

Bundaberg Players Incorporated Subscribers and Members can book online via our website www.theplayhousetheatre.org.au

HOW:

To book online you simply need to **SIGN ON using your email address** and a password of your own choosing, and then continue the booking procedure as normal.

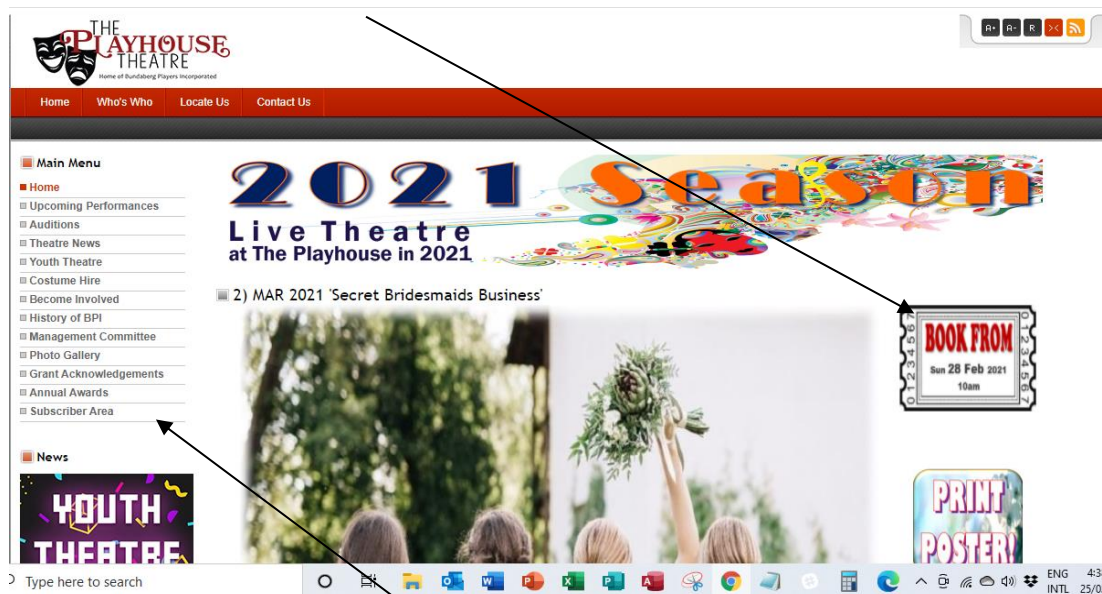
If your email address has been registered in our database, the booking system will recognise your email address when you sign in and allow you to book as a Subscriber or Member, utilising your prepaid ticket.

WHAT YOU CAN BOOK:

Subscribers will be able to book their own Subscriber prepaid ticket, as well as tickets for other Subscribers and paying customers in the same booking. Members may also book their own seat, as well as seats for other Members and paying customers.

HERE IS WHAT TO DO:

- 1) Log onto our website www.theplayhousetheatre.org.au
- 2) Select the **Book Online** link on our Home Page -

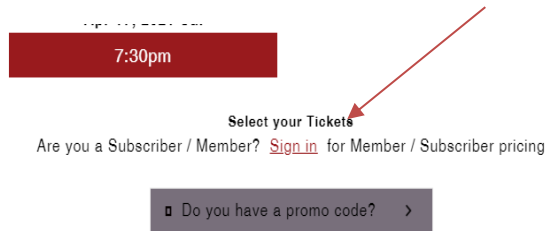


OR you can find another shortcut in the Subscribers Area from the Main Menu.

