

## Tips for Broadway Subscription Online Ordering

To renew or subscribe to the 2024-25 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: **AIN'T TOO PROUD: THE LIFE AND TIMES OF THE TEMPTATIONS, SIX, THE ADDAMS FAMILY, CLUE and DEAR EVAN HANSEN.**

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

- Performance #1 Night is First Night – Sep 19, Nov 8, Jan 21, Mar 18 and Apr 21
- Performance #2 Night is Second Night – Sep 20, Nov 9, Jan 22, Mar 19 and Apr 22

### To “renew” your Broadway subscription online:

- Browse to [tickets.clemenscenter.org](https://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](https://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](http://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**