

**Tickets for the Mount Douglas Secondary School
Grad Recognition Ceremony, Thursday May 25, 2017,
will be distributed by the UVic Ticket Centre starting on
Tuesday, March 7 at 8:30 am.**

Ticket Limit: We have 254 graduating students and 978 seats at UVIC Auditorium. That works out to almost, but not quite, 4 tickets per grad. To make sure every family has an opportunity to get tickets, we cannot offer 4 tickets to everyone. In an attempt to accommodate as many family dynamics as possible, please read our ticketing distribution process carefully. NOTE: The graduating student does NOT need a ticket.

To ensure we have at **least** 3 seats for everyone, we will limit the purchase of 4 tickets to the first 200 families to purchase 4 tickets on March 7th. **If you will only need one, two or three tickets, we suggest you wait until March 8th to order yours so the families needing 4 tickets can get theirs on March 7th.** We have a process in place and there will be enough tickets for everyone, so do not worry.

Please ONLY purchase the number of tickets you will need, in order to allow as many families as possible to get the number of seats they require. After EVERY grad has had an opportunity to purchase tickets, we will inform by email if there are still seats available for extra purchase.

All tickets are \$5.00 each.

In order to receive your tickets you will be required to contact the UVic Ticket Centre to reserve tickets and book specific seat numbers. See info below.

This can be done **online, over the phone, or in person** on or after **March 7, 2016 at 8:30am**

- High volumes can be experienced on the first day of ticket sales.
- Limit in effect to ensure each student is guaranteed representation at the event.

Sales Information

Sales Date and Time: 7 March 2017 at 8:30am

Ticket Limit: 4 per student for first 200 students (pls book on Mar 7); 3 per student afterwards

Cost: \$5 each

Online Sales: tickets.uvic.ca

Telephone Sales: 250-721-8480

In Person Sales: UVic Ticket Centre, B103, University Centre Building, UVic

General Hours: Monday – Friday, 9:30am-4:00pm

****please note early opening for ticket sales****

Other Important Information

Additional Tickets: Not available at this time

Special Seating Requirements: Please call or visit the UVic Ticket Centre to purchase

Babies and Toddlers: Please note that all human beings must have a ticket, even babes-in-arms and toddlers, this seat must be included in your ticket limit.

Order fees:

- \$2.00 per order in-person and telephone sales
- \$3.00 per order on-line sales

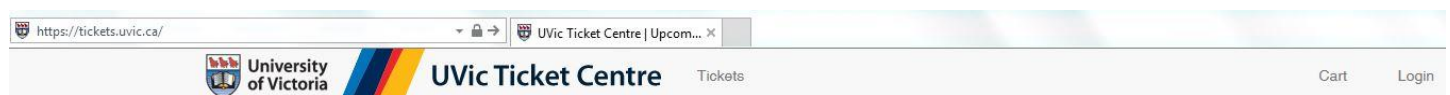
Parking: Can be purchased at any general lot meter, or in advance through:

<https://parking.uvic.ca>

Online Booking Instructions

Setup and Account and Purchase Tickets

- Go to tickets.uvic.ca
- Select “**Login**” at top right of page





- Select “**New Patron**”





Create a new account.

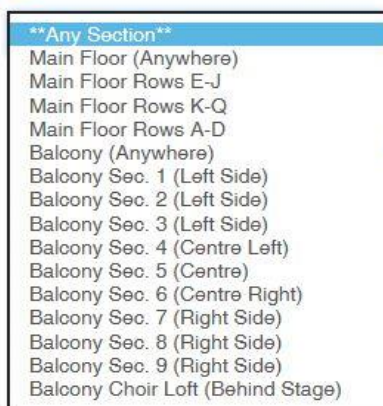
- The name of the patron must be the **name of the graduating student**, inputting an alternative name will result in a delay of ticket processing

- Enter all required information
- When finished select 
- Please read the “**Welcome to the UVic Ticket Centre Online Ticketing**” page
- When finished Select  at the top of the page to browse the web site,



- Find the correct event, date, and time from the Events List. Events are listed by ascending date order.
- Select  beside the event
- Use the drop down menu to select the section you wish to sit in. Your seat selection can be changed later on if needed.

 Where would you like to sit?



- Select the number of tickets needed, up to the ticket limit.
Please adhere to the ticket limit set by the school; exceeding the limit will result in a delay of ticket processing

 How many tickets do you want?



