

Membership Ticket Redemption

2023 - 2024 Performing Arts Season Guide

STEP ONE

- <https://web.ovationtix.com/trs/account/35968>
- To access your Patron Account go to the web address, It will take you to this page, enter your login info or create an account if you do not already have one.
- ***PATRON ID:** Will be on the Benefit Letter you received from EAC
- Enter your Patron ID into the Login ID.

The screenshot shows a web browser window with the address bar displaying <https://web.ovationtix.com/trs/account/35968>. The page header includes the Emporia Arts Council logo and address: 815 Commercial, St Emporia, KS, United States. Below the header is a navigation bar with links: [CALENDAR](#), [MEMBERSHIPS & DONATIONS](#), [MY ACCOUNT](#), and [SHOPPING CART](#). The main content area is titled "Please log in or create an account:" and contains two login options. The first option is "Enter your Login ID:" with a text input field and a blue "Continue" button. The second option is "Or..." followed by "Enter your e-mail address:" with a text input field. Below this are two radio buttons: "I am a new customer." (selected) and "I am a returning customer, and my password is:" with a text input field. A blue "Continue" button is also present. At the bottom of the login area is a link: [I don't know my password.](#). Below the login area is a footer with the text: "If you need assistance placing your order, call Emporia Arts Council (620) 343-6473. Do not exit your Web browser. Customer service hours: 9am - 9pm M-F / 10am - 9pm Sat + Sun (Eastern Time)".

STEP TWO

- It will take you to this page where you can manage your personal information, donations, and view orders as well as print tickets.
- Then click on the Ticket Packages

The screenshot shows a web browser at the URL web.ovationtix.com/trs/account/35968?isNewCI=false. The page has a top navigation bar with links: [CALENDAR](#), [MEMBERSHIPS & DONATIONS](#), [AMY GONZALES'S ACCOUNT](#), [SHOPPING CART](#), and [LOG OUT](#). Below this is a blue header with the text "My Account". Under the header is a navigation bar with buttons: "Home", "My Profile", "Donations", "Order History", and "Ticket Packages". The "Ticket Packages" button is circled in red. Below the navigation bar is a blue box with the text: "You have successfully logged in to your online account. Now that you have logged in, you will be able to perform the following actions:". Below this box are four sections, each with a link and a description:

- [Change your personal information »](#)
[Click here to visit the "My Profile" page.](#)
This is where you can make any necessary changes to your profile.
- [Manage your Donations »](#)
[Click here to visit the "Donations" page.](#)
Manage your recurring donations and view your donations history.
- [View Orders / Print Available Tickets »](#)
[Click here for your Order History.](#)
On this page, you will be able to see every order you have placed, and print (or reprint) your E-Ticket/Receipt.
- [Redeem your package/subscription for tickets to an event »](#)
[Click here to view your Ticket Packages.](#)
On this page, you can reserve tickets within a package.

STEP THREE

- Click on which show you are wanting tickets for!
- After selecting which show it will redirect you to another page *shown below.
- (Make sure the performance title is followed by EAC Members)

Example:
Stairway to Zeppelin – EAC Members

The screenshot shows the Emporia Arts Council website. The header includes the organization's name and address: Emporia Arts Council, 815 Commercial, St Emporia, KS, United States. Navigation links include CALENDAR, MEMBERSHIPS & DONATIONS, AMY GONZALES'S ACCOUNT, SHOPPING CART, and LOG OUT. The 'My Account' section has tabs for Home, My Profile, Donations, Order History, and Ticket Packages. The 'Ticket Packages' section lists two packages: '21-22 Gershwin - Free Tickets (175) (#8027372)' and '21-22 Gershwin - Discount (175) (#8027371)'. Both packages show 6 complimentary tickets included, 0 tickets redeemed, and 6 tickets remaining. A red circle highlights the dropdown menu for selecting a production to reserve tickets, which is currently set to 'Select a production to reserve your tickets'. The page also includes a footer with contact information and customer service hours.

STEP FOUR

- On this page you will click on the date of the show, the time and then click Select Seats from Map.

Emporia Arts Council


Calendar

Memberships & Donations

Amy G

Stairway to Zeppelin –
EAC Members

\$0.00 – \$25.00 including fees



Stairway to Zeppelin performs a show with visual effects and the latest in sound technology at low decibels with an unparalleled attention to a mix of the original recordings and live performances of the iconic Led Zeppelin. The charisma and musicianship in STZ is world-class bringing the goose bump excitement to the audience musically and visually.

Stairway to Zeppelin is becoming the #1 Led Zeppelin Tribute in the world delivering Led Zeppelin's to-the-note studio and live recordings by four incredible musicians. Prepare to be transported to a time when

<

October 2023

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7:00 pm

Package Benefits Displayed

Select seats from map

STEP FIVE

- On this screen you should see a box that says Member Benefits Available
- *If you do not see this and don't see any packages from STEP 1 please call EAC and ask for Amy.

