

## A Step By Step Guide to Purchasing Tickets Online

If you need assistance or have questions, our Box Office is available to help! The Box Office Hours of Operation are Monday through Friday from 11 a.m. to 6 p.m. To contact a Box Office Customer Service Representative, call 253.591.5894 or email [tickets@broadwaycenter.org](mailto:tickets@broadwaycenter.org).

1. From [www.BroadwayCenter.org](http://www.BroadwayCenter.org), select the event you want to attend and click “Buy Tickets.” This option is available under the Tickets on the Menu at the top of the page or from the Event page for each performance.
2. Next, select the performance date and time you would like to attend in the list. Note: The colored dots on the right side of each event listing provide a quick view of the availability of seats:



**TEAL** – wide selection of seats still available

**YELLOW** – smaller selection of seats still available

**RED** – limited availability, tickets available

3. Select “Buy” to enter purchase tickets.
4. At this point, you’ll have two options for most shows:
  - Select your own seat
  - Select the Best Available option

To switch between these options, click on your preferred method in the top right hand of the screen.

If you select Best Available:

- Select the quantity of tickets and price tier, then click continue.
- If you have a Promo Code, enter it in the “Promotional Code” box at the bottom of the screen.

If you choose Select Your Own:

- This option brings up a picture of the venue for you to select the seats you prefer.
- Click on the seat you want to select.
- From here, a menu will pop up with the Tier price for the seat you’ve selected.
- Confirm the Tier, and your seat(s) will be added to your shopping cart.
- Continue this process until you’ve selected all the seats you would like to purchase.
- NOTE: In the top right corner, you can switch between the main floor and balcony by changing the “Select Area” menu.
  - Any seat that is gray is not available.
  - If you have a Promo Code, please enter it in the “Promotional Code” box at the top right of the screen. When you select a seat, you’ll see the regular price and promotional price of the ticket in the menu. Select the price you would like and then it will add it to the shopping cart.

5. Once you have added your seats to the Shopping Cart, continue by clicking “Add to Order” in the bottom right corner of the page.
6. Fill out the word verification. This verification will take you to your shopping cart.
7. At this point, you will be prompted to log-in or create your account if you haven’t already.
  - Your username is your full email address (example: [johndoe@gmail.com](mailto: johndoe@gmail.com))
  - If you can’t remember your password, select “forgot password” and follow the prompts.
  - To create a new account, select “create account” and fill in the fields provided.
8. Once you have logged in, you can select your delivery method.
  - If the show is less than 2 weeks away, mail your tickets will not be an available option.
9. Next, complete the required fields to complete your transaction and click “buy.”
10. Congratulations, your order is complete! You will receive a confirmation in your email from [“tickets@broadwaycenter.org.”](mailto: tickets@broadwaycenter.org)