STUDENT MATINEE RESERVATION REQUEST STEP-BY-STEP INSTRUCTIONS

1. Go to [https://www.coloradoballet.org/education/trips](https://www.coloradoballet.org/education/trips)
2. Scroll down and click “REGISTER” under the student matinee you would like your school to attend.
3. Next to “Student Matinee Reservation ($0.00) Select “1”

   ![Student Matinee Reservation Form]

4. Fill out the form for your school/organization according to the prompts and click on “SELECT”
   a. EXAMPLE:

   ![Form Example]

5. On the next page, there will be a description of the show you have selected and it will say “1 Seat(s)” for a total of “$0.00”. **THIS IS CORRECT.** The number of seats you need will be reflected from the number you input on the previous page under “student tickets” and “chaperone tickets”. No need to go back to change.
   a. EXAMPLE:

   ![Description Example]

6. Click “PROCEED TO CHECKOUT”

7. 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 “New User” at the top and fill in the information **FOR THE SCHOOL YOU ARE REQUESTING SEATS FOR.**
a. **EXAMPLE:**

8. Click “REGISTER”
9. On the next page, under select shipping method, select “Confirmation Email”

Select your shipping method and address (if necessary):

```
Where should your order be shipped?
```

a. 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.

b. Under Checkout/OrderNoteText please add any seating requirements or needs such as “accessible seating” or “student that is attending is visually impaired”
10. Click “CONTINUE”

11. On the next page, review your seating requirements and select “BUY NOW”

EXAMPLE:

```
Your Order Notes
Need accessible seating accommodations
```

```
Order Details:
Don Quixote Student Matinee Reservation
Thu 10/23/2019 10:35 AM

<table>
<thead>
<tr>
<th>Description</th>
<th>Location</th>
<th>Seats</th>
<th>Price</th>
<th>Total Seats</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Quixote Student Matinee Reservation</td>
<td>General Admission</td>
<td>1 Seat(s)</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Class Cost: $0.00

Total: $0.00
```

```
Apply Gift Certificate
Gift Certificate ID: [ ] FIND MY GIFT CERTIFICATE
```

12. This will take you to the final page and you will 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 a link to pay for your seats. You may also pay via check if required by your school.

13. If you have any questions on this process please email or call:

   Education Programs Manager
   Cassie Wilson
   cassie.wilson@coloradoballet.org
   (303) 339-1619