1. Log into your account at boxofficetickets.com using the email address and password you supplied.

![Login screen](image1)

2. Click on the “Tickets” icon, located at the top of the page.
3. Scroll down to the “Current Subscriptions & Benefits” section.

4. Select the “Manage Benefits” icon for the production for which you’d like to reserve your seats.

5. On the next screen, select “Issue Tickets”

6. If applicable, select number of tickets.
7. Select the date you would like to attend. Note: if a show does not appear on the list, it means that passholder reservations are no longer available for this performance on this date. For-sale tickets may be available, however.

8. Click “Submit” to generate your order.
Please print your pass receipt from Box Office Tickets. Please also print the email confirmation for your show reservations. Producers will be checking passes and IDs at the door.