

Tips for Broadway Subscription Online Ordering

To renew or subscribe to the 2022-23 Five-Show Broadway Series online, you must already have an online account or create an online account. Your account will be synched with our in-house system via the email address you used in setting up your online account. Once your account is set-up, and synched with our database, you will be able to purchase tickets online and renew/order your Broadway Subscription.

A series subscription includes one ticket to each of these **FIVE** shows: **BUDDY – The Buddy Holly Story, ON YOUR FEET!, BEAUTIFUL – The Carole King Musical, TOOTSIE, and Legally Blonde The Musical.**

At the time of subscription order, “new” subscribers will need to select First night or Second night:

- Performance #1 Night is First Night – Oct 11, Nov 4, Jan 11, Feb 27 and May 5
- Performance #2 Night is Second Night – Oct 12, Nov 5, Jan 12, Feb 28 and May 6

To “renew” your Broadway subscription online:

- Browse to tickets.clemenscenter.org
 - Click on LOGIN
- Enter your email address and password
 - Click on LOGIN
 - Your personalized Home Page will be displayed
- Click on SUBSCRIPTIONS at the top of the window
 - Your subscription(s) will be listed showing the seat location and amount
- Click on RENEW to continue
 - If you wish to request a Seat Change, you may do so in the message box
- Click RENEW SUBSCRIPTION to proceed to the payment screen
- Click CHECKOUT & PAY to complete your renewal
 - To apply any credits that you may have on your account, Click on REDEEM A PASS/GIFT CERTIFICATE on Step 1 of 3 of the checkout process

To order your “new” Broadway subscription online:

- Browse to tickets.clemenscenter.org
 - Click on LOGIN
- Enter your email address and password
 - Click on LOGIN
 - Your personalized Home Page will be displayed
- Click on SUBSCRIPTIONS at the top of the window
- Click on NEW SUBSCRIPTION to continue
 - On the left side of the screen, select PRF1 for the First performance night or PRF2 for the Second performance night
 - If there is a particular section you wish to sit in, select it from the pull-down menu
 - Select the number of subscriptions you wish to purchase
- Click on SUGGEST SOME SUBSCRIPTION SEATS
- Once you have selected your seats, click on ADD SUBSCRIPTION TO SHOPPING CART to proceed to the payment screen
- Click CHECKOUT & PAY to complete your order
 - To apply any credits that you may have on your account, Click on REDEEM A PASS/GIFT CERTIFICATE on Step 1 of 3 of the checkout process

To create an online account:

If we have your primary email address...

- Browse to tickets.clemenscenter.org
- Click on LOGIN
- Click on FORGOT MY PASSWORD
- Enter your email address
- Click on RESET PW AND EMAIL INSTRUCTIONS

An email will be sent to the address you used, with a link to “Connect and Enter a New Password”. You will then create a password and login to the system. *(Note: Depending on your e-mail system, it may be marked as spam so you may have to check your other mail folders.)*

If the email address is not in our system, you will not receive a reply. Please call us at 607-734-8191 or at 800-724-0159 during business hours and we will set your primary email address and then you can use the instructions above.

Questions? Contact the Box Office: Monday – Friday, 11:30 a.m. – 5:30 p.m. at 607-734-8191 or 800-724-0159