

HOW TO REGISTER FOR AN EVENT

While you don't have to create an account if you don't want one more password to remember, creating an account with OvationTix, our new ticketing system, allows you to skip entering all of your contact info every time you register. For step by step instructions on how to create an account go to the [next page](#).

1. Visit go.rowan.edu/virtualperformance and if you already have an account, click "Login" at the top left corner of your screen to enter your password.
2. Whether or not you have logged in to your account, select the performance that you would like to register for by clicking "See This Event."
3. Click on the date you wish to register for on the calendar.
4. Select the time of the event that you wish to register for.
5. Select the number of attendees.
6. Click "Add tickets to cart."
7. Click "Checkout."
8. Fill out your first and last name (optional) and click "Submit" and then "Continue."
9. If logged into your account, check that your name, address, phone number, and email address are correct. If you are not logged in, enter your information into those fields. Once complete, the "Continue" button will activate, and you can click it.
10. Review your order, complete the Checkout Question(s), and click "Continue."
11. Designate whether or not you'd like to subscribe to the College of Performing Arts email list and/or TheatreMania.com (an OvationTix partner), check the box to agree to the terms and conditions, then click "Place Order."
12. You will then be able to view your receipt and will receive a confirmation email shortly.

CREATE AN ACCOUNT WITH US

We have a new ticketing system! While you may have created an account with us to purchase tickets in the past, we now encourage all patrons to create a new account with OvationTix, our new vendor. Creating an account will allow you to skip the step of entering all of your contact information each time you register for an event.

1. To begin, [click here](#).
2. Enter your email address, select “I am a new customer,” and click “continue.”
3. If you have already registered for a free event this semester with the email address you entered, OvationTix will recognize you and ask if you want a “create password” link sent to that address, otherwise follow the prompt and enter your personal information and create a password.
4. Be sure to opt-in to receive emails from us at the bottom of your screen!
5. Click continue & your account has been created!
6. Ready to register for an event? View our [season calendar](#) here and get step by step instructions on how to [register here](#).