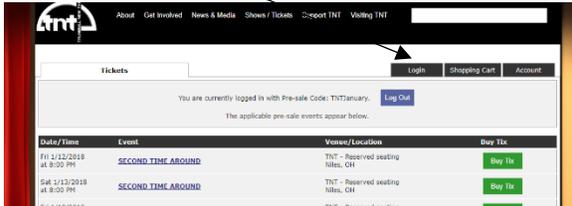


# CUSTOMER INSTRUCTIONS FOR USING TNT'S ONLINE TICKETING GATEWAY

Access the gateway by going to [www.trumbullnewtheatre.tix.com](http://www.trumbullnewtheatre.tix.com) or going to our website [www.trumbullnewtheatre.com](http://www.trumbullnewtheatre.com) and clicking the online reservation link.

Click the black **Login** button at the top of the screen.

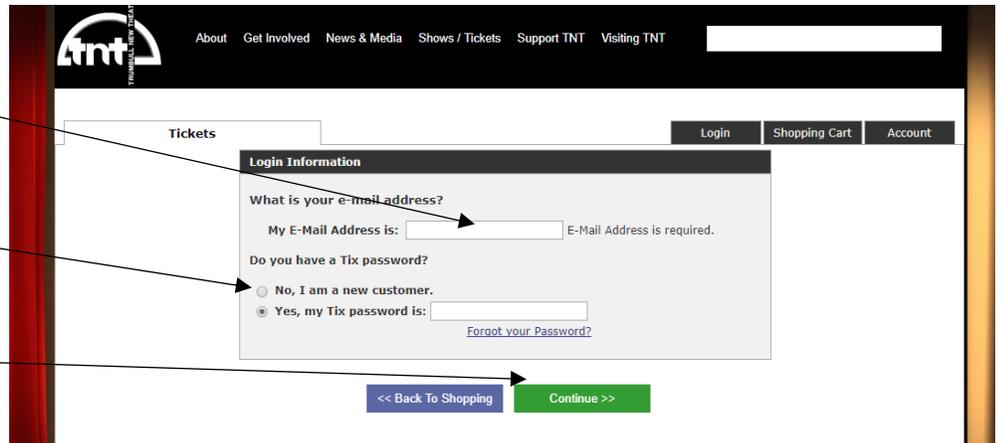


This screen will come up:

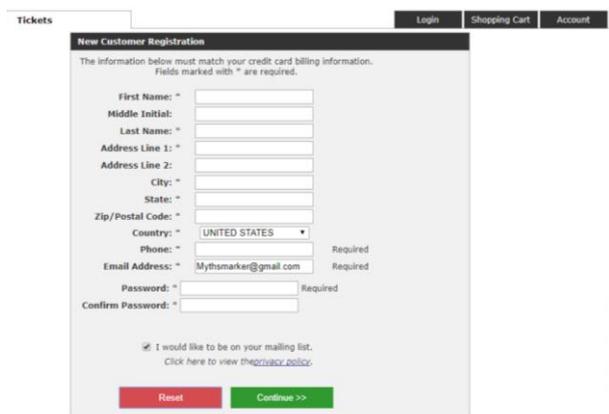
Enter your email address.

If you are new to TIX, click the button next to **No, I am a new customer**.

Click **Continue**

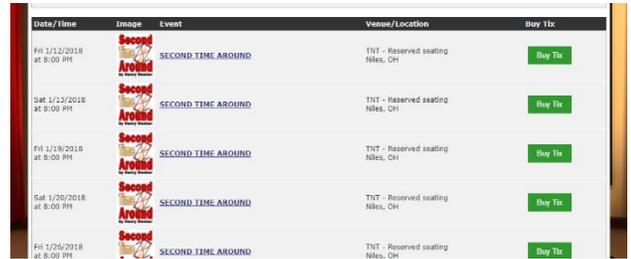


Fill in the customer information on the next screen:

