

Guide to Ordering Christmas Festival Tickets Online

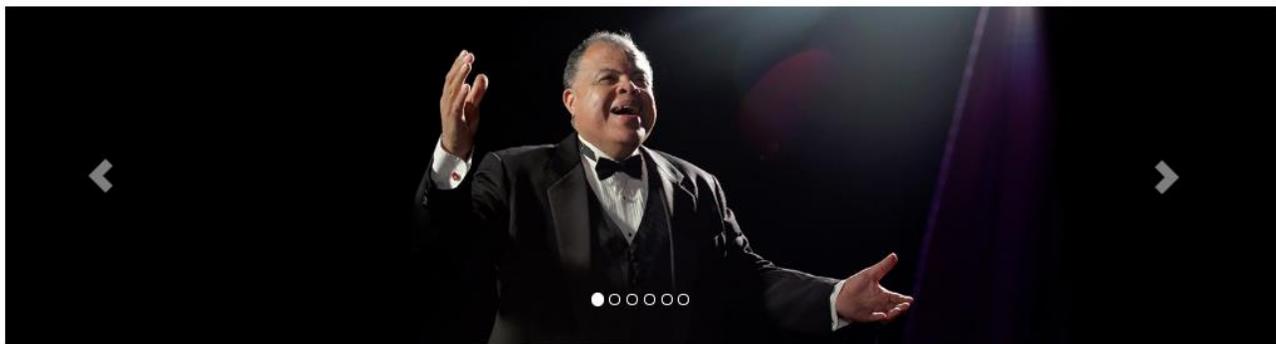
1. Go to *christmas.stolaf.edu* and click on the yellow button shown under the banner photo.



2. Enter your User and Password Information and press the Login button. Next, click on the buy button for the performance date.



HOME MY ACCOUNT VENUE MAP LOGOUT HELP



User 

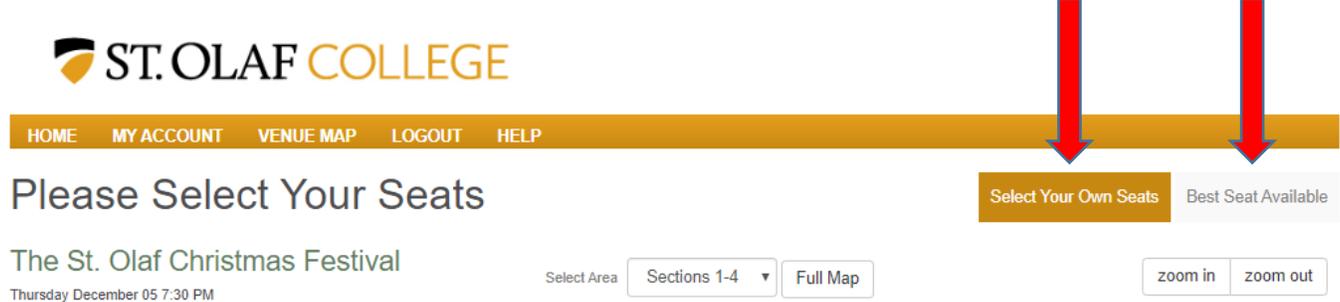
Password

To create an account or reset your password, use the "My Account" tab above.

- ★ The St. Olaf Christmas Festival
Thursday December 05 7:30 PM
 - ★ The St. Olaf Christmas Festival
Friday December 06 7:30 PM
 - ★ The St. Olaf Christmas Festival
Saturday December 07 7:30 PM
 - ★ The St. Olaf Christmas Festival
Sunday December 08 3:00 PM
- 

December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3. You may select your own seat(s) directly from the seat map or you may click on the “Best Seat Available” button to have the system choose for you (skip to step #8).



ST. OLAF COLLEGE

HOME MY ACCOUNT VENUE MAP LOGOUT HELP

Please Select Your Seats

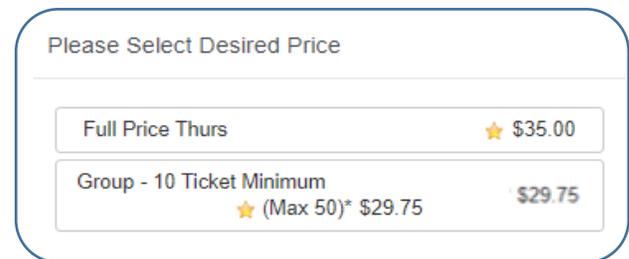
The St. Olaf Christmas Festival
Thursday December 05 7:30 PM

Select Area Sections 1-4 Full Map

zoom in zoom out

Select Your Own Seats Best Seat Available

4. To select your own seats, click on the desired seat on the seat map and a pop-up will display where you can choose the appropriate ticket type. The system will only display ticket types you are eligible to select. If you are a parent and want to claim your student’s one complimentary ticket, you may do so at this time. Please note that students who are participants in the Festival are not eligible for a complimentary ticket.

