

WELCOME TO THE NEW BOX OFFICE SYSTEM

on Sale Tuesday, January 26 at 11 AM / Sales End Friday, January 19 at 5 PM (ET)

First time log in instructions for students: <https://middlebury.universitytickets.com/>

Log In (upper right corner) with Middlebury username and password



Add your billing information (it must match info for your credit card). **If you're an international student you can use your campus address for now.**

Ship here? **Toggle to NO.** Your shipping address will be your campus box number by default.

Customer Information

First Name: Missey, Last Name: Thompson

Email: mathompms@middlebury.edu

Receive email updates for upcoming events?
 Yes No

Phone: ###-###-####

Organization: [Field]

Opt in for text message notifications

Billing

Ship here? Yes No

First Name: Missey, Last Name: Thompson

Address: [Field] Add 2nd Address

Zip Code: [Field], City: [Field], State: [Dropdown]

Save

Choose the event you would like to purchase.

The screenshot shows the Middlebury University Tickets website. The header includes the Middlebury logo, the name 'Middlebury', and a user profile for 'Missey Thompson' with an 'Admin' button. Below the header is a navigation bar with links: 'Ticket Office Home', 'Hours / Contact / FAQ', 'Arts Accessibility Info', 'Directions / Parking', and 'SGA Break Bus Schedule'. A search bar is located on the right. The main content area is titled 'All Upcoming Events' and features a 'Date Filter' dropdown. A list of four events is displayed, each with a date, time, and a 'GET TICKETS' button. The events are:

- DEC 18 TEST SALE for training for BOX OFFICE use only! Middlebury VT Campus Saturday, December 18, 2021 5:00 PM (ET)
- DEC 18 TEST SALE for training for BOX OFFICE use only! Middlebury VT Campus Saturday, December 18, 2021 6:00 PM (ET)
- DEC 18 TEST SALE for training for BOX OFFICE use only! Middlebury VT Campus Saturday, December 18, 2021 7:00 PM (ET)
- DEC 21 TEST SALE for training for BOX OFFICE use only! Middlebury VT Campus Tuesday, December 21, 2021 2:00 PM (ET)

On the left side, there is a 'View Calendar' button and a 'CATEGORY' dropdown menu. Below the menu is a featured event for 'Friday, January 22, 2021 / Virtual Middlebury' with a photo of a woman and the time '7:30 PM ET'.

Choose the number of tickets you would like to purchase. By default bus tickets have been set to 1 ticket per person.

The screenshot shows the ticket selection page for the event 'TEST SALE for training'. The event details are:

- DEC 18 for BOX OFFICE use only! Middlebury VT Campus
- Saturday, Dec 18, 2021 at 5:00 PM (ET)

A warning message states: **Test event for training only. Not visible on the web.**

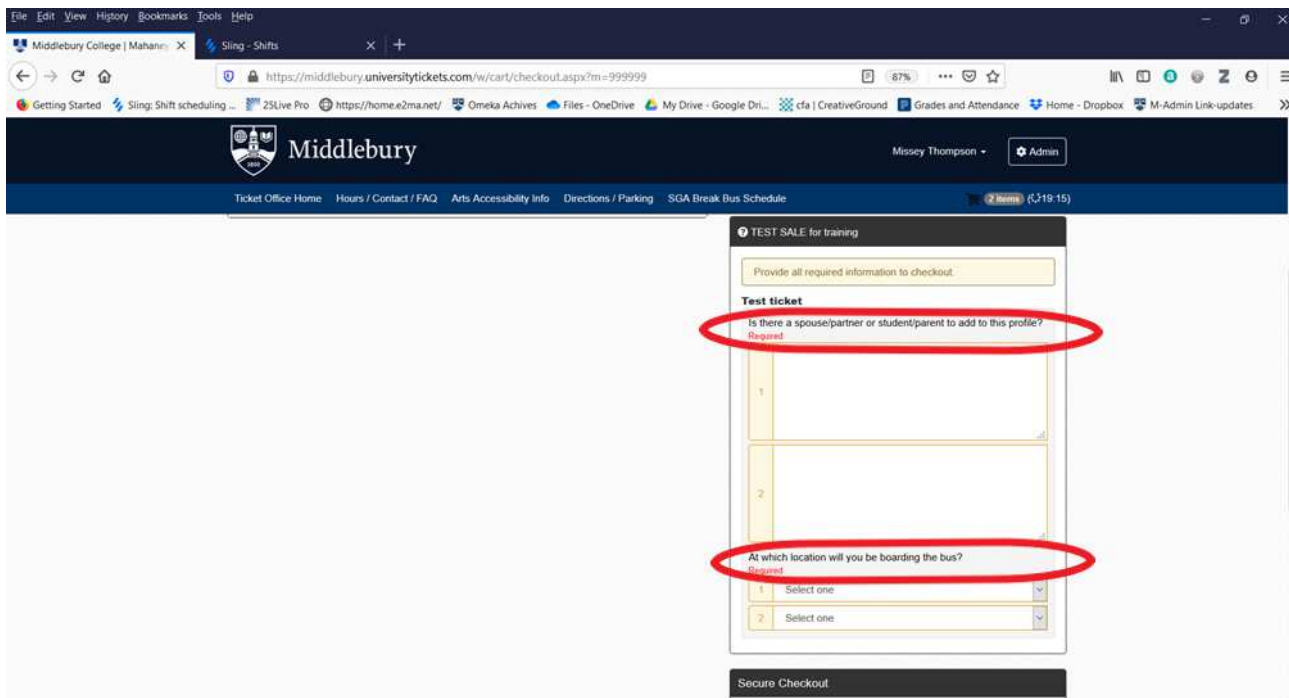
Below the event details is a 'Share Via' section with buttons for Email, Facebook, and Twitter.

