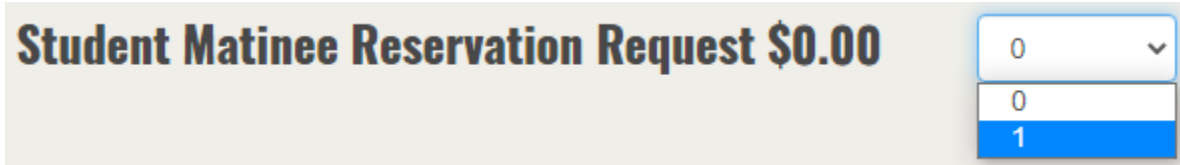


## STUDENT MATINEE RESERVATION REQUEST STEP-BY-STEP INSTRUCTIONS

1. Go to <https://coloradoballet.org/Student-Matinee>
2. **Read all of the information carefully on this page.** Scroll down and click "REQUEST SEATS."
3. Next to "Student Matinee Reservation Request \$0.00" Select "1"

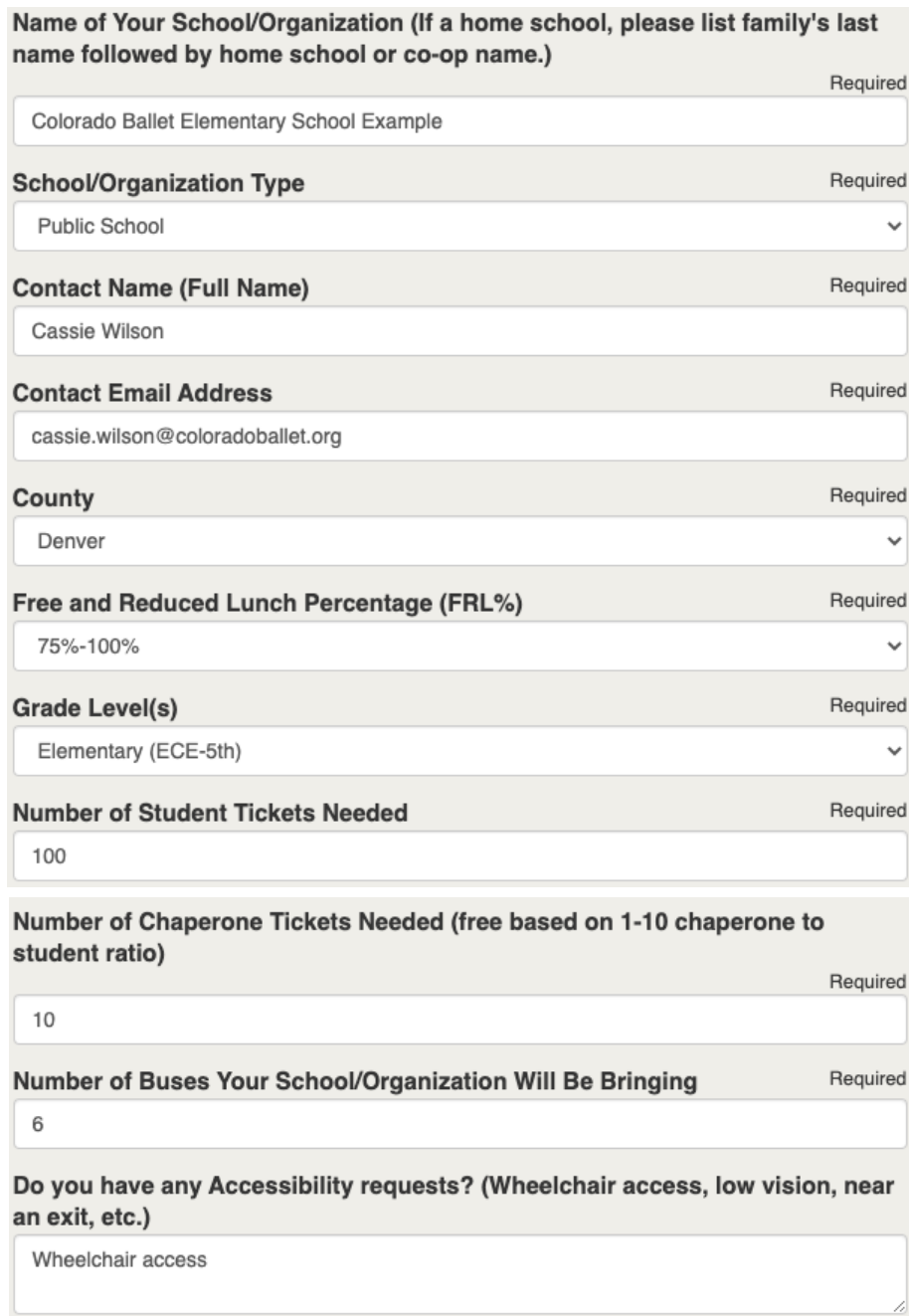
EXAMPLE:



