

Renew your series subscription online!

You may verify your series package and seats by logging into our <u>ticketing system</u>. 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 orange menu bar to see your package.

On the Subscription page, you may verify and book your subscription. If you want to change seat locations or move into a different series package you **MUST** email (tickets@peninsulaplayers.com) or call the Box Office (920-868-3287) to review options.

To renew your series package:

- 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 '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 and Account Credits from past seasons or Gift Certificates you received, press
 the orange 'Redeem My Passes/Gift Certificate' button, then click the 'Use a Pass' button
 on the next page. If you have an account credit, it will be listed in your account along
 with any Gift Certificates you may have purchased for others. If you received a Gift
 Certificate, you will be asked for a six-digit control number and a longer security code.
- Enter your credit card information, verify your billing address, use the comment section to request your tickets to be held at the Box Office for pick up and click the green 'Charge My Credit Card Now' button. Once paid for, you may download or print your tickets.
- If you would like us to mail you your tickets in late May, please email <u>tickets@peninsulaplayers.com</u> with the request and verify your May mailing address.
- 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) 718-0347 Monday - Thursday from 10:00 a.m. to 4:00 p.m. Audra will gladly assist you!