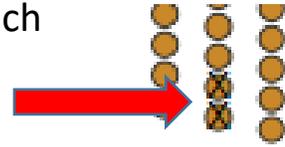


Please Select Desired Price

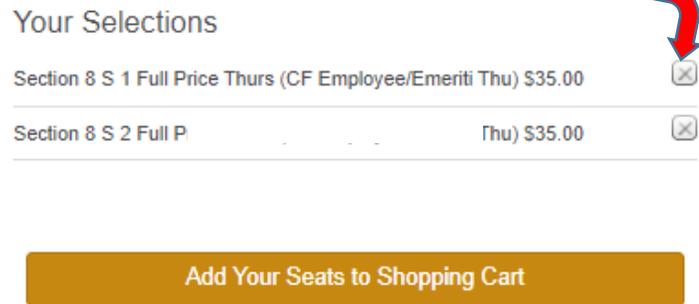
Full Price Thurs	★ \$35.00
Group - 10 Ticket Minimum ★ (Max 50)*	\$29.75

- a. If you want to view a different section of the seat map, you can select the desired section from the *Select Area* dropdown and the selected section will display in the viewing pane. To return to the full map view, click the *Full map* button.
 - b. You can zoom in or out using the Zoom slider. To zoom in, simply click on the Zoom slider and drag the notch to the right. To zoom out, drag the notch to the left.
 - c. You can shift the seat map in the viewing pane by clicking and dragging. This is particularly useful when you are zoomed in.
5. If you would like to use Best Available instead of selecting your own seats, you can click on the Best Seat Available link, which will take you to a page where the system will select the best seats for you based on criteria you enter.

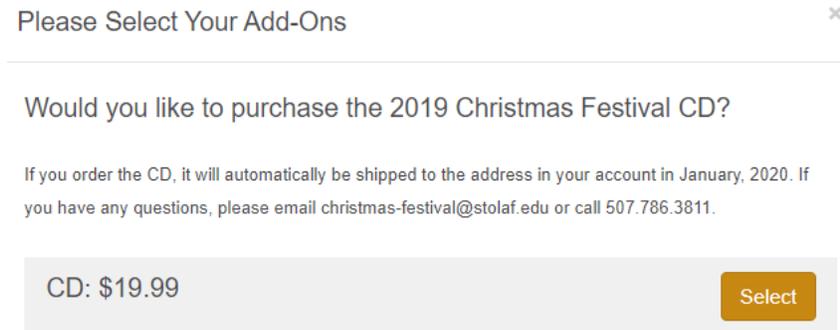
6. If you are choosing your seats, an "X" will appear on each seat you choose, and the seat is put on reserve for you and you will have 20 minutes to complete the order before the seats are released.



7. If you want to remove a seat from your order, click on the "X" next to the seat in the *Your Selections* list. If you wish to add the reserved seat(s) to your order, click the orange *Add Your Seats to Shopping Cart* button.

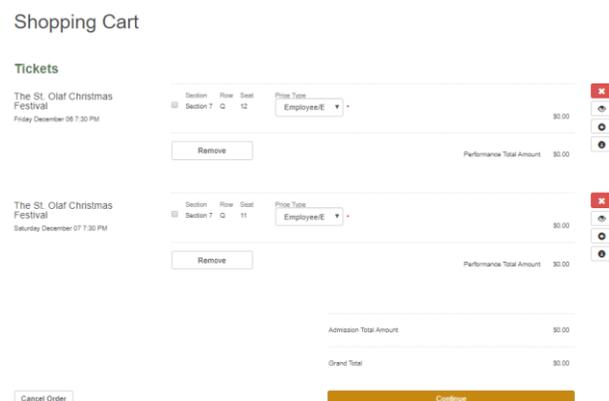


8. Next, there will be a pop-up window asking if you would like to purchase this year's Christmas Festival CD. If you do, click on the *Select* button and enter the number of CDs to add to your Shopping Cart. If you do not want a CD, scroll down and click on the *Close* button.



9. If you wish to add the reserved seat(s) to your order, click the *Add Your Seats to Shopping Cart* button.

10. Next you will be in the Shopping Cart. Review your ticket and/or CD selections. Make changes if necessary. Then click on the orange *Continue* button at the bottom of the Shopping Cart.



11. You will be offered the opportunity to make a gift to the Christmas Festival. If you wish to give, you can change the amount in the box or leave it as is, and press the blue *Make Gift* button. If you do not want to make a gift, press the *No Thanks* button.

Make a Gift

 We appreciate your generosity.

Please consider a gift in support of our students who make the Christmas Festival the meaningful experience it is for thousands around the world.

Pledge Amount:

12. Please review your ticket delivery details.

13. Pay for your order with a credit card. Select the credit card type and then enter the information. Click on the orange *Buy* button to complete your order. Please note that if you don't click *Buy*, the order won't go through and the seats will be released.

Payment Information

Please select a Payment Method below:

 American Express

 Discover

 MasterCard

 Visa

Purchase Summary

Admission Total Amount	\$70.00
Grand Total	\$70.00

14. Your tickets will be sent to the email address on your account a few moments after completing the order. The tickets come from "tickets@stolaf.edu" are in a PDF attachment to the email (scroll to the bottom of the email). You will need to print these tickets out or show them on a smartphone to enter the performance.



15. To learn more about the Christmas Festival, please visit our Frequently Asked questions webpage: <https://christmas.stolaf.edu/faq-2/>