

# Season Packages 2023-2024 Purchase Instructions

**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:

CALENDAR SEASON PACKAGES OTHER PRODUCTS DONATIONS GIFT CARDS MY ACCOUNT

SHOPPING CART

Please log in or create an account:

Enter your Login ID:

Continue

Or...

Enter your e-mail address:

I am a new customer.

I am a returning customer, and my password is:

Continue

[I don't know my password.](#)

If you need assistance placing your order, call Little Theatre Of Walla Walla (509) 529-3883. Do not exit your Web browser. Customer service hours: 9am - 9pm M-F / 10am - 9pm Sat - Sun (Eastern Time)

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.

# Season Packages 2023-2024 Purchase Instructions

Once you have logged in you should see a screen like this:

The screenshot displays a user's account page with a navigation bar at the top containing links for [CALENDAR](#), [SEASON PACKAGES](#), [OTHER PRODUCTS](#), [DONATIONS](#), and [GIFT CARDS](#). Below this, there are links for [ROBERT RANDALL'S ACCOUNT](#), [SHOPPING CART](#), and [LOG OUT](#). A dark blue header reads "My Account". Below the header is a row of buttons: "Home", "My Profile", "Gift Card", "Donations", and "Order History". The main content area features a blue box with the message: "You have successfully logged in to your online account. Now that you have logged in, you will be able to perform the following actions:". Below this are four sections, each with a link and a description: 1. [Change your personal information »](#): "Click here to visit the 'My Profile' page. This is where you can make any necessary changes to your profile." 2. [Manage Your Gift Cards »](#): "Click here to Manage your Gift Cards. Go here to view your credit balance, register a gift card, and manage the gift cards you purchased for others." 3. [Manage your Donations »](#): "Click here to visit the 'Donations' page. Manage your recurring donations and view your donations history." 4. [View Orders / Print Available Tickets »](#): "Click here for your Order History. On this page, you will be able to see every order you have placed, and print (or reprint) your E-Ticket/Receipt."

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...

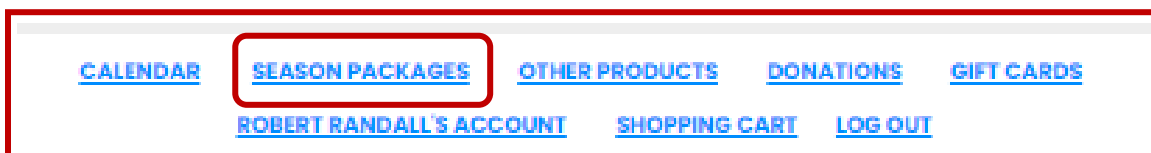
Address Example: 1524 E Maple St

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...

**Season Packages**

## Season Package – Save Your Seat 2023-2024

**SAVE YOUR SEAT!!!**

This package gives you one (1) seat for each of the four (4) season productions. When ordering you will pick the date you want to attend each of the productions, then you will select the seat you want to sit in; you will have the same seat for all four productions.

Only seats available for all four productions will be displayed for you to select from.

*Season Packages are only available at the adult price point. It is best to purchase student tickets when they are available for each production.*

Your Season Package purchase also gives you a Little Theatre Membership which gets you ...

- An invitation to the Annual Business Meeting, with voting rights
- Invitation to Special Events
- Membership only communications

*Ticketing processing fees are included in package pricing.*

*We hope you will consider making a donation with your season package purchase.*

**Season Package – Flex Pass 2023-2024**

This package gives you four (4) seats to be used in any way of your choosing.

e.g. you can use 2 seats on the first show, 1 on the second show and 1 on the third show, or any configuration of your choice.

*Season Packages are only available at the adult price point. It is best to purchase student tickets when they are available for each production.*

Your Season Package purchase also gives you a Little Theatre Membership which gets you ...

- An invitation to the Annual Business Meeting, with voting rights.
- Invitation to Special Events
- Membership only communications

*Ticketing processing fees are included in package pricing.*

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

[CALENDAR](#)   [SEASON PACKAGES](#)   [OTHER PRODUCTS](#)   [DONATIONS](#)   [GIFT CARDS](#)

[ROBERT RANDALL'S ACCOUNT](#)   [SHOPPING CART](#)   [LOG OUT](#)

Season Package – Save Your Seat 2023-2024: Select Events

For each ticket in **Season Package – Save Your Seat 2023-2024**, select the desired event