The screenshot shows the top of the reservation request form. The title is "Student Matinee Reservation Request \$0.00". To the right of the title is a dropdown menu with a downward arrow. The menu is open, showing three options: "0", "0", and "1". The "1" option is highlighted in blue.

4. Fill out the form for your school/organization according to the prompts and click on "Add to Cart" at the bottom.

EXAMPLE:



The screenshot shows the main form for the reservation request. The form is titled "Name of Your School/Organization (If a home school, please list family's last name followed by home school or co-op name.)" and is marked as "Required". The form contains several input fields and dropdown menus:

- Name of Your School/Organization (If a home school, please list family's last name followed by home school or co-op name.)** Required. Input: Colorado Ballet Elementary School Example
- School/Organization Type** Required. Dropdown: Public School
- Contact Name (Full Name)** Required. Input: Cassie Wilson
- Contact Email Address** Required. Input: cassie.wilson@coloradoballet.org
- County** Required. Dropdown: Denver
- Free and Reduced Lunch Percentage (FRL%)** Required. Dropdown: 75%-100%
- Grade Level(s)** Required. Dropdown: Elementary (ECE-5th)
- Number of Student Tickets Needed** Required. Input: 100
- Number of Chaperone Tickets Needed (free based on 1-10 chaperone to student ratio)** Required. Input: 10
- Number of Buses Your School/Organization Will Be Bringing** Required. Input: 6
- Do you have any Accessibility requests? (Wheelchair access, low vision, near an exit, etc.)** Input: Wheelchair access

**We are interested in attending the following Student Matinee performance(s):**

Giselle: 10/7/21 at 10:30 AM

The Nutcracker: 12/2/21 at 11:00AM (AVAILABLE ONLY TO SCHOOLS WITH FRL% OF 90% OR HIGHER)

Romeo & Juliet: 2/3/22 at 10:00 AM

The Wizard of Oz: 3/10/22 at 11:00 AM

**If you are interested in attending more than one Student Matinee performance, which option is your 1st choice?**

The Wizard of Oz: 3/10/22 at 11:00 AM

**ADD TO CART**

5. On the “Shopping Cart” page, it should look like the image below. There should be “1 Item(s)” for a total of “\$0.00” in your cart. **THIS IS CORRECT**. The number of seats you need will be reflected from the number you input on the previous page under “Number of Student Tickets Needed” and “Number of Chaperone Tickets Needed”. No need to go back to change. Click “CHECK OUT”.

EXAMPLE:

## Shopping Cart

Your current cart contents are listed below:

Student Matinee Reservation Request Submission	\$0.00	<input type="checkbox"/>
1 Item(s)	\$0.00	
	<b>SUBTOTAL</b>	\$0.00
	<b>TOTAL</b>	\$0.00

GO TO HOME

**CHECK OUT**

6. On the “Log In To Your Account” page - if you already have an account with Colorado Ballet, you are welcome to use this login information. However, we will assign this information to the school you are affiliated with. If you would like to stay separate or do not have an account, please select “Register” and fill in the information **FOR THE SCHOOL YOU ARE REQUESTING SEATS FOR**.
7. On the “Continue Checkout” page, please review your “Billing Information” to make sure it is the accurate information for your school/organization.
- Feel free to add a donation, but it is absolutely **NOT REQUIRED** and will not have any deciding factors on whether your request is accepted or not.
  - If all info is correct, click “COMPLETE CHECKOUT” – NOTE: This is only confirming your request. No charges/payments will be made until you receive an approval email.
8. This will take you to the final page with more info and you will also get an email receipt that your request has been received. **Please remember this is a REQUEST ONLY**. If approved, you will receive a

confirmation email and information on how to pay for your seats – either with a credit card over the phone or via check.

9. If you have any questions on this process please email:

**Cassie Wilson**

Manager of Education & Community Engagement

[cassie.wilson@coloradoballet.org](mailto:cassie.wilson@coloradoballet.org)