- 3) The booking screen will be displayed and you can scroll down and select your preferred date

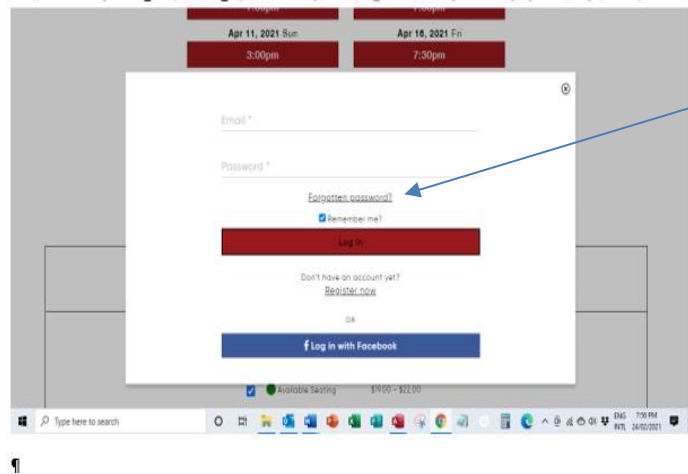
Choose a Date	
View Calendar	View List
Apr 09, 2021 Fri 7:30pm	Apr 10, 2021 Sat 7:30pm
Apr 11, 2021 Sun 3:00pm	Apr 16, 2021 Fri 7:30pm
Apr 17, 2021 Sat 7:30pm	

- 4) BEFORE you choose your seats, you **must SIGN IN** to obtain Member or Subscriber pricing.



Plavhouse Theatre

- 5) PLEASE NOTE - existing patrons transferring from SABO and are using **Ticket Search** software for the first time should initially insert their email address and click "**Forgotten Password**".



to then receive an email allowing them to set their Password within the new software.

Forgot your password? Let's get you a new one.

Hi [redacted]

We got a request to change the password for the account Bundaberg Players Incorporated with the username [redacted]@bu

Your temporary Password is: [redacted]

Click on the following link to use your temporary password(above) and login to your account:

[Click here](#)

Once you've successfully logged in, please update your password via the menu 'Change password'.

If you didn't request a new password, we suggest you change your password immediately as a security precaution

Regards

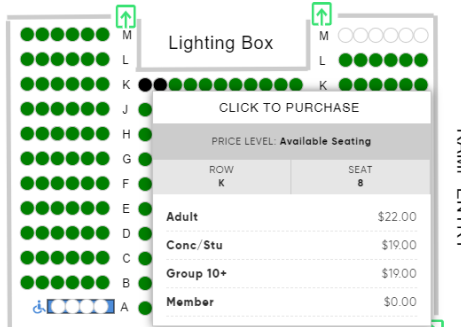
In the future, existing patrons can just login with their details. Please be aware that each patron must have a unique email address.

How Subscribers & Members Can Book Online

6) You will then be able to select your seats and the relevant price structures should display

Price Level Available Seating Price Range \$19.00 - \$22.00
[Select All](#) [Clear All](#)

[Click to hide](#)



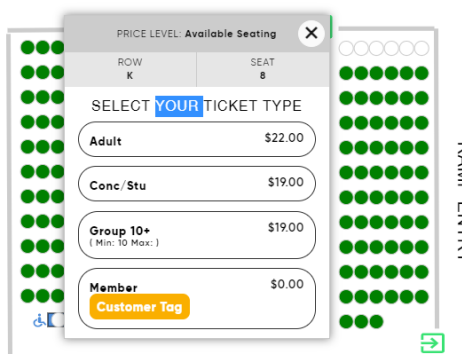
PRICE LEVEL: Available Seating	
ROW	SEAT
Adult	\$22.00
Conc/Stu	\$19.00
Group 10+	\$19.00
Member	\$0.00

N.B. If you cannot access Subscriber or Member Tickets after creating an account and logging in, please phone us or contact secretary@bpi.org.au so that we can check your details.

7) Once each seat has been selected, you will be asked to specify the type of seat required

Price Level Available Seating Price Range \$19.00 - \$22.00
[Select All](#) [Clear All](#)

[Click to hide](#)



And when you have selected all your seats, scroll down and "Add to cart".



2 Items for \$22.00 (Click to show/hide)

[Clear Selection](#) [Add to cart](#)

8) You'll then be ready to check out ...



