

THE VILLAGESPARROTHEADS ON LINE TICKETING SYSTEM

Welcome to our new On Line Ticketing System. It is very similar to Ticketmaster and easy to use. Here are some screen shots and basic instructions. NOTE: The events in **RED** are for PRACTICE ONLY. Please feel free to get familiar and comfortable with the system.

This is the website **HOME** page. In the center you will see an area for ON LINE TICKETS. All events, including New and Renewal Membership Dues, will appear in this area. Click on your event.



NOTE: The example shown is a PRACTICE EVENT. Therefore, you won't see a payment screen. It is very similar to Ticketmaster, Ebay, Amazon, etc. On the left side will be instructions, flyers, seating charts, etc. Click on the "ABOUT" button in the center of the screen.



In this case, you are asked to read the Member Guidelines and Code of Conduct. When done, click on the "TICKETS" button in the center of the screen.



This is the Ticket screen. Select the number of tickets (members) and then the "ADD TO CART" button.

When you have added tickets to your cart, you will see a pop up summary of your order. If everything is correct, click the "CHECKOUT" button.

PRACTICE ANNUAL MEMBERSHIP NEW-MEMBER PRACTICE

\$0.00

\$0.00

TOTAL \$0.00

TICKETS

EDIT CHECKOUT

FEES

\$0.00 0 🛩

ICKETS

\$0.00

NEW MEMBER \$0.00 x 2

Total Fees

1>> TICKETLEAP



On the "CHECKOUT" screen, you will complete your application. This will be done for each ticket purchased. When complete, click "CHECKOUT" and you will be able to enter your payment information. This example has no price so you will not see that screen. But, again, it is very similar to any On Line purchase you have done before.

Checkout

YOUR INFO	ORDER INFO	
first name Mark	PRACTICE ANNUAL MEMBERSHIP NEW-MEMBER PRACTICE Thu, Jun 11 2020 1:00p.m. – Thu, Dec 31 2020 1:00p.m.	
last name Goldberg	NEW MEMBER 2 × \$0.00	\$0.00
email mg_golfer@sbcglobal.net		
Not mg_golfer@sbcglobal.net? <u>Log out</u>	Tickets (2) Total	\$0.00 \$0.00
ADDITIONAL QUESTIONS	Checkout	
PRACTICE ANNUAL MEMBERSHIP NEW-MEMBER PRACTICE June 11, 1 PM – December 31, 1 PM	By clicking 'Checkout' I am agreeing to the <u>Ticketleap</u> <u>Purchasing Agreement</u> .	

If, for any reason, you have questions, please feel free to contact your Webmaster, Mark Goldberg. Mg1135@sbcglobal.net.