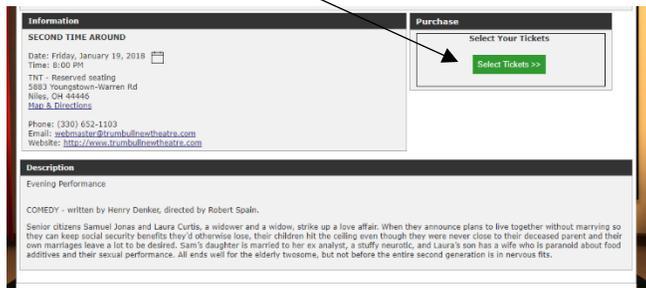


Click **Continue**

Then you get a screen to select which night you would like to attend:



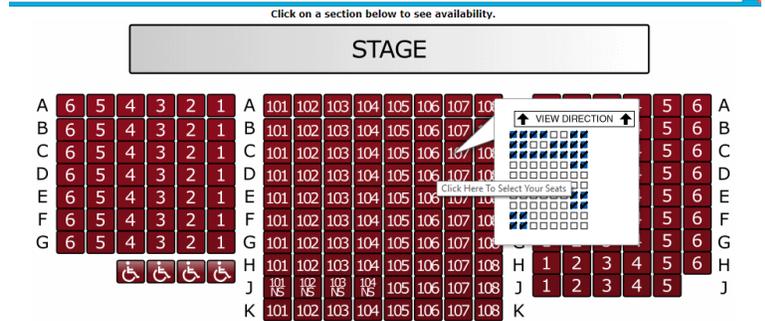
Then you will get the following screen. Double check that this is the date you want. Click **Select Tickets**.



You will then see a diagram of our auditorium. Roll your mouse (without clicking) over any section to see the available seats.

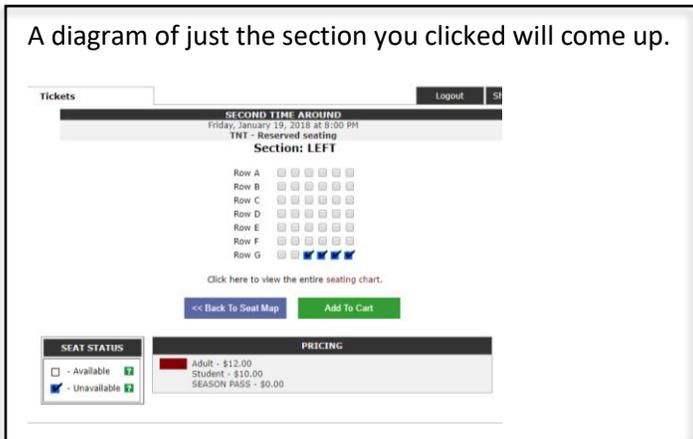
The screen below shows the diagram with the mouse rolled over the center section. The pop up window shows the seat availability – the blue squares are sold and unavailable, the white squares are available.

Decide which seats you would like and Click anywhere in the red of the section you would like to purchase seats in.

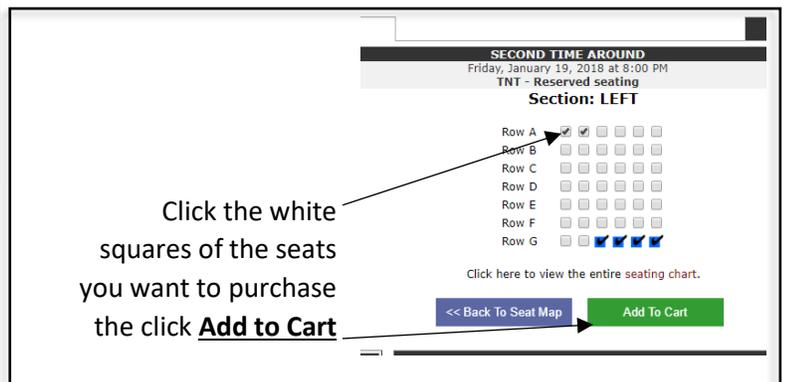


Seats marked with NS are accessible without using steps  
Seats marked with are spaces for wheelchair seating

A diagram of just the section you clicked will come up.