The screenshot displays the Emporia Arts Council website interface. At the top, there is a dark green navigation bar with the text 'Emporia Arts Council', 'Calendar', and 'Memberships & Donations'. On the right side of this bar, there is a user profile icon labeled 'Amy G' and a shopping cart icon. Below the navigation bar, there are two filter buttons: 'Price Range' and 'Accessible Seating'. The main content area features a seat chart for a theater. The chart is divided into sections: 'STAGE' at the top, 'SOUND BOOTH' in the middle, and 'BALCONY' at the bottom. The seats are represented by purple dots, indicating they are available. A red circle highlights a message box that says 'Member benefits available' and 'You have member benefits available in this event. Select an applicable seat to access member pricing.' To the right of the seat chart, there is a section for the event 'Stairway to Zeppelin - EAC Members'. It includes a black and white photo of the band Zeppelin, the event title, the date and time 'Sat Oct 21, 2023 | 7:00 PM', and the location 'Emporia Granada Theatre, 807 Commercial, Emporia, KS'. At the bottom of the page, there is a large circular button with a plus sign and a minus sign, likely for zooming in and out of the seat chart.

STEP SIX

- Click on which seats you are wanting.
- After you chose what seat, this box will appear and should have your membership level on there with the prices set at 0, click add. Repeat if needing more than 1 seat.
- Then add tickets to cart.
- Discount tickets will also be available through your membership when you run out of complimentary tickets.

The screenshot shows the Emporia Arts Council website with a green header bar containing 'Emporia Arts Council', 'Calendar', 'Memberships & Donations', a user profile 'Amy G', and a shopping cart icon. Below the header, there are filters for 'Price Range' and 'Accessible Seating'. The main area features a seating chart for a performance titled 'Stairway to Zeppelin - EAC Members' on Saturday, October 21, 2023, at 7:00 PM. The chart shows a stage at the top and a sound booth on the left. Seats are represented by purple dots, indicating they are 'Regular' priced at \$0-\$15. A red circle highlights a 'Select Ticket Type' pop-up window that appears over the seating chart. This window shows the selected section as 'FLOOR MID CENTER', row 6, seat 13. It lists two options: '23-24 Ravel - Reserved' for an adult at \$0.00, and '23-24 Ravel - Discount Tickets' for an adult. A green 'Add' button is visible. To the right of the seating chart, a sidebar displays the event title and date. Below this, a table shows the selected section, row, and seat. At the bottom of the sidebar, a green button labeled 'Add tickets to cart' is circled in red.

Emporia Arts Council

Calendar Memberships & Donations

Amy G

Price Range Accessible Seating

Legend

- Regular \$0 - 15
- Unavailable

STAGE

SOUND BOOTH

Select Ticket Type

Section	Row	Seat
FLOOR MID CENTER	6	13

23-24 Ravel - Reserved

Adult \$0.00

Add

23-24 Ravel - Discount Tickets

Adult

Stairway to Zeppelin - EAC Members

Sat Oct 21, 2023 | 7:00 PM

Section	Row	Seat
FLOOR MID CENTER	6	12

23-24 Ravel - Reserved

Adult \$0.00

+ \$0.00 Convenience Fee

Add tickets to cart

STEP SEVEN

- After adding to cart it will take you to this page.
- Make sure it all equals out to zero unless you are buying discounted ones.
- Follow the screen and you are done!

****Tickets will be emailed to you so you can print them at home!**

****You will have to repeat this all for each show you are wanting to attend.**

Emporia Arts Council

Calendar

Memberships & Donations

Amy G

CART VIEW

CONTACT DETAILS

ORDER REVIEW

BILLING INFORMATION

You have 14:57 minutes left to complete your order.

Continue Shopping

Cart Summary[Clear Cart](#)

CHOOSE A DELIVERY METHOD

FREE

Print at Home

TICKETS

Stairway to Zeppelin - EAC Mem
Sat Oct 21 2023 7:00 PM

Type	Seat	Section	Total
Adult - 23-24 Ravel - Reser...	612	FLOOR MID C...	\$0.00

Subtotal
\$0.00

Emporia Arts Council 815 Commercial St.
Box Office: 620-343-6473 Email: info@emporiakarts.org

- Hopefully, this helps! If you have any questions, please call EAC 620-343-6473 and ask for Amy Gonzales or email agonzales@emporiaksarts.org
- You can always call EAC and we can order your tickets for you!
- If your membership package isn't correct you will need to call or if you need help setting up your account.
- Tickets will be printed at home but if you aren't able to, contact me and I will have them at WILL CALL.
- Please make sure an email is connected to your account.