Available Packages (you can click on the package name to go directly to a purchase screen)

Like other websites you may use to purchase you will use your email and a password to access your account. It is very important that you NOT create a new account if you have purchased from us before (this would create duplicate accounts for you which makes a great deal of work for us to keep your data clean and current).

Click here Login to be directed to the online login screen, which will look like this:

Use the section above (see bordered in red).

Enter your primary email,

If you have purchased packages or show tickets from us before, PLEASE click “I am a returning customer and my password is:”.

Enter your password,

If you don’t remember your password, click “I don’t know my password” and follow the instructions to reset your password.

If you have never purchased from us before, then select the “I am a new customer.” and complete the account information.
Once you have logged in you should see a screen like this:

We would appreciate it if you would check your personal information and update it if necessary. To do this click on “Change your personal information”
Season Packages 2023-2024 Purchase Instructions

Note: When entering addresses please use upper/lower case (not all CAPS), NO SYMBOLS (such as periods and commas) and abbreviate directions and names …
  e.g. - East – E  West – W  North – N  South – S  Northeast – NE  Southwest – SW etc…
  e.g. - Street – St  Road – Rd  Drive – Dr  Place – Pl  etc…

Address Example:  1524 E Maple St
Address w/Apt:  1524 E Maple Apt 2

When entering phone numbers please use this format:  509.555.5555
(Do not use dashes, slashes or parentheses)

We suggest you leave the last two boxes unchecked TheaterMania.com & WhatsOnStage – these are national theatre websites which we do not post to.

Click on Season Packages

You will see the screen on the next page...
Season Packages 2023-2024 Purchase Instructions

Select the quantity of the package you are purchasing…

If you are purchasing “Flex Pass” – after adding your selection to the CART, you will be taken to the Cart view (click here to jump down to check out instructions).

If you are purchasing Save Your Seat – you will have a few more steps – after selecting your quantity and clicking Add to Cart

You will then see a screen to select the performances you want to attend:
Season Packages 2023-2024 Purchase Instructions

<table>
<thead>
<tr>
<th>Ticket</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>2024 – 1 - Legally Blonde the Musical - by Heather Hach</td>
</tr>
<tr>
<td>2:</td>
<td>2024 – 2 - The Shawshank Redemption - by Owen O’Neill and Dave Johns</td>
</tr>
<tr>
<td>3:</td>
<td>2024 – 3 - Pride &amp; Prejudice - by Kate Hamill</td>
</tr>
<tr>
<td>4:</td>
<td>2024 – 4 - Next to Normal - Book/Lyrics by Brian Yorkey &amp; Music by Tom Kitt</td>
</tr>
</tbody>
</table>

After selecting dates, you will see something like this:

<table>
<thead>
<tr>
<th>Ticket</th>
<th>Event Details</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:</td>
<td>2024 – 1 - Legally Blonde the Musical - by Heather Hach</td>
<td>Fri 10/27/23 7:30 PM</td>
</tr>
<tr>
<td>2:</td>
<td>2024 – 2 - The Shawshank Redemption - by Owen O’Neill and Dave Johns</td>
<td>Fri 1/19/24 7:30 PM</td>
</tr>
<tr>
<td>3:</td>
<td>2024 – 3 - Pride &amp; Prejudice - by Kate Hamill</td>
<td>Fri 3/15/24 7:30 PM</td>
</tr>
<tr>
<td>4:</td>
<td>2024 – 4 - Next to Normal - Book/Lyrics by Brian Yorkey &amp; Music by Tom Kitt</td>
<td>Fri 5/10/24 7:30 PM</td>
</tr>
</tbody>
</table>

Click the Next button,
Season Packages 2023-2024 Purchase Instructions

You will see a screen like this:

```
Season Package – Save Your Seat 2023-2024: Seat Selection Method

Group 1 of 1
For the following events, select a method for choosing your seat(s):
You selected 1 packages. Therefore, you will get 1 seats for the performance(s) listed below.

- 2024 - 1 - Legally Blonde the Musical - by Heather Hach 10/27/23 7:30PM
- 2024 - 2 - The Shawshank Redemption - by Owen O'Neil and Dave Johns 1/19/24 7:30PM
- 2024 - 3 - Pride & Prejudice - by Kate Hamill 3/15/24 7:30PM
- 2024 - 4 - Next to Normal - Book/Lyrics by Brian Yorkey & Music by Tom Kitt 5/10/24 7:30PM

This package requires same seats for all its events

Pick how seats will be chosen:

- Select the best seat(s) for me
- Let me select from a seating chart
```

Click the “Let me select from seating chart”,

And you will see the screen on the next page…
Season Packages 2023-2024 Purchase Instructions

For the following events, select the section(s) for seat(s):
You selected 1 packages. Therefore, you will get 1 seats for the performance(s) listed below.

