

## **How to Purchase Your Donor Tickets ONLINE**

## Welcome to the 2024-2025 Season!

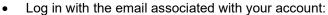
### **Donor Days Will Now Be Available Online!**

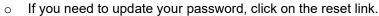
Starting at 10am on your donor day, you will have the ability to purchase your tickets online! No waiting in the lobby, no long waits in the phone queue - just log into your account and select your shows and seats and all eligible donor discounts will be AUTOMATICALLY applied.

Don't have email? Don't want to buy your tickets online? No problem! The Box Office will be open from 10am—4pm on your donor day for in person purchases (doors will open at 9am) and from 1pm—4pm to purchase by phone.

## Step 1: Log into your account.

- Go online to www.MacombCenter.com
- Click on the People Icon at the top of your screen.





o Follow the instructions to reset your password.

# Login Thank you for visiting the Macomb Center Email address: (required)

#### **Step 2: Select Your Shows & Seats**

- Once you are logged in, you will be directed to the event menu all events are in performance date order.
  - Be sure to click on the "View All Events" so that the entire season will be available.
- Select your seats and Add To Cart.
- Secure My Booking is our ticket protection program partner and is entirely optional.
- All donor rates will be automatically applied, if eligible.
- Continue Shopping or proceed to Checkout.

#### **Step 3: Payments**

- Once you are logged in, you will be directed to the event menu all events are in performance date order.
- Have a gift voucher? Any available balances will appear under the payments as Vouchers be sure to apply them!

#### Step 4: Select Your Delivery Method

- Choose how you would like your tickets delivered: U.S. Mail (there is a \$1 postage fee), email or held at
- If you select email, you will receive two emails: 1) your confirmation and 2) your digital tickets that you can either print or save to your phone.

#### Step 5: Thank you!

We look forward to seeing you at the Macomb Center!

#### Questions?

Please feel free to contact us with any questions about donor ticketing, accessing your account or upcoming events. Our Box Office staff will be able to assist you during regular Box Office hours.

www.MacombCenter.com | Box Office: 586.286.2222