

PURCHASING TICKETS TUTORIAL

READ THIS TUTORIAL BEFORE PURCHASING YOUR TICKETS

The website's primary purpose is to acquaint our audience with the season's lineup of performances. As a secondary function it offers our patrons a quick and convenient way to purchase tickets. This tutorial will step you through that process and get you into the performance in a timely fashion.

The screenshots captured for this tutorial of confirmation emails, ticket receipts and the steps taken to download Ticket PDFs and QR Code PNGs were done using a GMAIL account. Your experience may appear different depending on your email account.

As you move the cursor or your finger over one of the performances ❶, the image will darken. Clicking the cursor or tapping your finger will open an **Event Detail** page about the performance.



There is much to see: a promotional video link; a short description of the performance; the date, time and location of the performance; a map of the venue; a directional map to the venue; **a Google calendar link and an ICal export link** (either one can be used to set reminders to alert you of the upcoming performance date); links to share the performance on two social media platforms; and a **Buy Tickets** ❷ button.

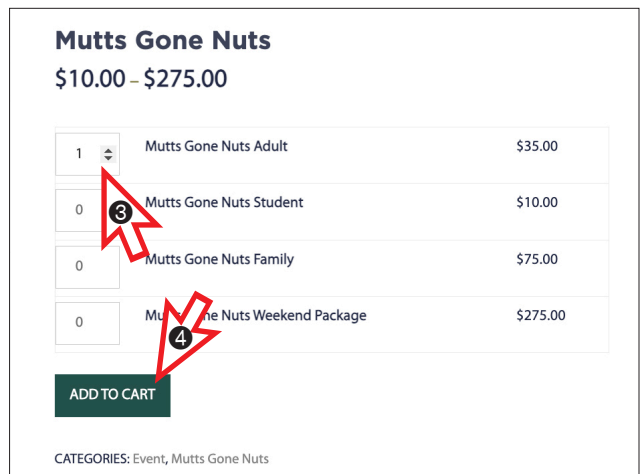
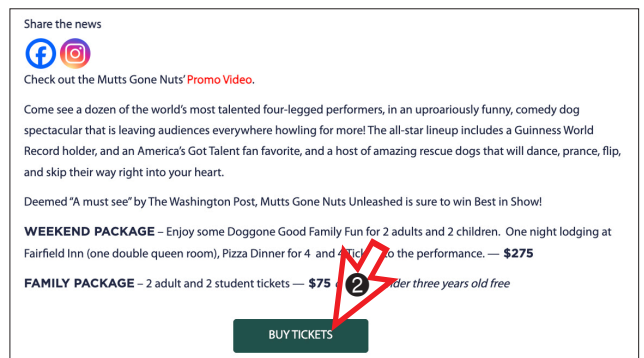
All paid performances have **Adult** and **Student** tickets.

FREE performances or **FREE** events do not contain tickets, but contain items similar to paid performances.

When you select the **Buy Tickets** ❷ button, a **Ticket menu** opens that allows you to choose different ticket levels and quantities.

For this tutorial we'll add one **Mutts Gone Nuts Adult ticket** ❸ to the **Cart**.

When you have finished selecting tickets and quantities, select the **Add to Cart** ❹ button.



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The **Cart page** opens with one **Adult Ticket** added. The **Cart page** offers several options before checkout.

The screenshot shows the 'CART' page. At the top, a message states '"Mutts Gone Nuts Adult" has been added to your cart.' with a 'Continue shopping' button (5). Below is a table with one item: 'Mutts Gone Nuts Adult' for \$35.00, with a quantity of 1 and a subtotal of \$35.00. A red 'X' (7) is next to the item, and an 'Update cart' button is to the right. Below the table is a question 'Would you like to buy more tickets?' with a 'Continue Shopping' button (6). At the bottom, a 'Cart totals' section shows: SUBTOTAL \$35.00, SURCHARGE \$1.05, and TOTAL \$36.05. A 'Proceed to checkout' button (8) is at the bottom.

At the top, click on the **Continue shopping** ⑤ button to return to the **Mutts Gone Nuts Ticket menu** to add additional tickets.

Below that button, click on the **Continue shopping** ⑥ button to open the **Shop page** to add tickets from other events or other products.

If by chance you add a ticket in error, click on the **X** ⑦ in front of that ticket to delete it. If by chance you clicked on the **X** in error, you are offered the option to **undo** the deletion.

Once satisfied with all your choices, click on the **Proceed to checkout** ⑧ button to pay for your ticket(s).

The screenshot shows the 'Checkout' page. It has three main sections: 'Contact information', 'Billing address', and 'Payment options'. 'Contact information' has an email address field. 'Billing address' has fields for Country/Region, First name, Last name, Address, City, State (9), and ZIP Code. 'Payment options' has a 'Credit / Debit Card' section (10) with fields for Card number, Expiration date, and Security code. A 'Place Order' button (11) is at the bottom right. On the right side, there is an 'Order summary' table:

Order summary	
1 Mutts Gone Nuts Adult	\$35.00
	\$35.00
Canines and comedy will collide and unleash havoc and hilarity in a breathtaking, action-packed, comedy...	
Subtotal	\$35.00
Surcharge	\$1.05
Total	\$36.05

The **Checkout page** opens with a summary of your purchase.

