

# HOW TO RESERVE TICKETS:

## COMPUTER INSTRUCTIONS:

1. LOG IN to your Cass Account and the Quantity Box will appear below.
2. Update the quantity box to the correct number of tickets you need
3. If you do not see the Quantity box, you will need to locate & click on your name in the Upper corner to complete the log in process. Once Logged in, return to this page & refresh.
4. Click ADD TO CART (If you click multiple times, you will add your tickets multiple times!)
5. Scroll up to Locate your shopping cart in the top right corner of your screen & click VIEW CART
6. Check that the correct number of tickets are in your cart & click PROCEED TO CHECK OUT
7. Review personal information & click CONTINUE & REVIEW
8. Review & click PLACE MY ORDER
9. Check your email for your confirmation and your PDF tickets.

## TABLET & PHONE INSTRUCTIONS:

- LOG IN to your Cass Account and the Quantity Box will appear below.
- Update the quantity box to the correct number of tickets you need
- If you do not see the Quantity box, you will need to locate the Menu Bars in the top right corner of your screen & select Log In. Once Logged in, return to this page. You may need to refresh your page.
- Update the Quantity Box to the Correct number of tickets you need.
- Click ADD TO CART (If you click multiple times, you will add your tickets multiple times!)
- Next LOCATE YOUR CART: Click on the Menu Bars in the top right corner of your screen. Select MY CART.
- Check that the correct number of tickets are in your cart & click CHECKOUT
- Review personal information & click CONTINUE & REVIEW
- Review & click PLACE MY ORDER
- Check your email for your confirmation and your PDF tickets.
- IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION WITH YOUR PDF TICKETS, THEN YOU DID NOT COMPLETE THE CHECK OUT PROCESS!