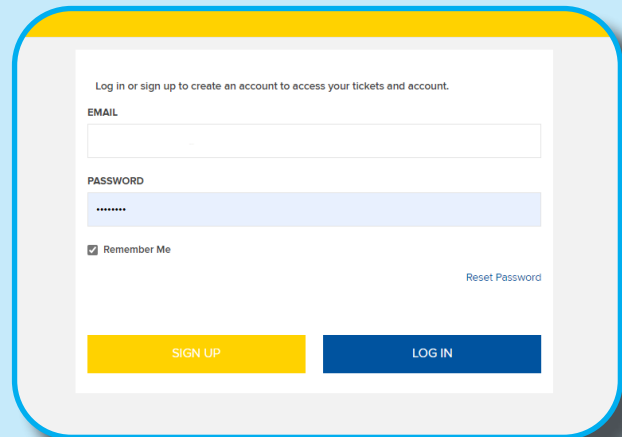


# HOW TO CLAIM YOUR RESERVATION ONLINE

## 1. CREATE ACCOUNT/ LOG IN.

Please follow the claim your reservation link on our website.

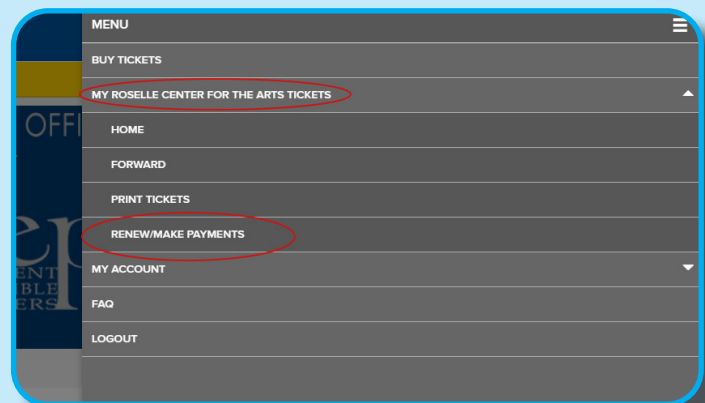
- You will need to create an account -or- log in to an existing account.
- *If you have purchased tickets online in the past you already have an account.*



A screenshot of a login/sign-up form. At the top, it says "Log in or sign up to create an account to access your tickets and account." Below this are two input fields: "EMAIL" and "PASSWORD". The password field has a "Remember Me" checkbox checked. To the right of the password field is a "Reset Password" link. At the bottom, there are two buttons: a yellow "SIGN UP" button and a blue "LOG IN" button.

## 2. RENEW/MAKE PAYMENTS.

- Go to the Menu on right-hand side.
- Click **My Roselle Center for the Arts Tickets**.
- Click **Renew/ Make Payments**.



### 3. CLAIM RESERVATION.

- Check the box next to order number.
- Select **University of Delaware Pay in Full**.

**Pending Renewals/Payments**

On this page you can claim reservations, schedule payments, and make manual payments on orders that are not yet paid in full.

**Reservations**

Listed below are the pending reservations on your account.

**Renewable Orders**

The orders in this renewal group can be renewed in any desired combination. After selecting the orders to renew in this transaction and choosing your payment option, click the Renew button to renew the selected orders.

Click the View Statement button to get a combined statement for any selected orders in this renewal group.

<input checked="" type="checkbox"/>	Order	Action	Pending Item	Financial
<input checked="" type="checkbox"/>	32845577		2022/2023 First Friday Package 2022/2023 First Friday Section ORCHESTRA, Row D, Seat 1	Order Total: \$66.00

Payment Options: -- Select Payment Plan --  
-- Select Payment Plan --  
**University of Delaware Pay In Full**

**RENEW**

### 4. DELIVERY METHOD.

- Select your delivery method for tickets – **Mail** or **Will Call**.
- If choosing **Mail**, check the mailing address under **Delivery Details**.
- If choosing **Will Call**, tickets will be available at the Box Office for pick up.

**Egan Julian: Renewal Cart - Delivery Options**

1 Delivery Options      2 Credits & Payments      3 Confirmation

Order Id	Ticket Item	Order Subtotal	Select Delivery Method	Delivery Details
32845577	2022/2023 First Friday Package 2022/2023 First Friday <a href="#">Order Details</a>	\$65.00	Mail - \$1.00 Select Will Call - \$0.00 Mail - \$1.00	1110 Orchard Road Newark, DE 19716 USA

Orders: \$65.00  
Mail: \$1.00  
Total: \$66.00

\*\*The cost of delivery shown above is an estimate. Exact delivery charges will be reflected on the payment page.

**CANCEL & EXIT**    **CONTINUE**

### 5. CHECK OUT.

- Fill out your payment information, and complete the transaction.
- You will receive an email confirmation.

If you have any questions, please contact the Box Office for assistance.  
**302-831-2204**

**Reservations must be claimed by Sept. 13th.**