

Wheaton College Ticket and Information Office
Online Ordering Tutorial

Online ordering is available until thirty minutes before an event.

- 1) Go to www.artistseries.org and open the *event* you want to attend. Select BUY TICKETS.
- 2) Select I'LL PICK MY OWN SEATS if you want to see what is available. (Use BEST AVAILABLE SEATS *only* if you want the system to choose your seats.)
- 3) Select a section of Edman Memorial Chapel and select CONTINUE. (The stage is at the top of the diagram.) You may toggle between sections at any time.
- 4) Select your seats; they will change color. (On mobile devices, you will be prompted at this step to indicate your discount eligibility.) If you want a different seat choice, deselect the boxes to release your first choices, and go to another selection. Repeat this process until you are satisfied with your choice. Select CONTINUE.
- 5) If you are eligible for any of the price discounts, use the pull-down arrow to select the proper price for each corresponding ticket. (SENIOR: age 60 and up. WHEATON FAMILY: faculty, staff, retirees, and trustees. STUDENT: any child or full-time student.)
- 6) PROCEED TO PAYMENT. Fill out all the required data. Do not repeat your name on any of the address lines. Please use a standard combination of capital and lowercase letters. Your mailing label and online data will appear exactly as you enter your information, so please double-check before finalizing. (On mobile devices, this step takes multiple pages.)
- 7) You may KEEP SHOPPING to choose an additional event, or CONTINUE to finish your order.
- 8) You can select from several ways to receive your tickets. Most patrons prefer to send their "tickets" directly to their phones or print at home. Mailing stops 10 days before an event.