- Seating is assigned. Decide if you would like all seats together, or separated to get potentially better seating

3 Keep seats together or can they be separated?

☒ Keep My Seats Together ☐ My Seats Can be Separated

Choose Your Seats

- Next select The online ticketing system will auto-select the best available seats. Your currently chosen seats are highlighted in green

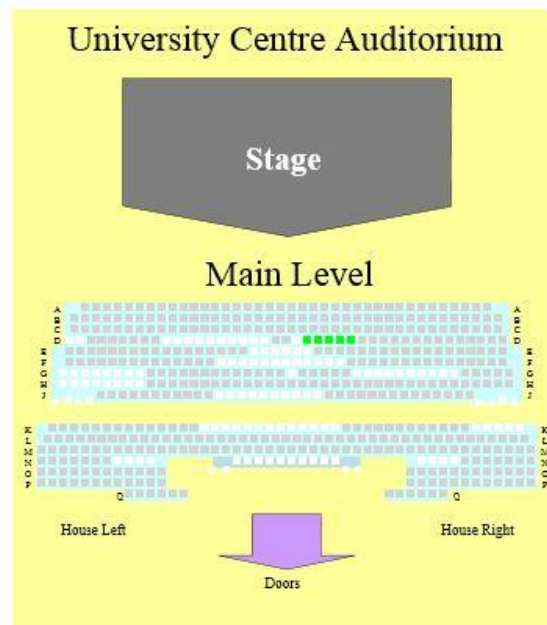


- If you would like different seats, click on the available seats (***solid grey squares***) that you would prefer. Your new choices of seats are highlighted in purple



Change to Newly Selected Seats

- Click to confirm this seating change



- Your newly chosen seats will be displayed in green
- When satisfied with your seating selection, **check the pricing** before adding your tickets to your shopping cart. Some graduation ceremonies have more than one price for tickets, which can be chosen with the pricing drop down menu

Section	Row	Seat	Seat Notes	Price Selection
Right Main-Door 2	D	23		Regular 3 No Cost Tickets \$0.00 ▼
Right Main-Door 2	D	24		Regular 3 No Cost Tickets \$0.00 ▼
Right Main-Door 2	D	25		Regular 3 No Cost Tickets \$0.00 ▼
Right Main-Door 2	D	26		Regular \$5 Tickets \$5.00 ▼
Right Main-Door 2	D	27		Regular \$5 Tickets \$5.00 ▼

Add Tickets to Shopping Cart

- When you have reviewed your seating selection and pricing, select
- Your Cart will automatically open with the tickets you have placed on hold. Confirm ticket information

Item	Qty	Description	Total	Remove
Tickets	1	GRAD SAMPLE on Monday July 31 2017 at 7:30 PM in the University Centre Farquhar Auditorium Right Main-Door 2 /D/23 Regular 3 No Cost Tickets	0.00	<input type="checkbox"/>
Tickets	1	Right Main-Door 2 /D/24 Regular 3 No Cost Tickets	0.00	
Tickets	1	Right Main-Door 2 /D/25 Regular 3 No Cost Tickets	0.00	
Tickets	1	Right Main-Door 2 /D/26 Regular \$5 Tickets	5.00	
Tickets	1	Right Main-Door 2 /D/27 Regular \$5 Tickets	5.00	
Fee		Order Internet Mailing 2015-16 (\$2.86)	3.00	
GRAND TOTAL (includes all applicable taxes)			\$13.00	Remove

[Remove](#)

- If you would like to choose different seats or pricing, click ☒ beside the order you would like to remove, confirm by pressing [Remove](#), then [Continue Shopping](#) to select other seats or prices

[Checkout & Pay](#)

- If you are ready to reserve the current tickets in your cart, select
- Enter required payment information
- “How did you hear about us?” select **“Family and Friends”**

How Did You
Hear About
Us?

E-Mail Notification
Family and Friends
Print Material
Radio/Television
Social Media

- If you did not create the online account in the student's name, please put their name in the comments to avoid delays in processing your order

Comments

any information pertinent to this order

- Select

[Continue to Step 2 of 3](#)

- Submit payment for authorization by selecting to charge the amount to your credit card

Charge \$13.00 CAD to my credit card NOW

- When your transaction has completed and your tickets are reserved, you will receive the following message confirming your order and order number, as well as a confirmation e-mail sent to the e-mail address used to create the online account

Step 3 of 3: Order 333752 Successful

- The confirmation e-mail will have the following subject line along with your order number

University Centre Thanks for your order (#333752)

- The confirmation e-mail does not contain your tickets; the Ticket Centre staff will be physically mailing all recognition ceremony tickets after checking all orders
- If you did not receive the confirmation message or confirmation e-mail your tickets have not been reserved. Please call the Ticket Centre if there are any issues with your order