

Purchase information for recital tickets - 2019

We are using the services of TutuTix for our 2019 Recital Tickets. Below you will find detailed instructions about how to use your Rewards Code (for your recital package tickets) and also purchase any additional tickets using this online service. If after reviewing this information you still have questions, you may contact the CDA office and someone will get back to you to provide assistance.

Beginning on Friday, May 10th at 6:00 PM EST, you will be able to go online and purchase your “Fascinating Rhythm” Recital tickets using this link: <http://www.tututix.com/ConcordDanceAcademyNH>

Every family participating in the show will have a rewards code provided to them via email from the CDA Office once their May account balance is at zero. You will need this code to unlock the two tickets per show that you have paid for with your Recital Ticket package.

Each rewards code is unique, and once it has been redeemed for two tickets for each show, will no longer be valid.

The ticket link may be used by anyone to purchase tickets for the show, so once they are on sale, your family members may purchase their tickets directly if that is needed.

Tickets must be purchased for EVERYONE who attends the show, including small children. This is a fire code regulation. The show order is posted on the Annual Recital page of the website for your reference. All students in our combo classes dance in the first half of the show and will be picked up at intermission. If you are staying to watch the second half with them, they will need a ticket.

Once the tickets are live on TutuTix, all calls for assistance will go through them, not the CDA Office (we can assist with the basic process). If you lose your rewards code, you may contact us for assistance.

If you choose the “print at home” option and are only using your package tickets, there are no additional fees to use this service. |

Additional recital tickets are \$20 each. There is also a small service fee for purchased tickets and an option to have Souvenir paper tickets sent to you at an additional cost.

For written instructions on how to use the ticket service, please see below!

INSTRUCTIONS for purchasing your RECITAL tickets on TutuTix:

- Have your rewards code ready
- Go to the link (no earlier than 6:00 PM EST on Friday May 10th):
<http://www.tututix.com/ConcordDanceAcademyNH>
- Enter your code in the box- then click “back” to go from the rewards screen, back to the prior screen. Your code will save in the system.
- Select which show you would like to buy tickets for first (Friday or Saturday)
- For our example of buying for both shows, start by selecting FRIDAY
- Select tickets - select the number of Free tickets (up to two) and then the number of RESERVED (purchased) tickets you would like for this show - if you are selecting HANDICAPPED, the Capitol Center only sells these as blocks of two - one handicapped seat and one companion seat
- Scroll down and select your section - Any section, Balcony or Orchestra
- Scroll down again and click on “FIND TICKETS”

- A seating chart will come up on the next screen. The system automatically selects the “best available” for you and they will show up in black. You may elect to keep these and move on to the next step, or you may click on the black seats to REMOVE the selection and click on other seats which will then appear in black as your selected seats. **PLEASE NOTE: If you change your seat selection**, the system will then mark all of your seats as “FREE”, and there will be an error message that you are only allowed two free seats. This ticket area appears beneath the seating chart. You will need to use the pull downs beside the seats you are purchasing to mark them as RESERVED, so that your FREE quantity does not exceed two. Once you have your seats picked, scroll down and click CONTINUE.
- This takes you to the CHECKOUT PAGE.
- On the checkout page, a login screen will pop up and you will either use the login information that you used for previous shows, or you will create a new account.
- If you used the system before but no longer remember your account password, just click “forgot password” and it will email you a link to reset.
- For those that do not have an account, this step is necessary to purchase your tickets. An email and a password are needed by the system. This setup allows you to print your tickets at home and receive your receipt. Also, in case you happen to lose your documents, there will be a record of all tickets purchased on your account.
- **When you complete the login - You are not done with tickets yet!** If you want to select tickets for Saturday now (which you should!), then click on CONTINUE SHOPPING in the upper right of the page. This takes you back to the screen where you select which show you want. Select Saturday.
- Repeat the selection options for number of tickets, section and then seats. Remember your code entitles you to two tickets per show - so use them!
- Once you have completed the selection for the second show, you are again on the checkout screen.
- You have the option on the left to select souvenir printed tickets which will be mailed to you for a fee or print at home tickets for no additional fee. If you are only using your package tickets and there are **NO** additional **reserved** (purchased) tickets in your cart, then you will be able to check out and print your tickets at no additional cost. There is a small service fee assessed by the company on all purchased tickets which will be reflected in the total price.
- Before you check out you do have the option to go to your cart and remove tickets if needed.
- If you do not have a printer, do not worry - you may show your ticket document/email on your phone at the theatre to be seated. CDA will also have a complete record of all ticket purchases and seat assignments to assist you in being seated if documents are lost. Your account within the system allows us this seating record with all names.
- You are done!!
- **Still have questions? Please contact the office and someone will reach out to assist you. THANK YOU!!**