Exchanging your Flex Pack Vouchers for Events

1. Login from any screen, or on the homepage, click “Manage My Account”

2. Once in your account screen, click “Exchange” on the right column
3. Select the “Theatre and Dance 2021-2022 Student Flex Pack Subscription”

4. Select the number of vouchers you wish to exchange for a ticket:
   a. NOTE: If you wanted use 4 vouchers for 1 show, select 4 on this screen, but if you want only 1 ticket to 1 show, select only 1. Flex Pack Vouchers can be used in any combination - all for one show, or across multiple shows.
5. Select the show that you wish to exchange your vouchers for
   a. NOTE: This will be allocating the same number of vouchers you selected in the previous screen to the event you chose on this screen
6. The quantity of seats that you wish to secure with the selected vouchers, must match the number of vouchers selected previously.
   a. NOTE: You will receive an error message if the number of seats selected on this screen does not match the number of vouchers you selected previously.
7. You will select the delivery method, which will allow you to either print your own tickets or have them sent to your phone.

a. NOTE: You will see instruction based on the selected delivery method chosen.
8. You will be asked to confirm the details of your exchange as well as the delivery method for your tickets.

a. Once submitted, your exchange is confirmed and you will receive two emails, one confirmation of your exchange and one containing tickets for the event.