Enter your email address at the top and enter the billing information for your credit/debit card. Though the **Phone number** ⑨ is optional, it is preferred that you enter one.

Before entering your credit/debit card information you can choose to use **Link** to pay for your ticket(s) by clicking on the **Secure, 1-click checkout with Link** ⑩ option.

Link is handy feature for future purchases. You need only enter your email address to complete the form.

Review your entries. When ready, click on the **Place Order** ⑪ button.

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A **Thank You** message will open with the details acknowledging that your order has been received.

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Thank you. Your order has been received.

ORDER NUMBER:

17155

DATE:

Jan 8,2025

TOTAL:

\$36.05

PAYMENT METHOD:

Link

Order details

PRODUCT	TOTAL
Mutts Gone Nuts Adult x 1	\$35.00
SUBTOTAL:	\$35.00
SURCHARGE:	\$1.05
PAYMENT METHOD:	Link
TOTAL:	\$36.05

Billing address

Stephen Shaw
501 Cleveland Avenue
Enterprise, AL 36030
☎️ scshaw@gmail.com

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A receipt for your order, with attachments, will be sent to the email address entered during checkout.

Thank you for your order

Hi Stephen,

Just to let you know — we've received your order #17155, and it is now being processed:

[Order #17155] (Jan 8, 2025)

Product	Quantity	Price
Mutts Gone Nuts Adult	1	\$35.00
Subtotal:		\$35.00
Surcharge:		\$1.05
Payment method:		Link
Total:		\$36.05

Billing address

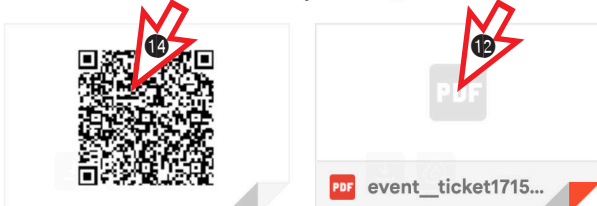
Stephen Shaw
501 Crawford Avenue
Enterprise, AL 36030
www.coffeeartsalliance.org

Thank you for using coffeeartsalliance.org!
(334) 406-2787 • info@coffeeartsalliance.org.

Print out the PDF ticket(s) and/or save the QR Code(s) attached to this receipt on a smartphone.

All PDF tickets and/or QR Codes will be scanned at the performance venue in order to receive an admittance ticket.

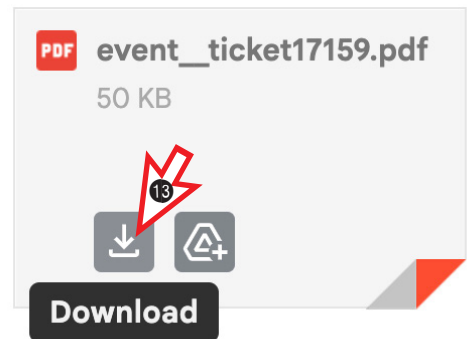
2 Attachments • Scanned by Gmail



Follow the instructions at the bottom of the receipt to print the **Event Ticket PDF** and/or save the **QR Code** to your smartphone's photos.

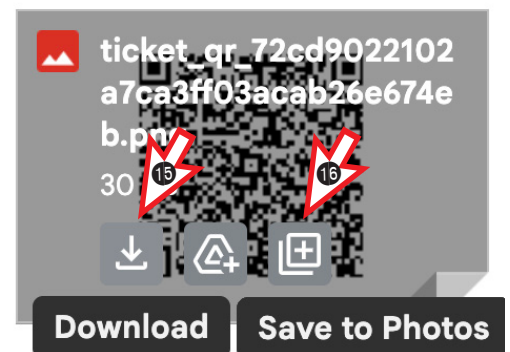
Hover over the **PDF attachment** 12 at the bottom of the receipt.

The attachment will change to reveal a **Download** 13 icon. Click on the icon to save the **Event Ticket PDF** to your files. Open and print the **PDF**.



Hover over the **QR Code attachment** 14 at the bottom of the receipt.

The attachment will change to reveal a **Download** 15 icon. Click on the icon to save the **Ticket QR Code PNG** to your files.



As an alternative, hover over the **Save to Photos** 15 icon. Click on the icon to save the **Ticket QR Code PNG** to your **Google photos**.

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Event: Mutts Gone Nuts		 
Time: Saturday, Jan 11, 2025 3:00 pm - Saturday, Jan 11, 2025 5:00 pm	Venue: EHS Performing Arts Center 1801 Boll Weevil Circle, Enterprise, AL 36330, USA	
Order Info: #17158 <i>Hidden Show</i>		
Package: Adult		



Bring the **Event Ticket PDF** printout and/or the smartphone that has the **QR Code PNG** in its photo library to the performance venue.

Present either one at the **Will Call Desk** where the **QR Code** on the PDF print or the PNG displayed on the smartphone screen in exchange for a ticket to admit you to the performance.

If **two** Mutts Gone Nuts Adult tickets had been purchased, the receipt would contain **two sets** of the **Event Ticket PDF** and **QR Code** attachments.

Each set must be separately printed and/or saved to the smartphone's photo library for scanning in exchange for **two** tickets granting admittance to the performance.