

HOW TO PURCHASE SENIOR WEEK TICKETS

1. Go to: <https://web.ovationtix.com/trs/account/34266>
2. Enter your Student Code:
Your student code is: Your Last Name + Last # on your Salve ID. (All lower case)

Example:
Name: John Smith
ID#: 012345
Student Code: smith5

3. Once logged in *select* "Redeem your package/subscription for tickets to an event"
This will bring you to the Ticket Packages page.
4. In the drop down under "select more performances", *click* the first event you would like to purchase. (This will bring you to a Calendar Page)
5. On the Calendar you will see the Event Name and Time. Select the event you wish to purchase on the Calendar.
6. On the right side of the screen in the drop down under "General Admission", *select* the number of tickets you wish to purchase. *Click* "Add to Cart"

❖ **REMINDER: Students can purchase 1 Guest ticket for the 63rd Annual Commencement Ball and 1 Guest ticket for Mohegan Sun.**

7. Once you have clicked "Add to Cart" you will see the tickets you just selected in your shopping cart.
8. *Click* "Select More Performances" to purchase tickets to the rest of the Senior Week events.
9. Follow steps 4-9 until you have purchased tickets to all the events you wish to attend.
10. Once all of the tickets are in your shopping cart, *click* "Check Out"
(If you have purchased tickets to the 63rd Annual Commencement Ball please select your meals on this page under "Questions". If you DO NOT have a Guest *select* "No Guest" in the 2nd drop down.)
11. *If you would like to make a Donation to the Class of 2013 Senior Challenge please select the donation you wish to give from the drop down or click "other amount".*

❖ **If you have a Commencement Ball T-shirt Coupon, you must come to the Office of Student Activities in Wakehurst, 012, by May 10th at 5:00p.m., with your T-shirt, Salve ID and printed Commencement Ball Ticket, to receive your \$10 refund.**

12. Once you have completed the check-out screen *click* "Continue".

13. On the Payment Screen please make sure your name reads correctly next to “Barcoded e-ticket- (name on ticket)”.
14. Enter your payment information.
15. Check the “Terms and Conditions” box under “Complete your order”.
16. *Click “Purchase Now”*
17. You will then see a confirmation page that says “Thank you. Your Purchase is Complete”. You can *click* the green button that says “Print Tickets and Receipt to print tickets.”

YOU WILL RECEIVE A CONFIRMATION E-MAIL WITH YOUR PURCHASE INFORMATION AS WELL AS ACCESS TO PRINT YOUR E-TICKETS.

(If you do not have access to a printer when completing check out: Log back into your account when you do have printer access and select “Print your e-ticket” on the Home Screen, or click the “Print your E-Tickets” on your confirmation e-mail)

TICKETS MUST BE PRINTED. WE ARE UNABLE TO SCAN CELLPHONES OR OTHER MOBILE DEVICES. ONLY PRINTED TICKETS WILL BE ACCEPTED.

***If you have any questions please contact the
Office of Student Activities at (401) 341-2915***