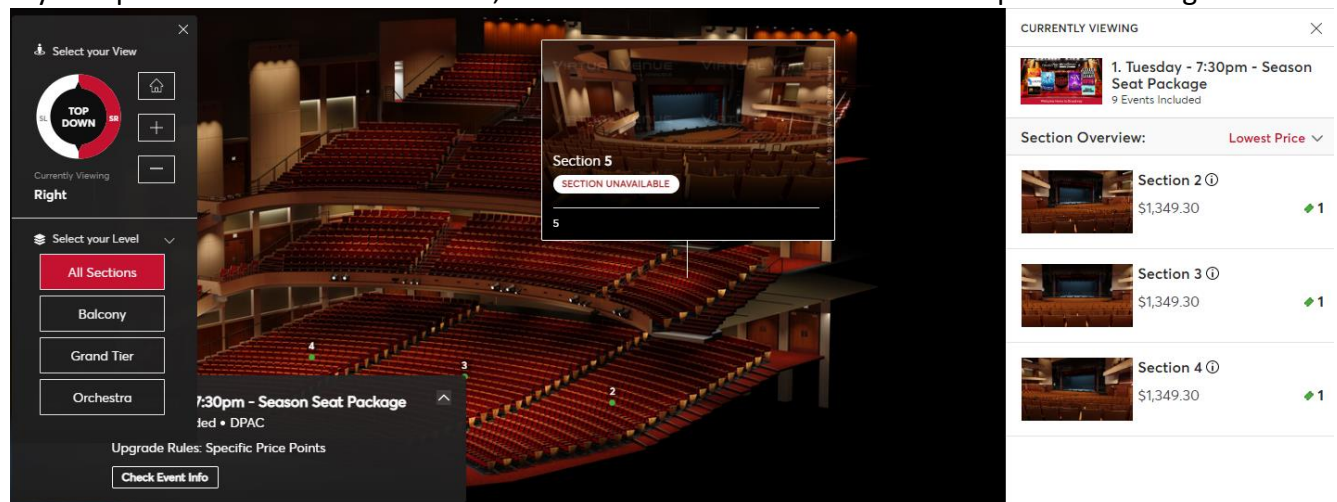
#### Events Included

DATE	EVENT	TIME
Tue, Sep 20, 2022	Frozen - Tue 9/20	07:30 pm
Tue, Oct 18, 2022	Annie - Tue 10/18	07:30 pm
Tue, Nov 15, 2022	Hairspray - Tue 11/15	07:30 pm
Tue, Jan 03, 2023	Tina - Tue 1/3	07:30 pm
Tue, Feb 28, 2023	Jagged Little Pill - Tue 2/28	07:30 pm
Tue, Apr 11, 2023	Beetlejuice - Tue 4/11	07:30 pm
Tue, May 09, 2023	Moulin Rouge - Tue 5/9	07:30 pm
Tue, May 30, 2023	1776 - Tue 5/30	07:30 pm
Tue, Jun 20, 2023	Six - Tue 6/20	07:30 pm

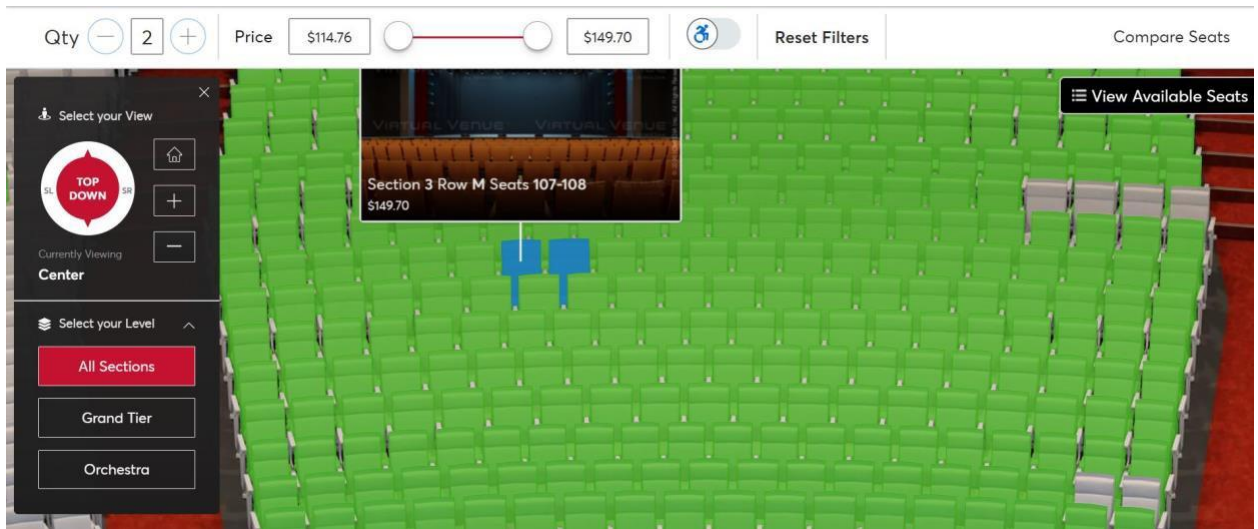
- 5) You will be directed to the virtual venue page, which will enable you to select available Season Seats for your relocation. The controls on the left side of the screen allow you to adjust your view.



