



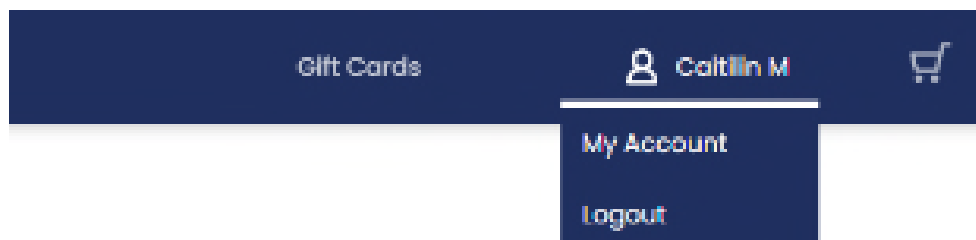
Redeeming Discounted Employee Tickets 2023-24 Season

As a Viterbo employee (full time, permanent part time, retired, and emeritus) you receive the following Fine Arts Center benefits starting August 22, 2023:

- Bright Star & Weber Center Seasons
 - Total of two tickets per production at a 10% discount
 - A package containing your discounted tickets is pre-loaded on your account in our ticketing system (called 23-24 Early Access – Viterbo Employees)
 - Redeem online, over the phone, or in person
- Conservatory for the Performing Arts Season
 - Total of two \$1 tickets, plus taxes and fees, to each production
 - A package containing your discounted employee tickets is pre-loaded on your account in our ticketing system (called 23-24 Viterbo Employee)
 - Redeem online, over the phone, or 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
 - a. Enter your Viterbo email address and the password associated with the ticketing system
 - b. Or 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**

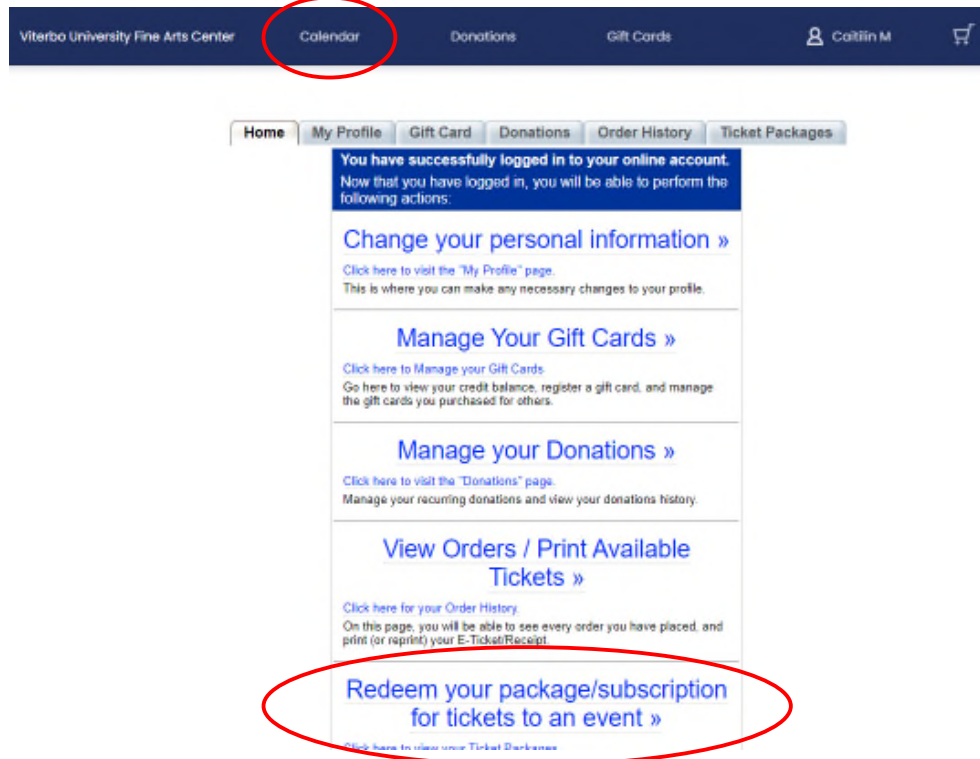


(Instructions continue on next page)



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** OR...
7. Click **Calendar** in the blue bar at the top left of the screen to select your shows
- Your discounted tickets appear when you click on a seat from the show's seat map
8. 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 a Friday showing and one ticket for a Sunday 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.

Visit www.viterbo.edu/fac for updated hours.