



## HALE CENTRE THEATRE

Welcome! We are excited you have become a HCT Season Ticket holder!

Below are instructions for reserving dates and seats.

- Make sure you are logged in your account. Click 'My Account' to access the login page.
- To access dates click on 'TICKETS' on the menu bar and select the production you wish to reserve.
- Select your preferred date and click 'BUY' to view the seating chart.
- Select any available seat and choose "Season Ticket" option\*\*  
\*\*If you choose Adult or Youth you will be charged for the tickets
- Select all the seats you need and 'add to order'.
- You are now in your shopping cart. If you want to reserve more shows, return to TICKETS and repeat the reservation process or click CONTINUE to finalize your order.
- Next you will choose how you want your tickets delivered. Click continue once you have made your choice.
- You are now on the 'Billing Info' page. If you added seats for family and friends, enter your payment information - if you did not, you'll notice you owe \$0.
- Click 'buy' to complete the reservations. You will see a box saying 'Order Created' and a confirmation email will be sent automatically.

Remember, the earlier you book your seats and dates, the better choice you will have. You get one free exchange PER play, so you can always switch later with 48 hours notice before your production.