



## Renew your series subscription online!

You may verify your series package and seats by **[clicking here](#)** to log on to our ticketing system. Click the orange "Forgot My Password" button if you do not remember your password or if you need to create one. The ticketing system has a copy of this email address.

Once logged in, click the 'Subscriptions' button located in the top light gray menu bar to see your package.

On the Subscription page, you may verify and book your subscription.

- Click the 'Green Renewal Button.'
- On the next page, select 'Please retain my original seats' and click the 'Green Renew Subscription' button. *Please note that the system takes two to three minutes to add all the tickets to your shopping cart.*
- Once done, a new screen will display your tickets in the shopping cart. At this point, you may click the blue 'Donate' button at the top to make a donation to the Annual Fund and/or the Housing Campaign. Or, to pay for your order, scroll to the bottom of the page.
- To pay by credit card, click the 'Green Checkout & Pay' button.
- To apply Account Credits from the 2020 season or Gift Certificates you received, press the blue 'Redeem My Passes/Gift Certificate' button, then click the blue 'Use a Pass' button on the next page. You will be asked for a control number and, in some cases, a security code if you use a Gift Certificate given to you.
- At step two of three, you will be asked to select Mail My Tickets or Hold at Will Call. *Held tickets may be printed or downloaded at home at any time.*
- Enter your credit card information and click the green 'Charge My Credit Card Now' button. At this point, you may download or print your tickets. If you are having issues doing so, please let us know in the comment section.
- At any time you may return to your shopping cart by clicking 'Cart' in the top menu bar.

If you experience any problems, phone our winter Box Office at (920) 868-3287 or (715) 715-0347 Monday – Friday from 10:00 a.m. to 4:00 p.m. and Audra will be happy to assist you!