On the right side, there is a green box indicating: 'This event is available on more than one date/time: Saturday, Dec 18, 2021 at 5:00 PM (ET) - 9 Remaining'. Below this is a 'Ticket Options' section with a table:

Ticket Types	Price	Quantity
General Public	\$1.00	1

A 'Select Seats' button is located at the bottom right of the ticket options section.

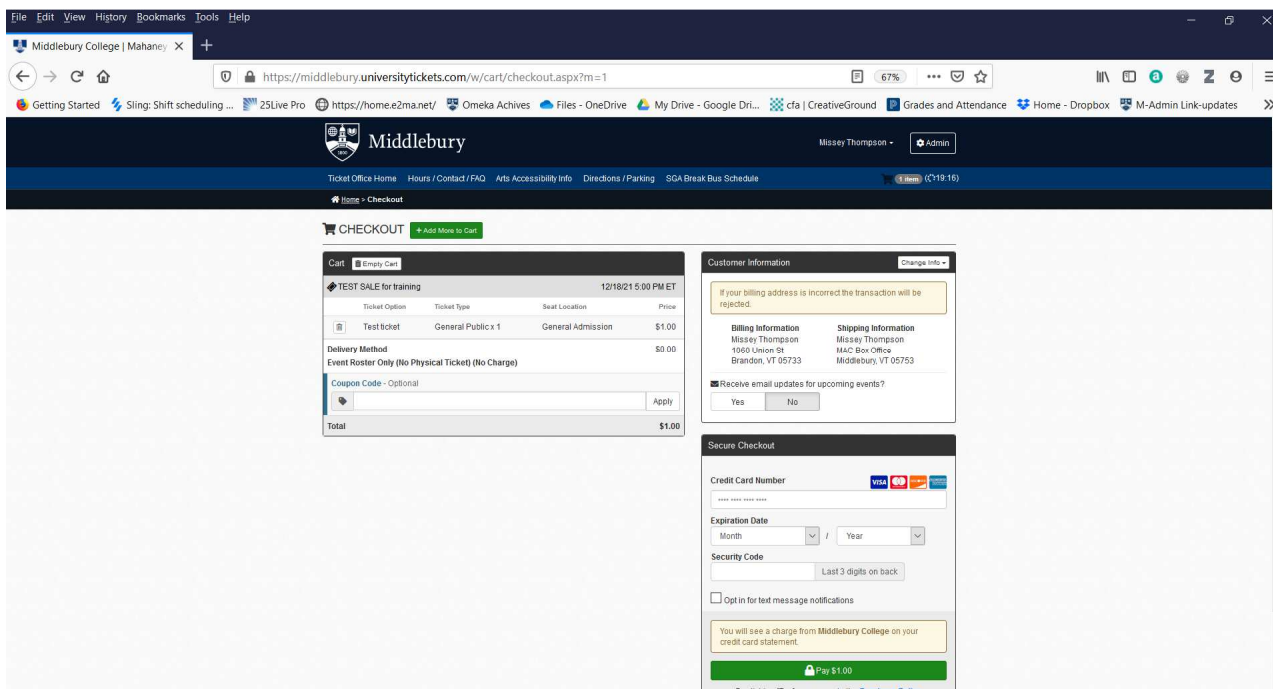
Click Select Seats to get to the checkout page.



REQUIRED FIELD: Is there a spouse/partner or student/parent to add to this profile? *

If you are buying for a friend, Please Add Student Name Here or mark n/a.

Choose Boarding Location



Verify selections, input your card information, click pay. You will receive an email confirmation with information pertaining to your purchase.

If you have any problems contact the Box Office- Monday-Friday / 8:30 AM- 5:00 PM (ET)

boxoffice@middlebury.edu or 802-443-6433