9) You can then confirm your contact details on the left, with the details of your booking displayed on the right side of your screen

Finalise Order

1. Customer Details ▼

First Name * * is mandatory

Last Name *

Mobile +61

Email *

Confirm Email

Billing Address *

Country *

Training Event ×

Playhouse Theatre, Bundaberg

Fri 16 Apr 2021, 07:30 PM

[\(Add Ticket\)](#)

1 x Adult \$22.00

(Available Seating), Seat: K8

Training Event ×

Playhouse Theatre, Bundaberg

Fri 16 Apr 2021, 07:30 PM

[\(Add Ticket\)](#)

1 x \$0.00

Member (Available Seating), Seat: K7

10) You'll be asked to advise how you heard about this production

How did you hear about this production?

Stay connected with us:
Organisation Marketing Opt In ?

Email

▼

NEWSPAPER

EMAIL

WORD OF MOUTH

MEMBER

SUBSCRIBER

▼

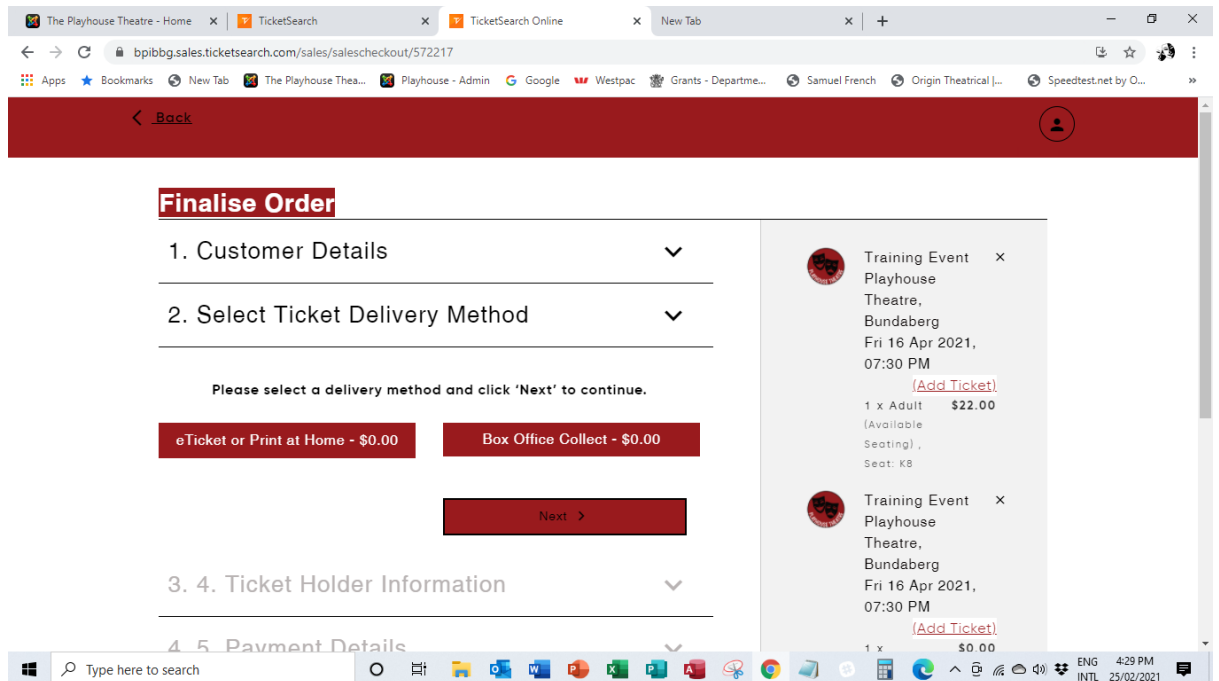
2. Select Ticket Delivery Method ▼

3. 4. Ticket Holder Information ▼

4. 5. Payment Details ▼

[← Continue shopping](#)
[Cancel](#)

11) And how you wish to receive your tickets



Finalise Order

1. Customer Details
2. Select Ticket Delivery Method

Please select a delivery method and click 'Next' to continue.

