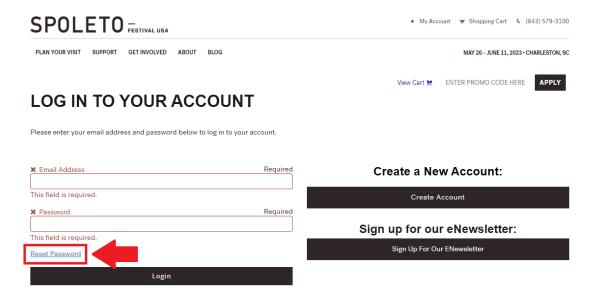
Redeeming Blue and Purple Badge Comp Tickets Online

- 1. Check https://spoletousa.org/2025staff/ for performance availability.
- 2. A spoletousa.org account has been created for you. The first time you log-in you must reset your password to gain access. Use the email address that received these instructions as your username.

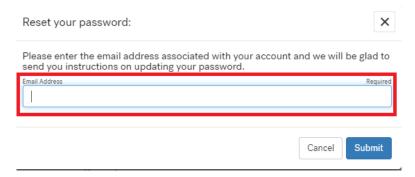
To reset your password, go to <u>spoletousa.org</u> and click "My Account" at the top right of the screen (for computer) or top left for cell phone/tablet.



3. Click "Reset Password"



4. Enter your email address in the pop-up window and click Submit.



5. 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.

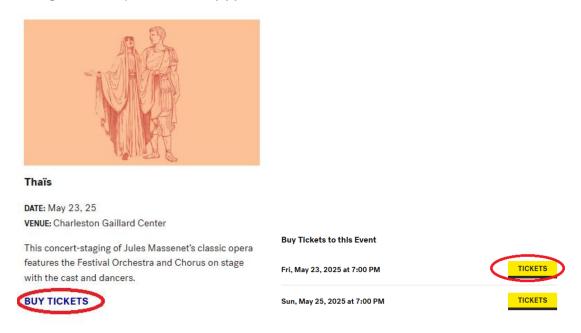
If you did make this request, click the link below to log into your account:

Click Here to Login Now

You only need to reset your password the first time you login!

(Unless you forget your password later)

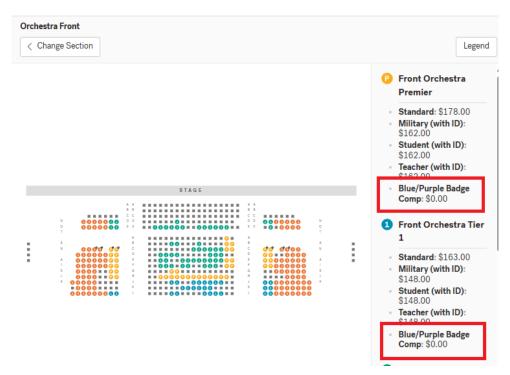
6. Navigate to the performance(s) you wish to reserve tickets to:



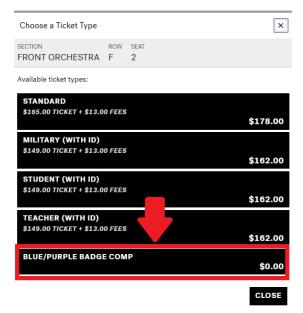
7. Enter the code **SPOTBADGE2025**. A message will appear letting you know you have successfully entered the code:



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

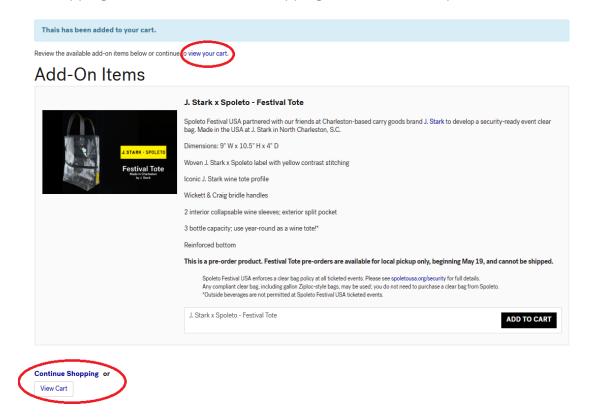


9. Click on the seat(s) that you want and choose the Blue/Purple Badge Comp price:

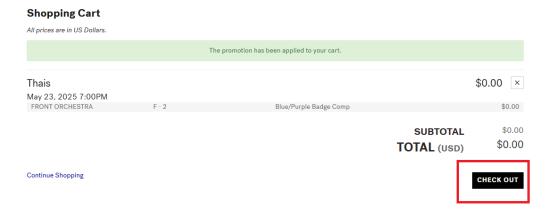


10. Once you have chosen your seats, click add to cart.

You will be taken to a page offering clear bags, click **view cart** to skip this and go to the shopping cart or click continue shopping to add additional performances.



When you are finished adding tickets to the cart click Check Out to complete the process – even if you only have comps in your cart.



Tickets will be emailed as a PDF attachment to the same email address that you used to login. Alternatively, you can access mobile tickets starting 24 hours before the performance by logging into your Spoleto account and navigating to the Upcoming Events page.