



Redeeming Discounted Employee & FSPA Tickets 2024–25 Season

As a Viterbo employee (full time, permanent part time, retired, and professor emeritus) and FSPA* you receive the following Fine Arts Center benefits starting mid-June 2024:

- Bright Star & Weber Center Seasons
 - Total of two tickets per production at a 10% discount
 - A package containing your discounted tickets is pre-loaded on your account in our ticketing system (called 24-25 BSWC VU Employee)
 - Redeem online, over the phone, or in person
- Conservatory for the Performing Arts Season
 - Total of two \$1 tickets to each production
 - A package containing your discounted employee tickets is pre-loaded on your account in our ticketing system (called 24-25 CPA VU Employee)
 - Redeem online, over the phone, or in person

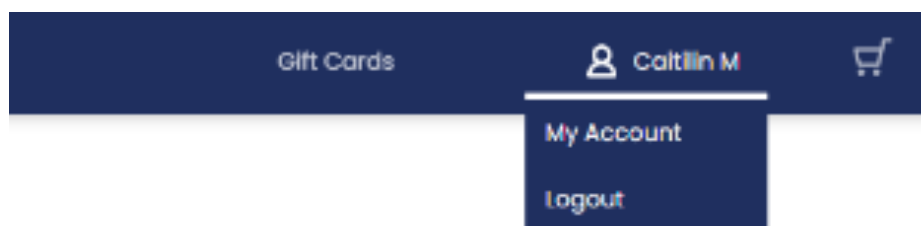
*Sisters only; does not apply to FSPA staff

Taxes and Fees

A \$3 convenience fee and \$1 facility fee will be added per ticket. All orders will include a 5.5% sales tax. All fees are the same online, by phone, or in person.

To redeem your tickets **online**, please follow these instructions:

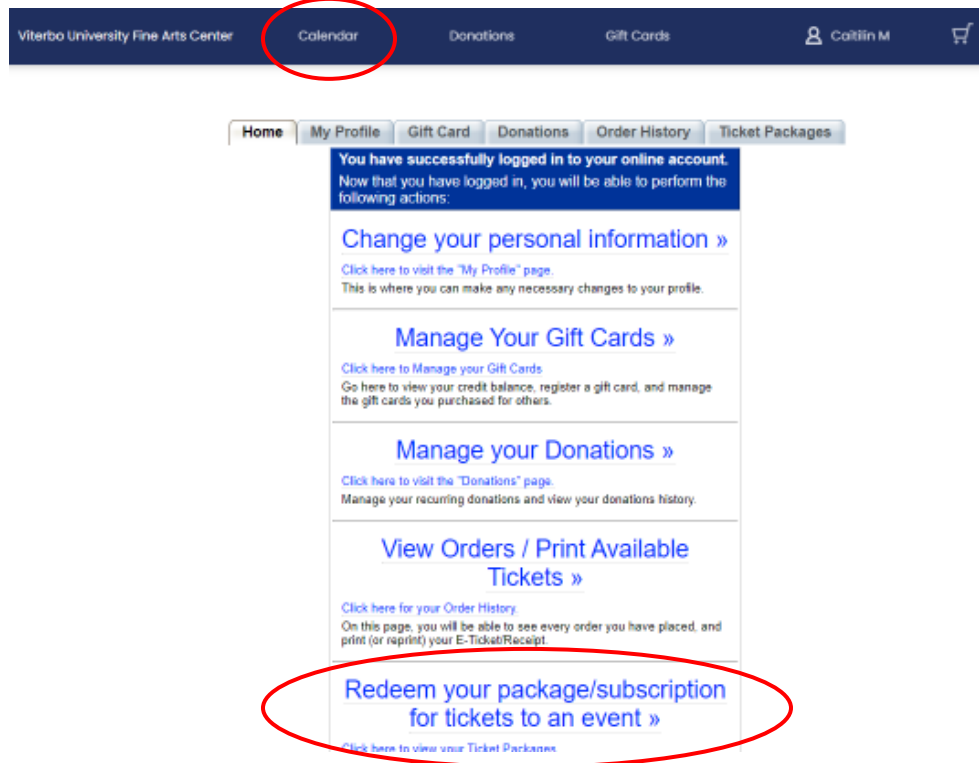
1. Go directly to the ticketing website <https://ci.ovationtix.com/36621> and click **Login** in the upper right-hand corner
2. If you have already created an account in our ticketing system
 - a. Enter your Viterbo email address and the password associated with the ticketing system
 - b. Or if you forgot your password, proceed to Step 3
3. If you have not created an account in our ticketing system
 - a. Click **Forgot Password** and follow the prompts to login; use your Viterbo email address
4. Once you login, your name will appear in the upper right-hand corner (see below). Click on your name, then click **My Account**



(Instructions continue on the next page)



5. You will be taken to a screen that looks like this



6. Scroll down and click **Redeem your package/subscription for tickets to an event** OR...

7. Click **Calendar** in the blue bar at the top left of the screen to select your shows

a. Your discounted tickets appear when you click on a seat from the show's seat map

8. On the next page, select your show from the dropdown and then follow prompts to select the show time you want and to select your seats

a. Only two tickets at the discounted rate will be put into your cart, but you are able to select full price tickets in the same transaction if you want more tickets

b. If you want to use your two discounted tickets on separate days/times for a production (Example: one ticket for a Friday showing and one ticket for a Sunday showing) you will need to contact the box office as our system will only allow you to redeem the tickets for one show time

For any questions, please email boxoffice@viterbo.edu, call 608-796-3100, or stop by the box office, which is located on the first floor of the Fine Arts Center.

Visit www.viterbo.edu/fac for updated hours.