eTicket or Print at Home - \$0.00 Box Office Collect - \$0.00

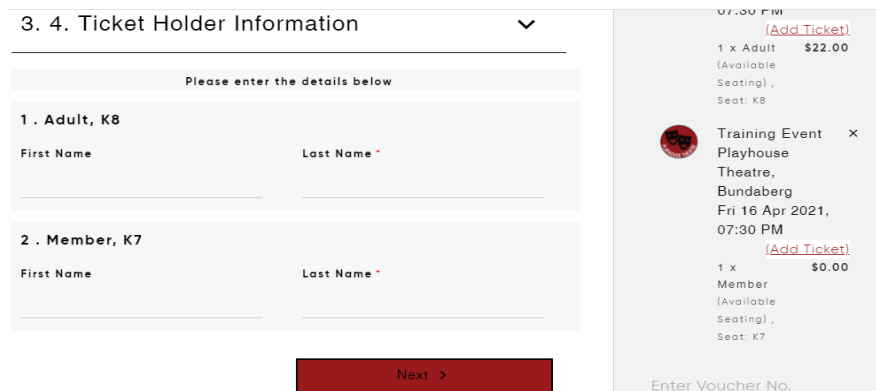
Next >

3. 4. Ticket Holder Information
4. 5. Payment Details

Training Event x
Playhouse Theatre, Bundaberg
Fri 16 Apr 2021, 07:30 PM
(Add Ticket)
1 x Adult \$22.00
(Available Seating),
Seat: K8

Training Event x
Playhouse Theatre, Bundaberg
Fri 16 Apr 2021, 07:30 PM
(Add Ticket)
1 x \$0.00

12) Then insert names for all patrons in your party. We will contact you if we have any queries regarding any seats you have purchased for other Subscribers or Members.



3. 4. Ticket Holder Information

Please enter the details below

1. Adult, K8

First Name Last Name *

2. Member, K7

First Name Last Name *

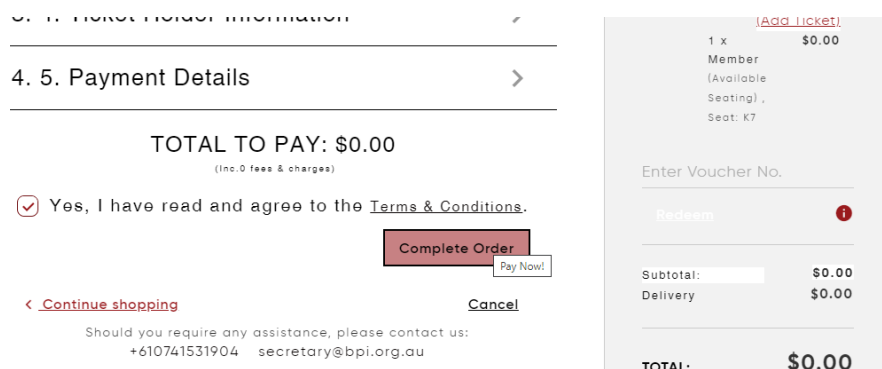
Next >

07:30 PM
(Add Ticket)
1 x Adult \$22.00
(Available Seating),
Seat: K8

Training Event x
Playhouse Theatre, Bundaberg
Fri 16 Apr 2021, 07:30 PM
(Add Ticket)
1 x \$0.00
Member
(Available Seating),
Seat: K7

Enter Voucher No.

13) And then you can complete your order



3. 4. Ticket Holder Information

4. 5. Payment Details

TOTAL TO PAY: \$0.00
(Inc. 0 fees & charges)

Yes, I have read and agree to the [Terms & Conditions.](#)

Complete Order Pay Now!

[Continue shopping](#) Cancel

Should you require any assistance, please contact us:
+610741531904 secretary@bpi.org.au

(Add Ticket)
1 x \$0.00
Member
(Available Seating),
Seat: K7

Enter Voucher No.

