



Redeeming Discounted Employee Tickets

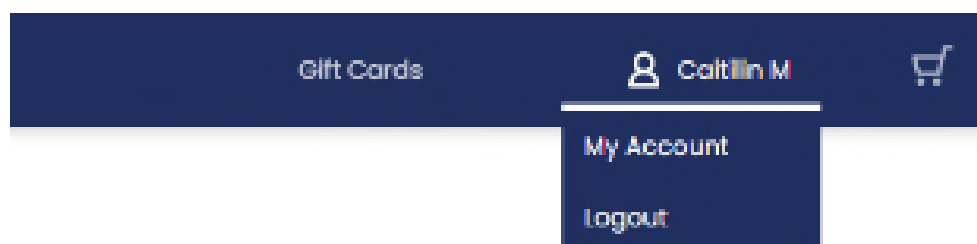
07/2022

As a Viterbo employee (full time, permanent part time, retired, and emeritus) you receive:

- Two \$5 tickets, plus taxes and fees, to each Conservatory for the Performing Arts production
- A package containing your discounted employee tickets is pre-loaded on your account in our ticketing system
- New this year you now have the ability to redeem your discounted employee tickets online and over the phone, in addition to in person

To redeem your tickets **online**, please follow these instructions:

1. Go directly to the ticketing website <https://ci.ovationtix.com/36621> and click **Login** in the upper right-hand corner
2. If you have already created an account in our ticketing system (purchased online after July 1)
 - a. Enter your Viterbo email address and the password associated with the ticketing system
 - b. If you forgot your password, proceed to Step 3
3. If you have not created an account in our ticketing system
 - a. Click **Forgot Password** and follow the prompts to login; use your Viterbo email address
4. Once you login, your name will appear in the upper right-hand corner (see below). Click on your name, then click **My Account**

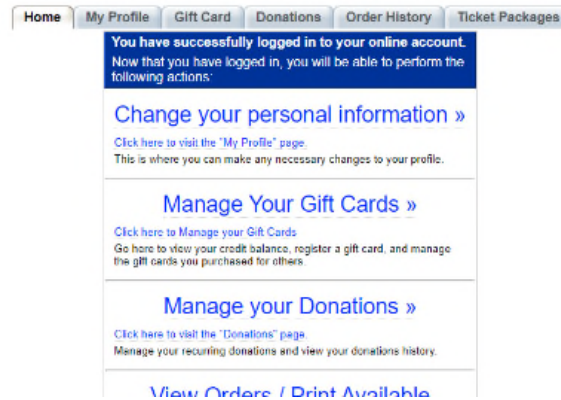
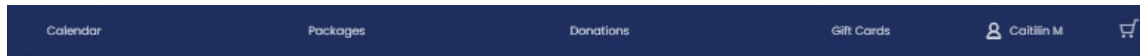


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Redeeming Discounted Employee Tickets Continued

5. You will be taken to a screen that looks like this



6. Scroll down and click **Redeem your package/subscription for tickets to an event**
7. On the next page, select your show from the dropdown and then follow prompts to select the show time you want and to select your seats
- Only two tickets at the discounted rate will be put into your cart, but you are able to select full price tickets in the same transaction if you want more tickets
 - If you want to use your two discounted tickets on separate days/times for a production (Example: one ticket for Friday's Footloose showing and one ticket for Sunday's Footloose showing) you will need to contact the box office as our system will only allow you to redeem the tickets for one show time

For any questions, please email boxoffice@viterbo.edu, call 608-796-3100, or stop by the box office, which is located on the first floor of the Fine Arts Center, during operating hours. Visit www.viterbo.edu/fac for updated hours.