



**Welcome! We are excited you have become a HCT Season Ticket holder!
Below are instructions for reserving dates and seats.**

**Make sure you have purchased the season tickets
BEFORE choosing dates or seats.**

Helpful hint: For season ticket reservations, it is best to use a computer – not a phone or tablet.

- Have you purchased your season tickets yet? If not please complete the purchase before booking dates.
- Make sure to log into your account. Click 'Login' on the top menu bar.
- To access dates click on '**TICKETS**' on the menu bar and select '**Individual Tickets**'
- Click on the production you wish to reserve to access a list of dates.
- Once you select your preferred date and click '**VIEW**' to access the seating chart.
- Select any available seat & choose season ticket "fulfillment" option* and then '**add to order**'
**Do not choose the Adult or Youth option or you will be charged for the tickets.*
- 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. If you choose email, the tickets will be attached as a PDF in your confirmation email.
- You are now on the 'Billing Info' page. If you added seats for family or friends enter your payment information - if you did not, you will notice you owe \$0.
- If you have account credit, click 'Redeem credit or certificate' at the top of the page.
- Click '**Complete Order**' to finalize 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. **Early Bird season tickets must be reserved in advance.**