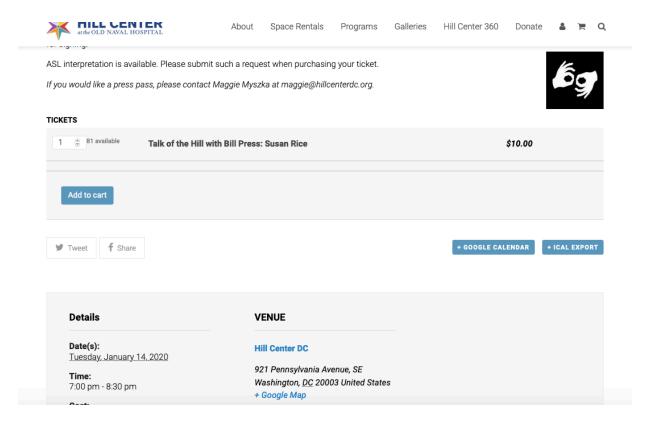


Hill Center Ticketing System Instructions

1. Navigate to the Hill Center program or event listing on our calendar. Click the blue "Register Here" button.

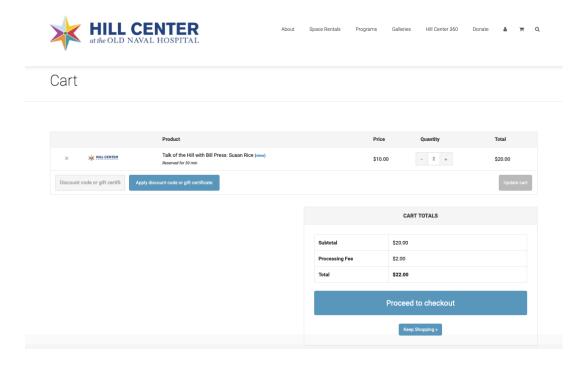


2. Select the number of tickets you'd like by using the up/down arrows. When done, click the blue "Add to cart" button.

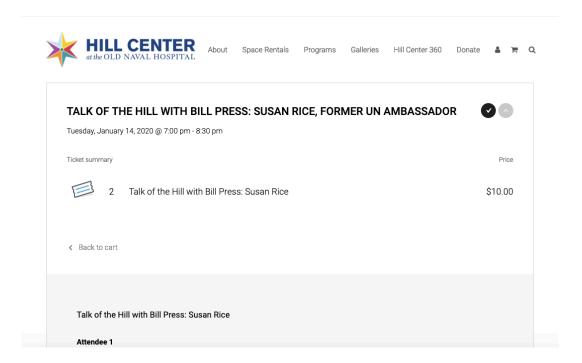


3. When tickets have been successfully added, you can either click the blue "Proceed to checkout" button, or continue looking at events by clicking on the blue "Keep Shopping" button or by clicking "Programs" at the top of the webpage. Note: If you continue to shop, repeat the process above until you are finished. You can click the shopping cart in the upper right hand corner of the screen to checkout anytime. Note you have 30 minutes to purchase tickets.

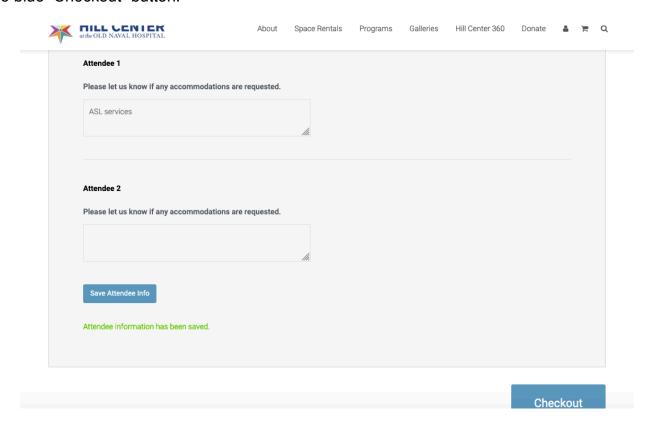
If you added the incorrect number of tickets, you may adjust the quantity in your cart using the -/+ buttons next to the Quantity of tickets in the cart.



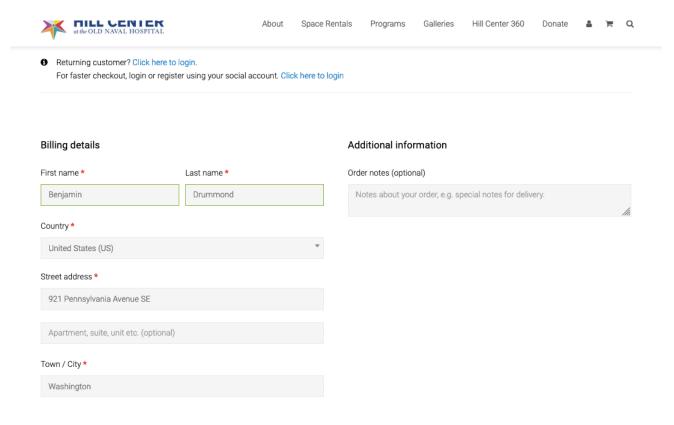
4. After clicking "Proceed to checkout," the next screen will ask if you would like any accommodations, such as ASL interpretation or a large print program handout.

