

# THREE RIVERS COMMUNITY PLAYERS

## Instructions For On-Line Ticket Purchases

1. Go to [www.trcommunityplayers.org](http://www.trcommunityplayers.org) and click on



on the Home Page.

2. Scroll down to "Upcoming Events" and find the performance night desired.
3. Click on "Buy Tickets"
4. Click on the section of seats where you would like to purchase tickets
5. Put a check in the yellow box(es) where you would like to sit
  - red boxes are sold seats
  - blue boxes are seats in the process of being sold
  - if all seats are sold in that section, or you don't want any of the seats that are left, click "**Back**" to choose a different section
6. Click on "**Reserve Selected Seats**"

-The price shown will be for **regular adult tickets**.

Members: [Login](#) | [Get a Membership](#) [membership activated instantly]  
 Membership Benefits: Participate in TRCP member meetings, selection of plays, act in plays.  
 See [Membership Info](#)

### Shopping Cart

#	Qty	Expiration	Seat Location		Price	Conv.Fee*	Total		
<b>Needs Garlic</b>									
at TRCP (2/11/2012, 8:00 pm EST)									
1.	1	7:43 am PST	B (Section B) Seat No: B - 27	Regular Price (REG) <a href="#">Apply Discount</a>	\$15.00	\$0.00	\$15.00	<a href="#">buy more</a>	<input type="checkbox"/>
2.	1	7:47 am PST	B (Section B) Seat No: B - 26	Regular Price (REG) <a href="#">Apply Discount</a>	\$15.00	\$0.00	\$15.00	<a href="#">buy more</a>	<input type="checkbox"/>
<b>Processing Fee:</b>							<b>\$0.00</b>		<input type="checkbox"/>
<b>Total:</b>							<b>\$30.00</b>		<a href="#">Remove</a>

[< Continue Shopping](#)    [Empty Shopping Cart](#)    [Checkout >](#)

- To **change the price** to **student** or **senior citizen** prices, click on “**Apply Discount**”, then bring down the menu that says “**Select New Price**” And choose the correct price. Then click on “**Change Discount**” (This must be done for each ticket that needs changed)

NOTE: The “Apply Discount” is not available for “Make We Merry”

7. Click on “**Checkout**”

If you **already have a profile created**, scroll down and enter your e-mail address and password to login.

If this is your **first time** purchasing tickets, you will need to **create a user profile**. When **creating a new profile**,

- fill in the blanks
- check or uncheck the final two boxes
- If you decided **to purchase a TRCP membership or make a donation**, fill in your credit card information. **Otherwise, leave the Credit Card information here blank.**
- To Complete New Profile, click on “**Submit**”.

8. **Billing / Payment for Tickets:**

Fill in your Credit Card information to pay your tickets with. Make sure the Address matches your Credit Card billing address.

Click on “**Continue**” to complete the sale.

A **Confirmation e-mail** will be sent to you after the sale has been completed. It is helpful to print out the order confirmation and bring it with you the night of the performance so the Box Office can issue you your hard-copy tickets.

If you **do not receive an email notification within 24 hours**, please email us at [tickets@trcommunityplayers.org](mailto:tickets@trcommunityplayers.org) and let us know.

Sometimes a misspelling in the email address causes the confirmation to be bounced back to our website and we can resend the confirmation to your corrected email address.