

## RENEWAL INSTRUCTIONS

We recommend that you print this PDF for reference and ease of use.

### OFFERS PAGE

- You will see 1 Offer available to you. Underneath **2021-2022 Season**, click **ADD TO ORDER**.

### SHOPPING CART PAGE

- The shopping cart page allows you to see the performance day and time you are renewing, the price per seat, and your seat locations at each theatre. If you have changes you wish to make to your membership, please **DO NOT click on the red remove item**. There is a series of questions to answer before you check out if you wish to request alterations to your membership.
- Click **CONTINUE**

### ADDITIONAL INFORMATION PAGE

- Please complete this page by providing information regarding changes you may or may not wish to make to your membership.
- By checking **YES** on '**Renew my same seats?**', you are acknowledging you wish to remain in the same performance day, time, and seat locations as last season.
- Click **CONTINUE**

### DELIVERY METHOD PAGE

- Please check the box indicating how you wish to receive your membership tickets - via Download or via Standard Mail.
- Click **CONTINUE**

### PAYMENT PLAN

- Click on **CLICK HERE TO PAY IN INSTALLMENTS** if you wish to pay in three (3) monthly installments or six (6) monthly installments.
- Click on **CLICK HERE TO PAY IN FULL** if you wish to pay the full amount today.

### BILLING INFORMATION PAGE

- On this page, you may update your Contact and Address information. Please note your payment will be processed for the seat locations listed: any noted requests will be considered during the seating process before your tickets are delivered.
- Enter your payment information and click **BUY**.
- If you wish to store your payment information for future use, click the box next to "Save Payment Details."

## BroadwaySF Audience Services Memberships Department

All Members of the BroadwaySF Season have access to the BroadwaySF Audience Services Memberships Department, a team dedicated to taking care of the needs of our Members. The Memberships Department is available at [memberships@broadwaysf.com](mailto:memberships@broadwaysf.com) or by phone at 888-746-1799, option 2, Monday-Friday, Noon-4pm. If you need assistance at any other time, please email us and we'll get back to you as soon as possible.