

STUDENT MATINEE RESERVATION REQUEST STEP-BY-STEP INSTRUCTIONS

1. Go to <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 (\$0.00)

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

Name of your school/organization? (If home school, please list family's last name followed by home school or co-op name.) *

School/Organization Type *

County *

Free and Reduced Lunch Percentage (FRL%) *

Grade Level(s) *

Number of student tickets *

Number of chaperone tickets (free based on 1-10 chaperone to student ratio) *

Number of buses your school/organization will be bringing *

* Required Field

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:

Additional Item(s):					
Description	Location	Seat(s)	Price	Total Seats	Total
Don Quixote Student Matinee Reservation Thu 10/03/2019 10:30 AM	General Admission	1 Seat(s)	\$0.00	1	\$0.00 delete
				Total Class Cost:	\$0.00
				Total:	\$0.00

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:

[Log In](#) [Forgot Password](#) [New User](#)

Log In To Your Account:

Enter your Email Address, Your Email Address as your Temporary Password and optional Promo Code below to log in to your account. Tickets will be emailed to you within a day at the email address you provided. Please note that tickets come as a separate pdf and often times go into your junk email.

Email: *
Password: *

* = Required Field

[Log In](#) [Forgot Password](#) [New User](#)

Register For A New Account:

If you do not already have an account with us, register for a new account below:

Email:	<input type="text"/>	*	Phone Number:	<input type="text"/>	*
Password:	<input type="password"/>	*	Address	<input type="text"/>	*
Confirm	<input type="password"/>	*		<input type="text"/>	*
Password:	<input type="password"/>	*	City	<input type="text"/>	*
Prefix:	<input type="text"/>		State/Prov	<input type="text" value="Colorado"/>	*
First Name:	<input type="text"/>	*	Postal Code	<input type="text"/>	*
Middle Name:	<input type="text"/>		Country:	<input type="text" value="USA"/>	*
Last Name:	<input type="text"/>	*			
Suffix:	<input type="text"/>				

8. Click "REGISTER"

9. On the next page, under select shipping method, select "Confirmation Email"

Where should your order be shipped?

Select your shipping method and address (if necessary):

- 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"

Add A Donation to Give the Gift of Dance

Please support Colorado Ballet's Education and Community Engagement Programs

Suggested donation of \$20 or more:

Add Order/Registration Note

Checkout/OrderNoteText

Need accessible seating accommodations

10. Click "CONTINUE"

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

EXAMPLE:

Your Order Notes

Need accessible seating accommodations
[change](#)

Order Details

Additional Item(s):

Description	Location	Seat(s)	Price	Total Seats	Total
Don Quixote Student Matinee Reservation Thu 10/03/2019 10:30 AM	General Admission	1 Seat(s)	\$.00	1	\$.00 delete
Total Class Cost:				\$.00	

Total: **\$.00**

Apply Gift Certificate

Gift Certificate ID: [FIND MY GIFT CERTIFICATE](#)

[BUY NOW](#)

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