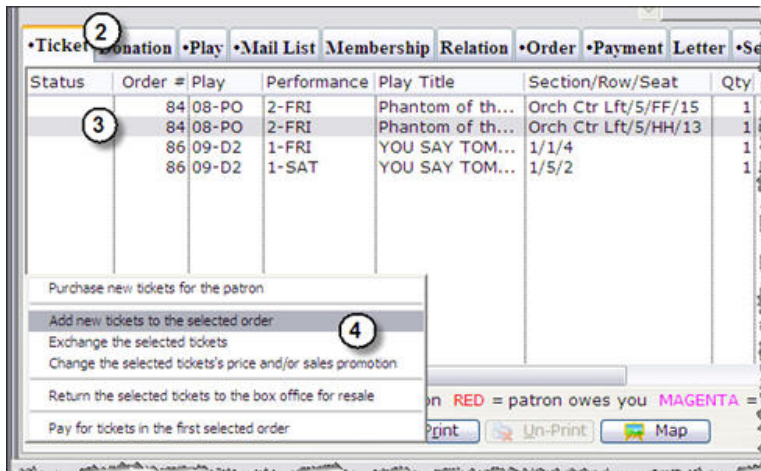


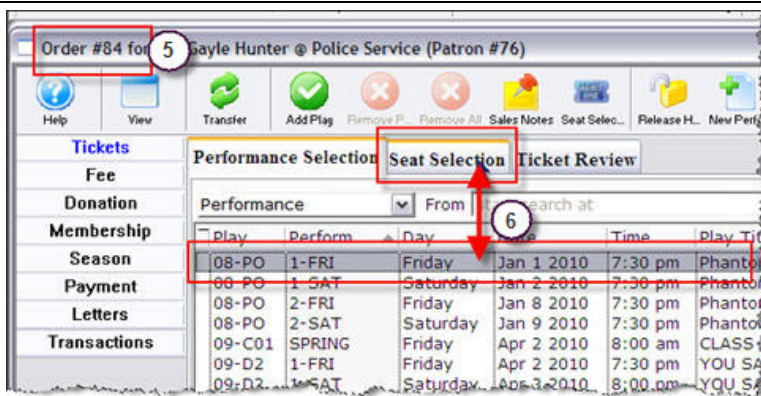
Cheat Sheet

Add More Tickets to an Existing Order

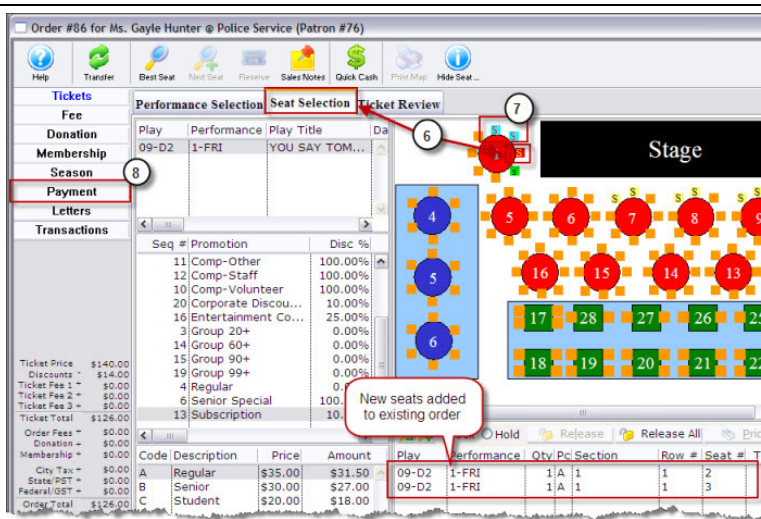
Theatre Manager allows you to add tickets to an existing patron order. To you this, you perform the following steps:



- Click the Patron button in the tool bar. The Contact List window opens.
 Enter your search criteria and click the Search button.
 like
- Click the Ticket **•Ticket** tab.
- Highlight a ticket in the order you want to add tickets to.
- Clicking the Add Tickets button and choose Add new ticket to the selected order.



- The Order window for the selected ticket opens.
- Select the event to add tickets to and click the Seat Selection **Seat Selection** tab. The Seat Selection window opens. The seats already a part of the order appear in red.



- Choose additional seats as needed.
- Click the Payment **Payment** button.
- Click the Accept Payment or Print Tickets button. The tickets and any other items have been purchased. The screen returns to the Patron window.

Process the payment and complete the transaction. The new tickets are purchased and added to the existing order.