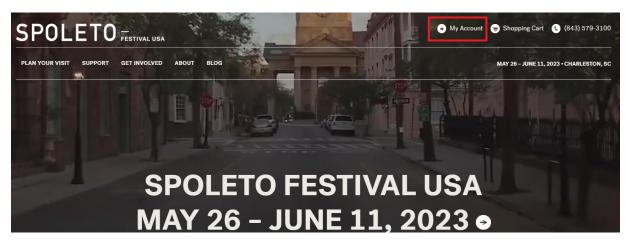
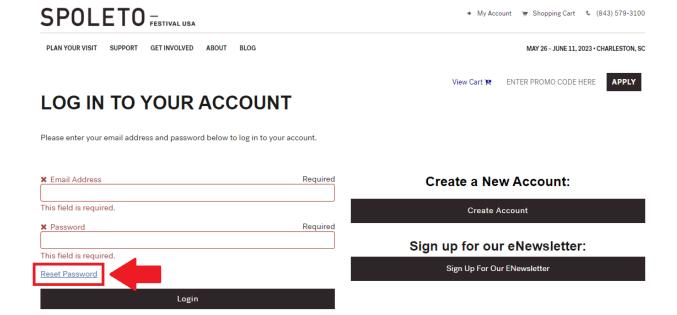
Redeeming Green & Black Badge Admission Tickets Online

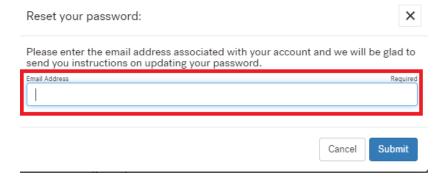
- 1. Check https://spoletousa.org/2024staff/ for performance availability.
- 2. Either you already have a spoletousa.org account or one has been created for you. If you do not remember your password or if this is your first time using your online account, you must reset your password to gain access. **Use the email address that received these instructions as your username.**
- 3. To reset your password, go to <u>spoletousa.org</u> and click "My Account" at the top right of the screen.



4. Click "Reset Password"



5. Enter your email address in the field and click Submit.



You will receive an email from boxoffice@spoletousa.org that looks like the image below. Click the text that says, "Click Here to Login Now" and follow the instructions to reset your password.

Forgotten Something?

A 'forgot password' request was made for your email address on our website.

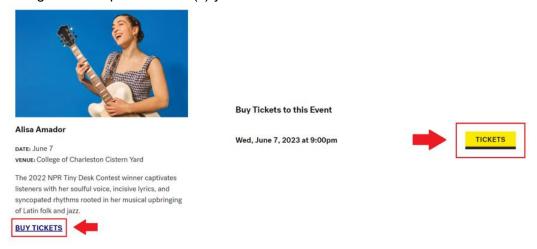
If you did not make this request, please contact boxoffice@spoletousa.org or call 843.579.3100.

If you did make this request, click the link below to log into your account:

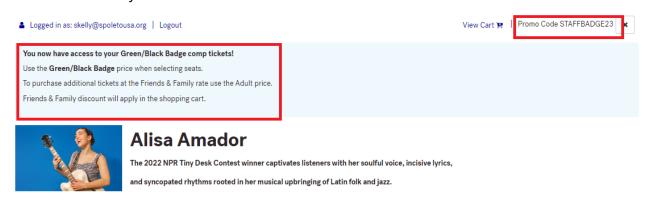
Click Here to Login Now

You only need to reset your password the first time you login! (Or if you forget your password)

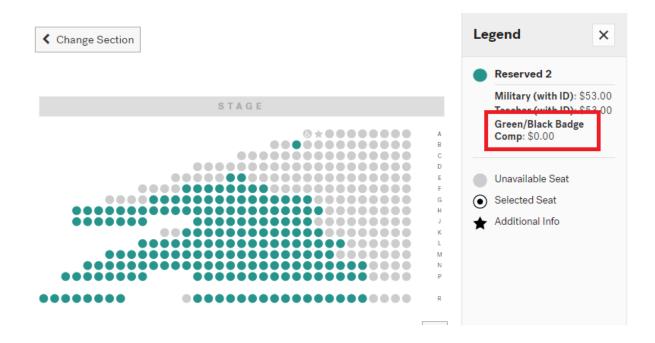
7. Navigate to the performance(s) you wish to reserve tickets for:



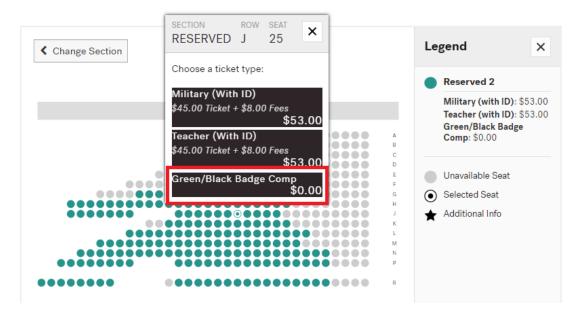
8. Enter the code **STAFFBADGE24**. A message will appear letting you know you have successfully entered the code:



9. Click on a section of the seat map to open it and select seats; you will see a Green/Black Badge Comp Price type with a price of \$0:



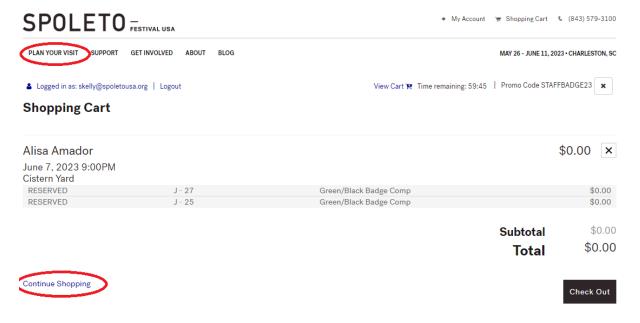
10. Click on the seat(s) that you want and choose the Green/Black Badge Comp type:



11. Once you have chosen your seats, click add to cart. The next screen is going to offer to sell you a clear bag (buy a bag) or click View Cart to continue to the shopping cart.

If you wish to add additional performances either click Continue Shopping at the bottom left or use the menu at the top left and click Plan Your Visit and then 2024 Performances.

When you are finished adding tickets to the cart click Check Out to complete the process.



Tickets will be emailed as a PDF attachment to the same email address that you used to login.