

## Ticketing Help Page

The Barn Theatre's online Ticket buying process isn't the easiest or most intuitive to navigate - Some people have told us it can be confusing .

So this page is designed to help you, with step by step instructions:

1) Go to The Manor's Pubic Events Page at: [www.littleeastonmanor.co.uk/public-events](http://www.littleeastonmanor.co.uk/public-events)

Here you will see a long list of all the events at the Barn Theatre.

Scroll down the page until you see our 5 Performances, 12th to 15th November.

Find the Performance night (or matinee) you wish to buy tickets for, and click on "Buy Tickets"

2) The next page gives you details of that performance, Curtain up time etc... and also gives you the opportunity to look at the detailed DINNER Menu, if you have chosen one of the Dinner Theatre Nights (It does look delicious!).

Note that on this page, not all of the details are initially visible !

To see ALL of the details for the evening, including the Dinner menu (if applicable), there is a small, easy to miss link in pale green "Show More" which will open up the whole page with all the details, including the Dinner Menu.

Once you are happy, click the link at the bottom of the page "Select Tickets"

3) The next page shows you a map of the Theatre, with our 11 tables. Click the seats on the tables you wish to reserve.

This can be a little bit "fiddly" because the seats on the map are displayed quite small on the screen.

Note that if you are using a PC or tablet (iPad), you can select all the seats in one go - just click each one in turn. All the tickets/seats you have reserved will appear on the left hand side of the screen as you select them.

But if you are using a smartphone, you need to click each seat one at a time, clicking "Add To Basket" each time and, once you are happy, to view all the tickets you have bought click "View Basket" to check all the seats you have reserved on one screen.

Once you are happy with all the tickets and seats you have reserved, click "Checkout"

4) Now you'll see the "Add Your Details" page.

Fill in the boxes for your First Name, Last name, email address and phone number (You can use either Landline or Mobile number here, but Mobile would be best if you have one. Once you are happy, click "Continue"

5) Now you will see the "Ticket Details" page.

NOTE - IF YOU ARE BUYING A TICKET FOR ONE OF THE "NO DINNER - SHOW ONLY" NIGHTS, YOU WILL BYPASS THIS PAGE - SO GO STRAIGHT TO STEP 6 !

NOTE - IT'S POSSIBLE ALL YOU WILL SEE AT FIRST IS A BIG PICTURE OF THE GROUNDS OF THE MANOR! THIS IS BECAUSE YOU ARE AT THE BOTTOM OF THE PAGE - SCROLL UP THE PAGE TO GET TO THE TOP OF THE PAGE!

This is where you add the details for each seat in your party. Fill in the boxes for the First name, Last name, email address and telephone number for each seat - each member of your party.

Note there is a box you can click at the top "same as buyer details" which will automatically enter the same details you entered at the "Add your details page".

Fill in the boxes. You will see that here is where you also select from the dinner menu (if it's a Dinner Theatre night) for each member of your party.

You will see there is a box where you can let the Manor know of any allergies you or you party have. Note that if there are none, you MUST put "no" in this box - you cannot leave it empty.

Note that if there is more than one person in your party, there is a small (easy to miss!) link in pale green "next ticket", which you need to hit to do the same selections for each member of your party.

If you do not have the email addresses or telephone numbers of all the people in your party to hand, you can just use your own details - no problem.

Once you have entered all the details and menu selections for each of your party, and are happy with them, hit the "Continue" Button

6) Now you are on the (final) payment page. We think this is fairly self-explanatory - we've all done this many times before - just fill in your payment details and hit "Place order" at the bottom.

That's it - You're done! You'll of course receive an email confirming your order, with the tickets.

If anyone has any difficulty, please let us know by using the "contact" button on our website.

**WE VERY MUCH LOOK FORWARD TO SEEING YOU THERE!**