<b>Ticket 1:</b>	2024 - 1 - Legally Blonde the Musical - by Heather Hach	<input type="text" value="-select-"/>
<b>Ticket 2:</b>	2024 - 2 - The Shawshank Redemption - by Owen O'Neill and Dave Johns	<input type="text" value="-select-"/>
<b>Ticket 3:</b>	2024 - 3 - Pride & Prejudice - by Kate Hamill	<input type="text" value="-select-"/>
<b>Ticket 4:</b>	2024 - 4 - Next to Normal - Book/Lyrics by Brian Yorkey & Music by Tom Kitt	<input type="text" value="-select-"/>

[Next](#)

After selecting dates, you will see something like this:

<b>Ticket 1:</b>	2024 - 1 - Legally Blonde the Musical - by Heather Hach	<input type="text" value="Fri 10/27/23 7:30 PM"/>
<b>Ticket 2:</b>	2024 - 2 - The Shawshank Redemption - by Owen O'Neill and Dave Johns	<input type="text" value="Fri 1/19/24 7:30 PM"/>
<b>Ticket 3:</b>	2024 - 3 - Pride & Prejudice - by Kate Hamill	<input type="text" value="Fri 3/15/24 7:30 PM"/>
<b>Ticket 4:</b>	2024 - 4 - Next to Normal - Book/Lyrics by Brian Yorkey & Music by Tom Kitt	<input type="text" value="Fri 5/10/24 7:30 PM"/>

[Next](#)

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'Neill 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

Next

Click the “Let me select from seating chart”,

And you will see the screen on the next page...



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[CALENDAR](#)   [SEASON PACKAGES](#)   [OTHER PRODUCTS](#)   [DONATIONS](#)   [GIFT CARDS](#)

[ROBERT RANDALL'S ACCOUNT](#)   [SHOPPING CART](#)   [LOG OUT](#)

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Season Package - Save Your Seat 2023-2024: Review Seat Selections

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**1. Save Seat Package: \$70.00**

Guest Name:

Guest Email:

<b>Ticket 1: 2024 - 1 - Legally Blonde the Musical - by Heather Hach</b>	10/27/23 7:30PM	Section: Main Floor Seat: J10
<b>Ticket 2: 2024 - 2 - The Shawshank Redemption - by Owen O'Neill and Dave Johns</b>	1/19/24 7:30PM	Section: Main Floor Seat: J10
<b>Ticket 3: 2024 - 3 - Pride &amp; Prejudice - by Kate Hamill</b>	3/15/24 7:30PM	Section: Main Floor Seat: J10
<b>Ticket 4: 2024 - 4 - Next to Normal - Book/Lyrics by Brian Yorkey &amp; Music by Tom Kitt</b>	5/10/24 7:30PM	Section: Main Floor Seat: J10

[change events](#)   [change seats](#)   [Add to Cart](#)

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:

The screenshot shows a shopping cart interface with the following elements:

- Navigation tabs: CART VIEW, CONTACT DETAILS, ORDER REVIEW, BILLING INFORMATION.
- Timer: You have 13:25 minutes left to complete your order.
- Buttons: Continue Shopping, Clear Cart.
- Section: CHOOSE A DELIVERY METHOD with two options: FREE E-Ticket (highlighted with a blue box) and FREE Will Call (highlighted with a green box).
- Section: Cart Summary with a table of items:

Name	Price Point	Amount
Season Package - Save Your... <a href="#">More</a>	Save Seat P...	\$70.00
Season Package - Flex Pass 2023-2...	Flex Pass Pa...	\$70.00
Sales Tax		\$0.00
		Subtotal \$140.00

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.

The screenshot shows the "NAME ON TICKET (OPTIONAL)" section with the following elements:

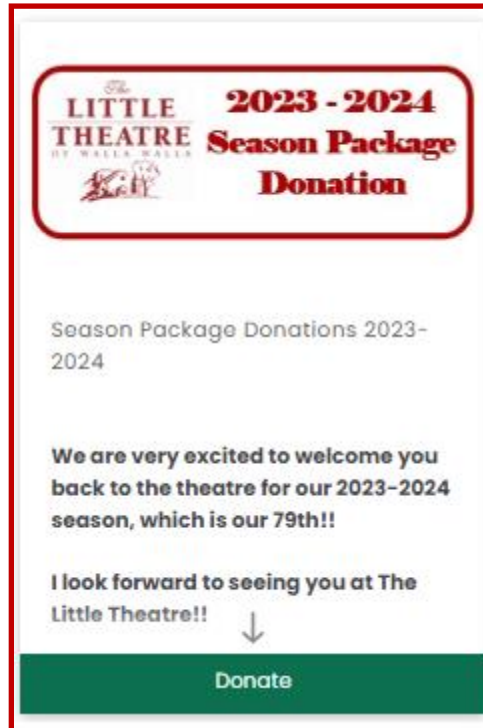
- Section title: NAME ON TICKET (OPTIONAL)
- Input fields: Robert, Randall
- Submit button: Submit