Click the white squares of the seats you want to purchase the click **Add to Cart**

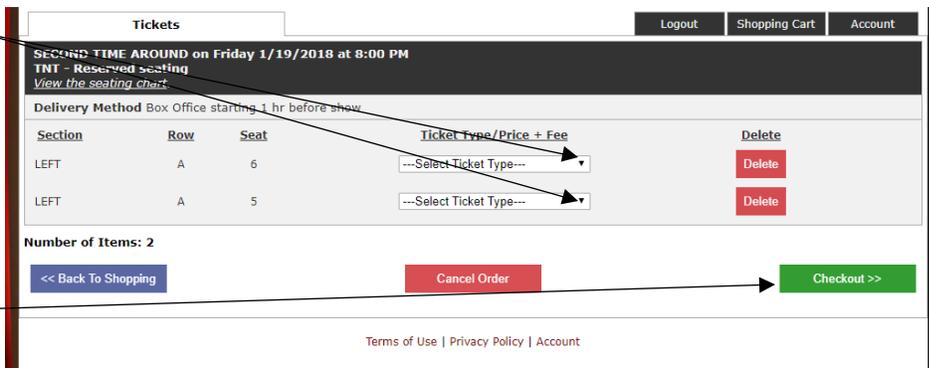


PRICING	
	Adult - \$12.00 Student - \$10.00 SEASON PASS - \$0.00
	Adult - \$12.00 Student - \$10.00 SEASON PASS - \$0.00

On the following screen, click the **Select Ticket Type** drop down for each ticket to select what type of ticket you are purchasing.

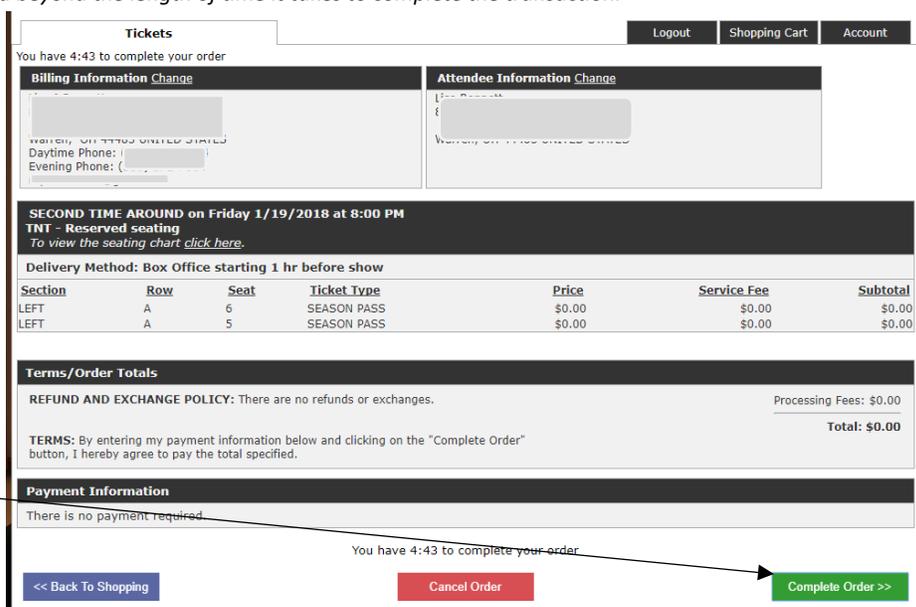
*NOTE: If you are purchasing tickets in addition to your season tickets, you will need to use a credit card and those in advance. A fee will apply.*

Click **Checkout**.



If you are buying additional tickets you will be taken to a screen where you can enter your credit card info.

*NOTE: For your protection -- No credit card info is stored beyond the length of time it takes to complete the transaction.*



You will then get a confirmation screen. You must hit **COMPLETE ORDER** to finalize the transaction.

Be sure to log out when you are done.

This confirmation info will also be emailed to you.

If you do not get an email, your reservation may not be complete.

You can log in again (*do not click new customer, you are now click Yes and enter the password you created on page 1*) and click Account to double check or call the theatre reservation line (Monday through Thursday from 7-9pm) and have one of our volunteers double check. Or email our webmaster ([webmaster@trumbullnewtheatre.com](mailto:webmaster@trumbullnewtheatre.com)).