- 2024 - 1 - Legally Blonde
  the Musical - by Heather
  
  10/27/23 7:30PM

- 2024 - 2 - The Shawshank Redemption
  - by Owen O'Neill and
  
  1/19/24 7:30PM

- Dave Johns
  2024 - 3 - Pride & Prejudice - by Kate
  
  3/15/24 7:30PM

- Hamill
  2024 - 4 - Next to Normal - Book/Lyrics by
  Brian Yorkey & Music by
  
  5/10/24 7:30PM

Click the seat(s) you want and then,
Click the Submit button,
You will see the screen on the next page:
If you are purchasing more than one package and you want to put their name on one of the packages you can do that.

From this screen you can change events and/or change seats if you need too – otherwise,

Click the Add to Cart button,
Season Packages 2023-2024 Purchase Instructions

You will then see CART VIEW screen:

If you are purchasing a “Save Your Seat” package and you wish to receive your tickets via email, click the “E-Ticket” choice (see blue box above).

If you are purchasing the “Flex Pass”
Click the “Will Call” choice (see green box above) and when you order your tickets with the Flex Pass you can choose either choice at that time.

We suggest you put a name in the NAME ON TICKET (OPTIONAL) be sure the correct name prints on your ticket cover when tickets are printed for Will Call.

Click Continue (at the bottom of the screen)

Revised 2023.09.22
Season Packages 2023-2024 Purchase Instructions

The Little Theatre is a non-profit organization, and we depend on our patrons for support, besides purchasing packages and tickets; those purchases only pay a portion of our operating cost.

If you are able and willing to add a donation with your package purchase, click on the following on your screen

![Season Package Donation](image)

After Clicking Donate (see above)

You will see the following screen:
Select the Amount or Click Other and enter an amount,
If you wish to remain anonymous – Click the box next to “Remain Anonymous”,

If you wish to be recognized for your donation or want the donation to be in someone else’s name, enter it in the box below “Remain Anonymous”,

There is a field for Notes as well.

After completing the fields click the Add Donation at the bottom of the screen,

Click Continue at the bottom of the screen,
Your information fields will appear – if you checked them earlier then you can slide down to the bottom of the screen and,
Click Continue

If you need to make an edit,
Click “Edit Contact Information” - remember that the address must be the billing address for the credit card you are going to pay with,

Click Continue
Click Continue (yes again)
Season Packages 2023-2024 Purchase Instructions

You will see payment fields (see screen below):

If you have a Gift Card and it has not been registered yet you can click on the “Register gift card” and you will see:

Enter the Gift Card Code,
Click Register

If you already have a Gift Card on file, it should show on the screen; otherwise,
Season Packages 2023-2024 Purchase Instructions

Fill in the Billing information fields,

We suggest you leave the TheaterMainia.com and WhatsOnStage boxes unchecked; they are national listing.

Click the box next to “I agree to the Terms and Conditions”,

Click Place Order (you will see the total amount of the order next to those words),

If you have any problems placing an order we are happy to help. Send an email to boxoffice@ltww.org and include:
Name
Phone Number

And a good time after 6:00 pm during the weekdays or after 1:00 pm on Saturday/Sundays

I will get back to you as soon as possible.

Thank you for supporting “live theatre” in Walla Walla and particularly at The Little Theatre!

*We can’t wait to see you at the theatre!*

Robert G Randall, box office manager
boxoffice@ltww.org

*If you need assistance during the day, you can contact our ED Martin Fortney at 509.876.2316.*

NOTE:
There is another view you may get to on the purchasing website if you come to the site in a different way than these instructions suggest. See the following pages for those instructions.
Season Packages 2023-2024 Purchase Instructions

You may get to a page that has a red banner across the top. If that is the case, following these instructions.

If you get to this screen, click the Login in the top right corner of the screen (see blue circle above).
Once you have logged in (similar instructions as above – click here to go back)

Click on Use Normal Login (remember to only use Register if you have NOT purchased form us before).

Enter your Email,
Enter your Password, (if you can remember it click “Forgot Password” and following instructions for resetting).

Once you have logged in you will probably see a calendar – to purchase Season Package(s) click Season Package in the red banner,

Pick Your Package by click Buy under the one you want,
Like above – if you pick the Flex Pass and select the quantity you want to buy – you will go directly to checkout.

If you choose to buy the Save Your Seat package you will see screens to select the attendance date for each production
Click Proceed to Next Step (top of page)
Click Choose your same seats for all (to the right of the show icons)

A seat map will pop-up – select your seat(s) by clicking the dot for the seat you wish to reserve,

*Note: the available seats are in a color (not grey) and the seats are numbered from the right to left*

- A is 1 – 12 (closest to the stage – or top of your screen)
- B is 1 – 14
- C – M are 1 – 16

After selecting seats - Click Done at the bottom of the screen,
Click Proceed to Next Step (top of the screen),

*You will see a review of your package on the screen – if something is wrong click “Back” on the screen … NOT the browser back until you are back to the screen where you need to make a change, make changes, and follow the above instructions until you are back to the “Review your package”,*

Click Add to Cart (click [here](https://www.littletheatreofwa.com) to go to the checkout instructions)