Click Continue (at the bottom of the screen)

# 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




After Clicking Donate (see above)

You will see the following screen:

# Season Packages 2023-2024 Purchase Instructions

## Contribute to a Campaign

Season Package Donations 2023-2024



**We are very excited to welcome you back to the theatre for our 2023-2024 season, which is our 79th!!**

**I look forward to seeing you at The Little Theatre!!**

**Thank you for your support,  
Martin Fortney, Executive Director  
and The Little Theatre Board of Directors**

*Note: it would help us greatly if you would login to your account to make your donation and purchases. If you are unsure of your password, put in the email you believe is on file and request to reset your password. We want to be sure that donations and purchases are tracked under the correct patron's account.*

**Choose Your Donation Amount \***  
Choose a donation amount \$1 or more.

**Donor Recognition \***  
This can be you or someone else.

Remain Anonymous

My company will match this donation

**Donation Notes**  
Enter any comments or instructions regarding your donation.

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

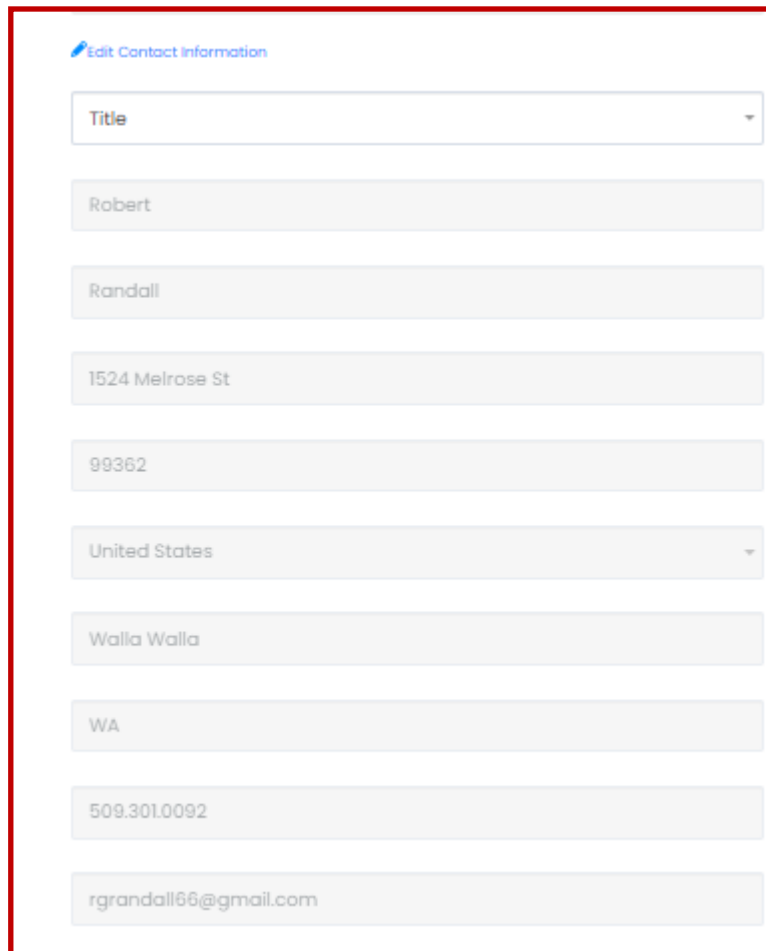
If you wish to be recognized for your donation or want the donation to be in someone else’s name, enter it in the box below “Remain Anonymous”,

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,

# Season Packages 2023-2024 Purchase Instructions



The image shows a screenshot of a web form titled "Edit Contact Information". The form contains several input fields, each with a light gray background and rounded corners. The fields are arranged vertically and contain the following text: "Title" (with a dropdown arrow), "Robert", "Randall", "1524 Melrose St", "99362", "United States" (with a dropdown arrow), "Walla Walla", "WA", "509.301.0092", and "rgrandall66@gmail.com". The entire form is enclosed in a red rectangular border.