Redeem

Subtotal: \$0.00
Delivery \$0.00

TOTAL: \$0.00

- 14) Your purchase will be confirmed and, if you chose Print at Home tickets, you will be able to print your tickets immediately.



You've just purchased 1 ticket(s) for 1 event(s) .

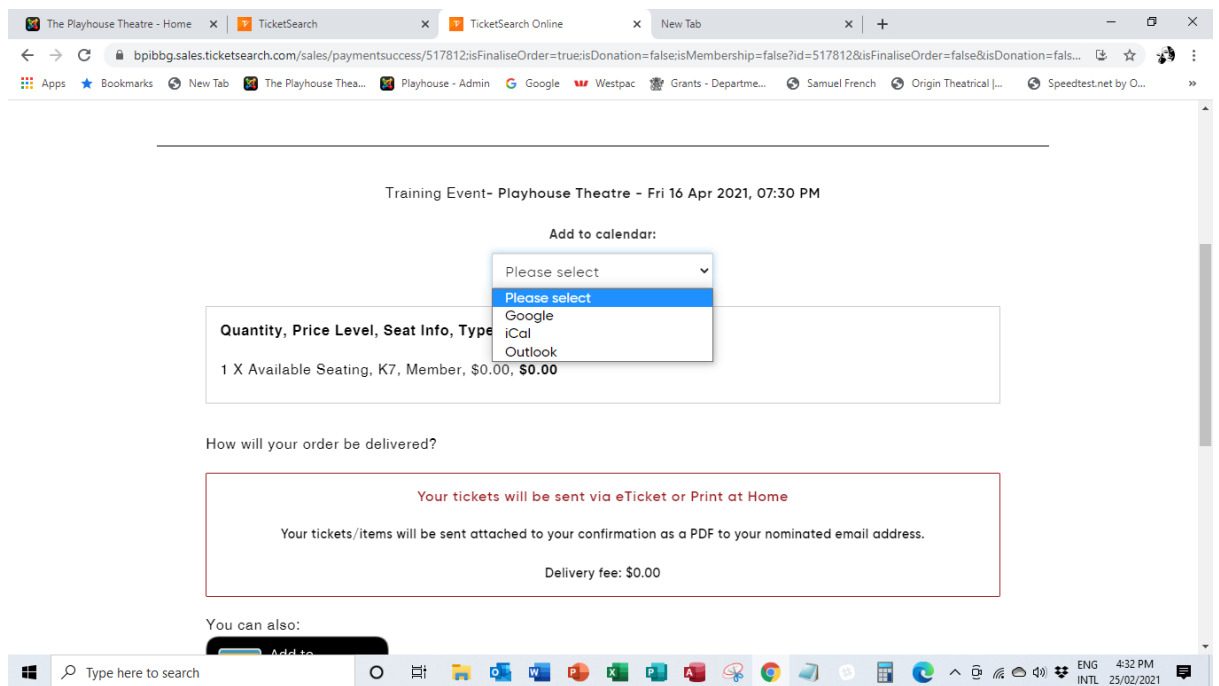
A confirmation email has been sent to
richard.williams@mmem.com.au for order no. 291267.

 Print Tickets Now

Training Event- Playhouse Theatre - Fri 16 Apr 2021, 07:30 PM

Add to calendar:

- 15) Or you can wait until you receive them via email. And, if you are super-organised, the event can be added to your calendar!



Training Event- Playhouse Theatre - Fri 16 Apr 2021, 07:30 PM

Add to calendar:

Please select

Please select

Google

iCal

Outlook

Quantity, Price Level, Seat Info, Type

1 X Available Seating, K7, Member, \$0.00, \$0.00

How will your order be delivered?

Your tickets will be sent via eTicket or Print at Home

Your tickets/items will be sent attached to your confirmation as a PDF to your nominated email address.

Delivery fee: \$0.00

You can also:

If you have any issues or questions Booking Online, please phone our friendly Box Office staff during opening hours, or **contact secretary@bpi.org.au** and our volunteers will respond as soon as possible.