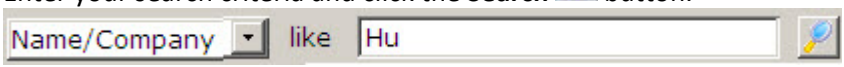
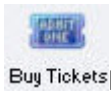
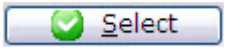
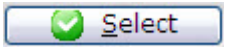
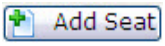
Selling a Season Subscription via the Order Window

Step	Function	More Information
Patron	1. Click the **Patron** button in the tool bar. The Contact List window opens. 2. Enter your search criteria and click the **Search** button.  3. The Contact List window displays the patrons matching your entry.	For more information on finding Patrons see the on line help: Finding a Patron Using the Contact List Window.
	You can:	**Or:**
	4. Highlight the patron	4. Double click the selected patron to pen the patron window
	5. Click the **Buy Tickets**  button in contact list ribbon bar.	5. Click the **Tickets** button at the bottom of the Patron Window.
Event	6. The **Order** window opens. 7. Click the **Season** button. The Season Subscription display opens. 8. Click the **New** button. The Select a Season Package window opens. 9. Select the package for the patron. 10. Click the **Select**  button. The Performance Selection window opens. 11. Pick the performance night for the patron, and click the Select  button.	For more information see the on liner help: Subscribing a Patron to a Season Package via the Order Window
Order	12. The Subscription window opens Choose the appropriate Seat and Price Code. 13. Click the **Add Seat**  button. The seat(s) picked appear in the Favorite Seats tab. 14. Click the **Book** button. 15. Theatre Manager books the tickets to each performance in the Season Package. Once all seats have been booked, the user is moved to the Payment section of the Order window. The user can continue to add other tickets, passes, or memberships, or complete the payment process. As seats are selected they appear in the seats portion of the window and a running total of the Order appears in the lower left of the window.	
Payment	16. Enter the payment information. 17. Click the **Print Tickets** button. Clicking this button accepts the payment, prints the tickets and returns you to the Contact List window.	For more information on this step, see: **Creating a Payment**

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