

DDA Buyer Instructions – Round 1

IMPORTANT INFORMATION ABOUT MULTI-ACT PURCHASES

The Multi-Act discount will show in your cart when you proceed to check out.

You will only pay full price on the Act to which you purchase the most tickets.

(The ticket allotment at this time is 4 per family/per show students enrolled in)

On tickets to other Acts, you will pay only the ticketing fee of \$2/ticket.

Lap Children DO require a ticket. You MUST pick up a lap child ticket at the studio office during Picture Week.

Our system is connected for you to purchase your tickets through Dance Recital Ticketing. Payments can be made by Visa, MC, Discover & American Express. Only if you are paying by cash do you come to the office to buy your tickets.

1. Log into your **account** (found on website under Register Tab, then Registration Tab)
NOTE: For combined families that emailed us, we provided code & link to purchase tickets instead of logging into account.

2. Click on 'View Performances'

- [Enroll in A Class](#)
- [View All My Classes](#)
- [View Report Cards](#)
- [View Performances](#)

3. Scroll down to bottom 'Buy tickets for Recital #' The system knows exactly what your child/s class their in.

Buy tickets for Recital #3, Sat, Jun 8, 2019

Buy tickets for Recital #6, Sat, Jun 8, 2019

If it states 1 recital only, that means all dances are in that recital. If it states more than 1 recital, then we couldn't fit all dances into 1 recital. We tried our best to find best scenario but when dealing with hundreds of students, it gets tough to do.

4. Push that link and it will take you to the Dance Recital Ticket website. Note the recitals your account stated for you.
5. Select a show from the pop-up window.
6. Enter your **5-digit** Priority code, this is case sensitive.
7. Select how many seats for either Standard or Wheelchair.

NOTE: It is General Seating & only 6 wheelchair areas per Act. The Door Price you see only pertains to June 8 day.

- a. Click on "Add Seats to Card" & it will be added to your cart to the right of the seating chart.
8. You may choose to select seats from another show by:
 - a. Clicking on the button located on the right toward the bottom of the shopping cart "Add Seats For Another Show".
 - b. Select how many seats as per above in #7.

NOTE: you will see prices all being \$20/ticket. When you continue to next section to buy selected seats, you will then see the discounted prices show up. Read 'Important Information on Multi-Acts at top of this page' on how discounts work.

9. When you are done selecting seats, click "Buy Selected Seats" located at the bottom of the shopping cart on the right.
10. The next page, you complete the check-out process by entering contact details and payment information along with answering the question of 'How many lap children will be accompanying you?'
11. Agree to the No Refund Policy by clicking "Accept These Terms" in the red and yellow box.
12. Then, click "Continue with Purchase".
13. On the next screen, review all the order details, including the selected seats, and click "Complete Purchase".

*If there is a problem with the card transaction, you will be taken back to the page where you entered the credit card information. If any further issues, please click on 'Ticket and Website Technical Issues' found at the bottom right.

*If the transaction is successful, then you will be shown your receipt with the options to Email the receipt, Print the receipt, and Download your individual tickets as they will be scanned the day of recital.