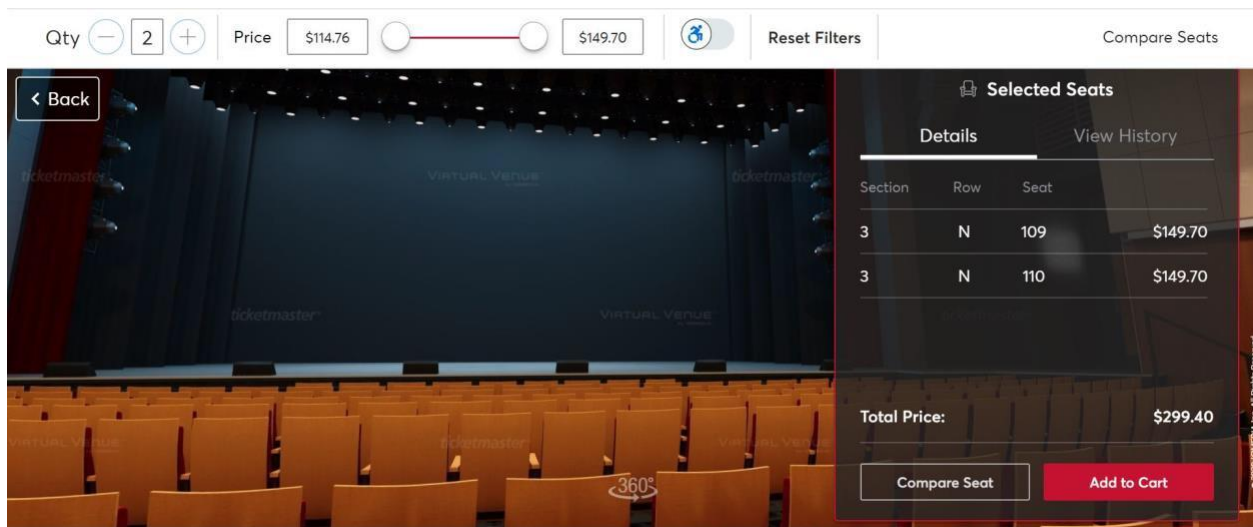
If you'd prefer a list of available seats, select the “View Available Sections” option on the right.



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.

The screenshot shows the DPAC website interface. At the top, there's a red navigation bar with links: "Manage Your Seats", "Invoices and Payment Plans", and "Buy Tickets". Below this is a blue bar with a timer "07:52 left to select seats." and a price slider ranging from 349.25 to 1,349.30. The main area features a 360-degree view of a theater interior. A "Shopping Cart" overlay is visible on the right, showing a selection for "7. Sunday - 1:00pm - Season Seat Package" in "Section 8, Row D, Seat 310" for a price of \$349.25. The cart also displays a "Total Amount" of \$349.25 and a red "Continue" button.

- 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.

The screenshot displays the "Shopping Cart" page. It includes a header with the title "Shopping Cart" and instructions: "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." The main content is divided into two sections: "New Seats (1)" and "Current Seats (1)". Each section lists a seat selection with its details and price. The "New Seats" section shows a selection for "7. Sunday - 1:00pm - Season Seat Package" in "Section 3, Row U, Seat 113" for a price of \$1,069.85. The "Current Seats" section shows a selection for "C22THU09" in "Section 8, Row M, Seat 313" for a price of \$349.25. To the right, a "Summary" section displays the "Cost Difference" of \$720.60, the "Cost of Seats" of \$1,069.85, and the "Previously Applied Payments" of \$0.00. The "Total Amount Due" is \$1,069.85. A red "Checkout" button is located at the bottom right. A note at the bottom states: "Note: This total does not include service fees if any. Any applicable fees will be added in the next step at checkout."

- 10) Finally, you will proceed to the checkout page. Accept the terms and conditions, answer a few questions, and select your payment option. Once you have submitted your purchase, your current Season Seats will be surrendered, so please check your purchase again before proceeding.

## 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

7. Sunday - 1:00pm - Season Seat Package: **Season Seats**  
Season Seats Delivery

Order Summary    \$1,069.85    

☒ I accept the **Terms and Conditions**

**Pay Today - \$1,069.85**

### Questions

1 → Would you like to be added to the wait list for Gold Circle seating?

### Cart items

1 Items Summary    \$1,069.85



7. Sunday - 1:00pm -  
Season Seat Package



Section 3, Row U, Seat 113  
**\$1,069.85**

**Note:** Click “View Payment Schedule” to see what your monthly amount will be for the full 9-show Package. If you have chosen the 8-show Package or 7-show Package, this amount will change before the first payment on July 1<sup>st</sup>, 2022.

## Payments

### Payment Options

- ☐ Pay In Full
- ☒ 12 Month 2223

[View Payment Schedule](#)

Pay 12 monthly installments beginning July 1, 2022

### Payment Method

- ☒  Card



No cards added yet

Click to Add New Card to add a card to complete your purchase

[+ Add New Card](#)