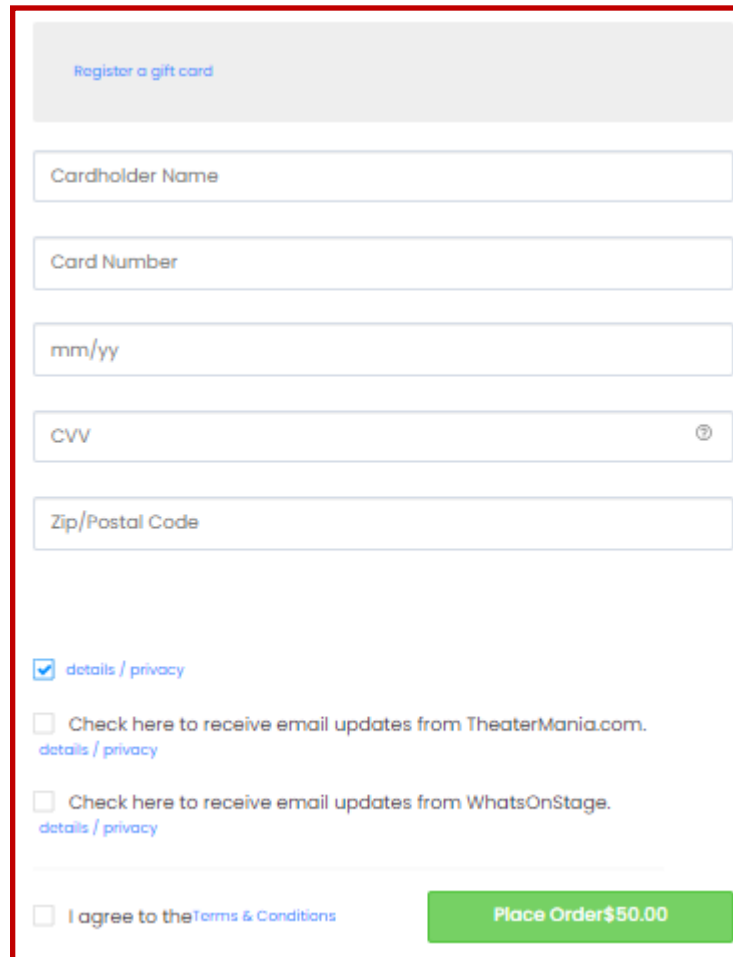
Your information fields will appear – if you checked them earlier then you can slide down to the bottom of the screen and,  
Click Continue

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

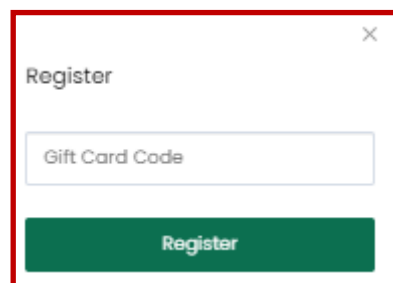
You will see payment fields (see screen below):



The screenshot shows a payment form with the following fields and options:

- A link at the top: [Register a gift card](#)
- Text input field: Cardholder Name
- Text input field: Card Number
- Text input field: mm/yy
- Text input field: CVV
- Text input field: Zip/Postal Code
- Checkboxes for privacy preferences:
  - [details / privacy](#)
  - Check here to receive email updates from TheaterMania.com. [details / privacy](#)
  - Check here to receive email updates from WhatsOnStage. [details / privacy](#)
- Checkbox:  I agree to the [Terms & Conditions](#)
- Green button: Place Order \$50.00

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:



The screenshot shows a dialog box titled "Register" with the following elements:

- Close button (X) in the top right corner.
- Text input field: Gift Card Code
- Green button: Register

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](mailto: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](mailto:boxoffice@ltww.org)**

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

## **NOTE:**

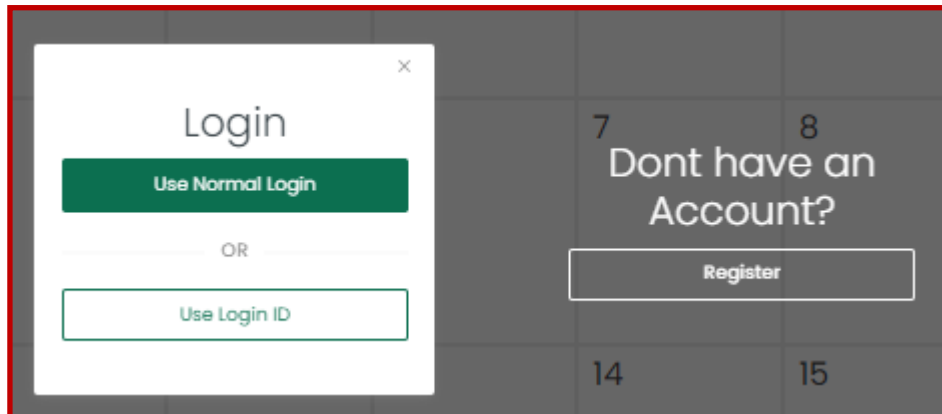
**There is another view you may get to on the purchasing website if you come to the site in a different way than these instructions suggest. See the following pages for those instructions.**