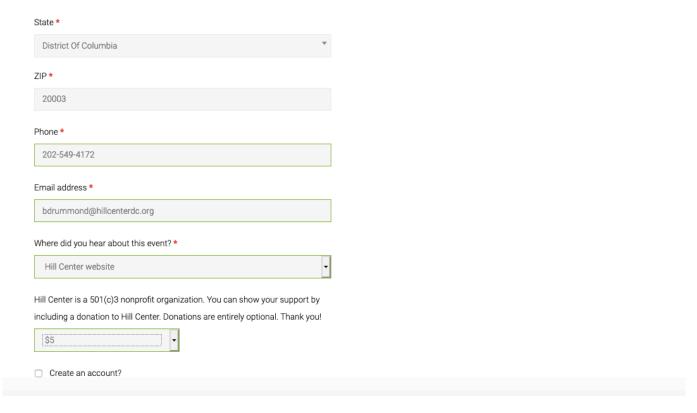


5. If no accommodations are needed, leave blank and hit the blue "Save Attendee Info" button. Then hit the blue "Checkout" button.



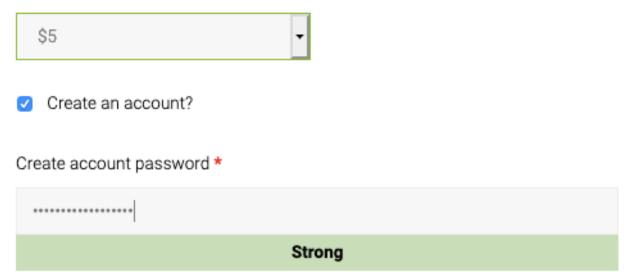
6. To check out, begin by filling out your billing details and let us know how you heard about the event. You also have an option to make a donation to Hill Center, which is a 501(c)3 nonprofit organization.





7. If you'd like to make an account with us to make checkout faster, as well as have access to all of your Hill Center information in one spot, click the box next to "Create an account?" and enter a unique password.

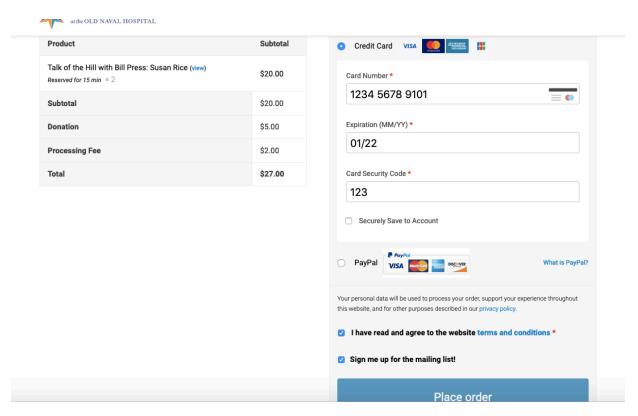
Hill Center is a 501(c)3 nonprofit organization. You can show your support by including a donation to Hill Center. Donations are entirely optional. Thank you!



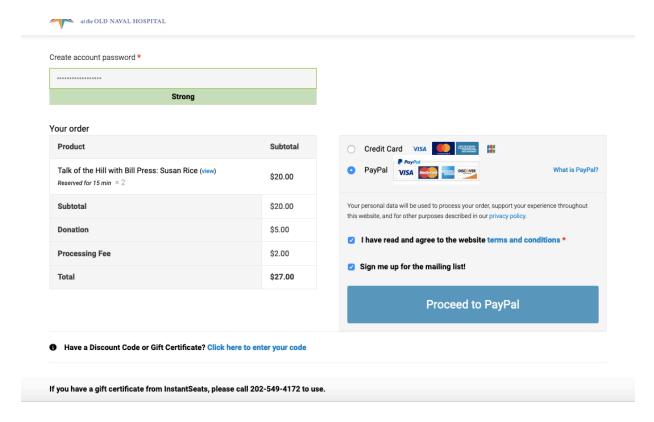
8. If you have a gift certificate or discount code, enter it in this set of boxes, which you'll find on the lower left of the webpage under the "Place Order" button.



9. Next, you pay for the tickets. You can securely enter your credit card information or use PayPal. To enter your credit card information, enter your credit card number, expiration, and security code. You must then click the box next to our "terms and conditions." You may sign up for our mailing list as well. Finally, click the blue "Place order" button. Check your email for your tickets and receipt.



8. If you choose to pay via PayPal, click the radial button next to PayPal, agree to our terms and conditions by checking the box, and (if you'd like to) opt into our mailing list. Then click "Proceed to PayPal" where you will be directed to finish your payment. Log in and continue to process through PayPal. Click on "Return to merchant" when you are finished to bring you back to Hill Center. Check your email for your tickets.



If you have any questions, please feel free to call us at (202) 549-4172 or email programs@hillcenterdc.org.