

## Instructions for making online payment for Arts Picnic Booth and Processing Fees

*NOTE: Because we are using the UCCC's ticketing software there are many things that will not apply to vendor payments.*

- Once you are on the ticketing website, please select your booth size and processing fee. (You must select and pay for both to complete your application process.) You will only select **one** processing fee no matter what size booth you select.
- Press Reserve Selected Tickets.

The screenshot shows the website's navigation menu with options like 'UPCOMING SHOWS', 'TICKETS', 'GIVE', 'ABOUT', and 'VENUE'. Below the menu, there are links for 'TICKETING HOME', 'MAKE DONATION', 'BECOME A MEMBER', and 'YOUR ACCOUNT'. A membership section is visible with a note: 'Members: Login | Get a Membership [membership activated instantly]'. Below this, there are social media sharing buttons for Twitter, Facebook, and Google+. The main content area is titled 'Arts Picnic' and 'Arts Picnic Vendor', with dates '07/27/2019 - 07/28/2019' and location 'Lincoln Park'. A table lists the available options:

Single Booth	\$110.00	-	1	+
Quadruple Booth	\$440.00	-	Quantity	+
Triple Booth	\$330.00	-	Quantity	+
Double Booth	\$220.00	-	Quantity	+
Processing Fee	\$11.00	-	1	+

At the bottom of the table, there are 'Back' and 'Reserve Selected Tickets' buttons. Annotations with arrows point to the '1' in the Single Booth quantity, the '1' in the Processing Fee quantity, and the 'Reserve Selected Tickets' button. To the right of the page, there are three callout boxes: 'Ignore - Membership is not needed for Arts Picnic Vendors.' (pointing to the membership section), 'Booth' (pointing to the Single Booth row), and 'Processing Fee' (pointing to the Processing Fee row). A fourth callout box, 'Reserve Tickets', is positioned below the 'Reserve Selected Tickets' button.

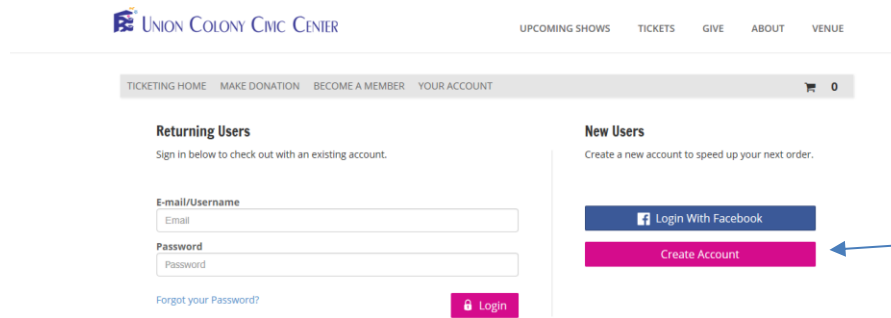
- Proceed to Checkout.

The screenshot shows the 'Shopping Cart' section. At the top, there is a membership notice: 'Everyone must have a ticket regardless of age. We encourage families to attend theatrical productions together; however, children under two are not permitted at most performances. Please contact the UCCC Ticket Office at 970-356-5000 for further information.' Below this, the cart contains two items:

Arts Picnic - Arts Picnic Vendor at Lincoln Park 07/26/2019 - 07/28/2019	General Admission Single Booth \$110.00	Proc. Fee: \$0.00 Ticket Total: \$110.00	remove
	General Admission Processing Fee \$11.00	Proc. Fee: \$0.00 Ticket Total: \$11.00	remove

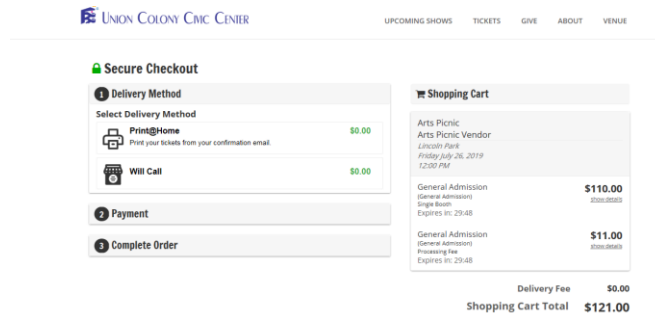
Below the cart items, there is a 'Possible Delivery Options for this Order:' section with 'Print@Home (\$0.00), Will Call (\$0.00)'. A '\*Ticket Fees Description' section shows 'Proc. Fee = Processing Fee'. At the bottom right, the total is displayed as '\$121.00'. A 'Proceed To Checkout' button is located at the bottom right of the page. Annotations with arrows point to the membership notice (labeled 'Does not apply to Arts Picnic') and the 'Proceed To Checkout' button (labeled 'Proceed to Checkout').

- Create Account.



Please create an account so that we can match your payment with your application.

- Secure Checkout.
  - Select Print@Home for Delivery Method. Although a ticket is not necessary, the system requires that you pick a delivery method to finish the order.
  - Enter Payment Method.
  - Complete Order.



- Before completing your order you will be asked if you would like to protect purchase. This is for ticket orders only so please **Decline Protection**.

Decline Protection