# Season Packages 2023-2024 Purchase Instructions

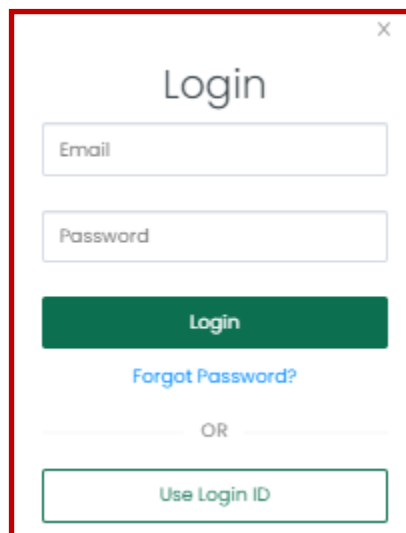
You may get to a page that has a red banner across the top. If that is the case, following these instructions.



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.

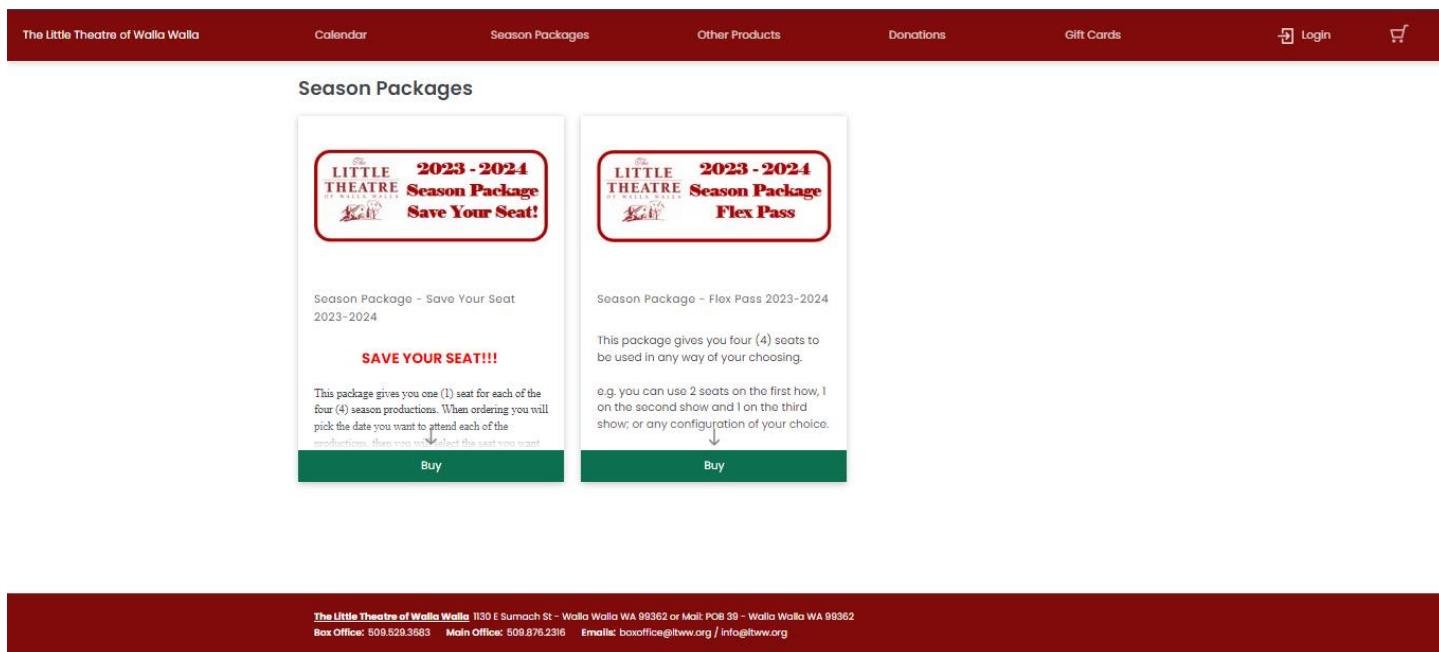


Enter your Email,  
Enter your Password, (if you can remember it click “Forgot Password” and following instructions for resetting).

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,

# Season Packages 2023-2024 Purchase Instructions



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](#) to go to the checkout instructions)