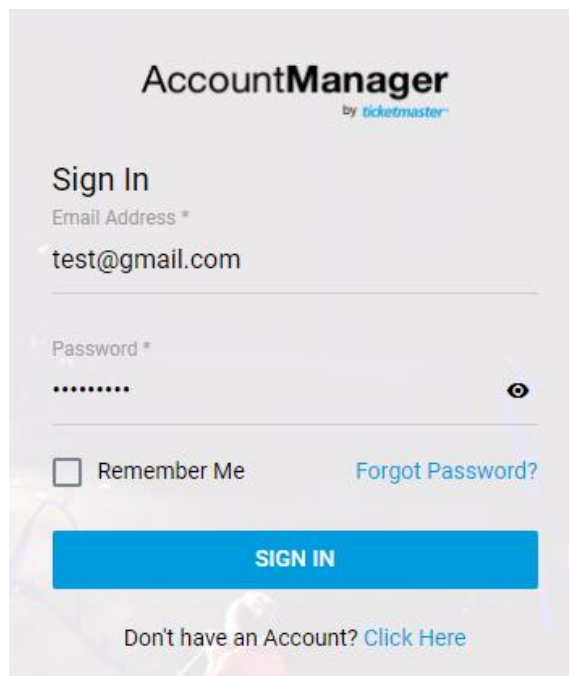


Account Manager Step-By-Step Buying Guide

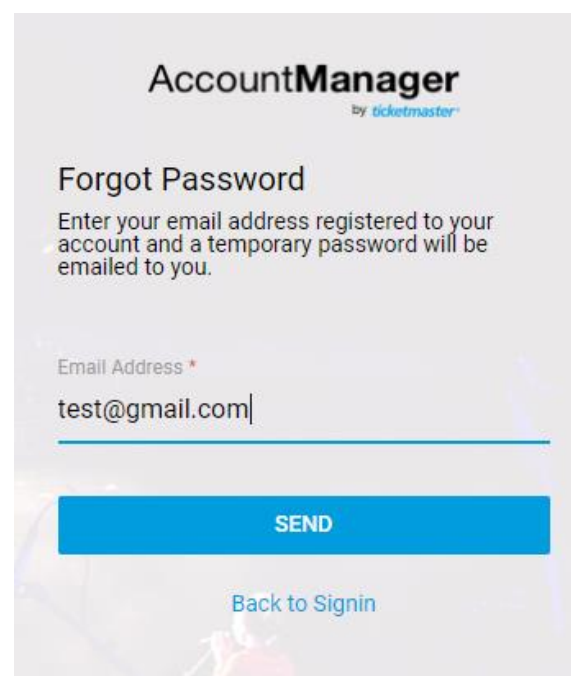
Step 1: Log into your account with your email and password to go to the home page.

Link to AccountManager: <https://am.ticketmaster.com/fwembassytheatre/>

If you are a current member, and have never logged into your AccountManager account, click “Forgot Your Password,” enter your email associated with your account and a link will be sent to your inbox. Click the link and change your password. Go back to the log-in page and sign in. Do **NOT** use, “Don’t have an Account.”



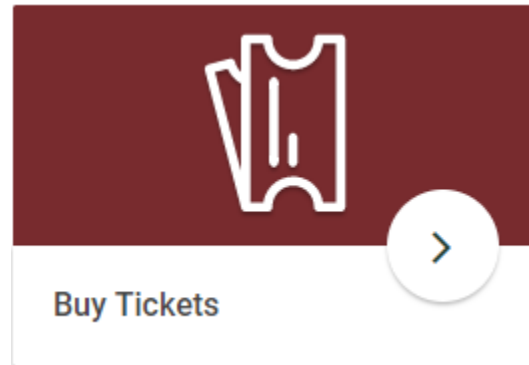
The screenshot shows the 'Sign In' page of the AccountManager interface. At the top, it says 'AccountManager by ticketmaster'. Below that is the 'Sign In' heading. There are two input fields: 'Email Address *' with the text 'test@gmail.com' and 'Password *' with a masked password '.....'. To the right of the password field is an eye icon. Below the fields are a 'Remember Me' checkbox and a 'Forgot Password?' link. A large blue 'SIGN IN' button is at the bottom. At the very bottom, there is a link: 'Don't have an Account? [Click Here](#)'.










The screenshot shows the 'Forgot Password' page of the AccountManager interface. At the top, it says 'AccountManager by ticketmaster'. Below that is the 'Forgot Password' heading. The text reads: 'Enter your email address registered to your account and a temporary password will be emailed to you.' There is one input field: 'Email Address *' with the text 'test@gmail.com'. A large blue 'SEND' button is at the bottom. Below the button is a link: '[Back to Signin](#)'.

If you are still having trouble logging in, call the Star Bank Box Office at the Embassy Theatre at 260.424.5665.

Step 2: On the home screen, there will be a “Buy Tickets” button. Click on the image. This will bring up the “Upcoming Events” window. This will display a list of shows and upcoming events.



Upcoming Events			Search Events Here	go
Event	Date & Time	Venue		
 Down the Line 12	Sat, Mar 3, 2018 7:00 PM	Embassy Theatre		continue
 In the Mood	Sun, Mar 11, 2018 3:00 PM	Embassy Theatre		continue
 NABBA Championships 2018	Fri, Apr 6, 2018 8:00 AM	Embassy Theatre		continue
 Ball State University Showcase	Sun, Apr 8, 2018 3:00 PM	Embassy Theatre		continue
 Frozen Sing Along	Sun, May 13, 2018 2:30 PM	Embassy Theatre		continue
 Wings	Sun, Jun 17, 2018 2:30 PM	Embassy Theatre		continue
 Independence Day	Fri, Jul 13, 2018 7:30 PM	Embassy Theatre		continue

Step 3: Select a show from the list you wish to attend. Click “continue.” This will populate an interactive map of the theater seating chart.

The screenshot shows the 'Select New Seats' interface. On the left, there is a 'Pricing Options' dropdown menu. Below it, the 'Price per Seat (USD)' is set to a range from 22.00 to 44.00, with a slider bar. The main area features a theater seating chart with sections labeled A through P. Sections A, B, C, and D are on the left, while E through P are on the right. A 'STAGE' is indicated on the far left, and 'BALCONY OVERHANG' is labeled at the top and bottom. A legend at the bottom indicates 'Available' (blue), 'Also Available' (light blue), and 'Not Available' (gray). The bottom of the interface shows 'Selected Seats* (0) | Show Details -' and a 'SUBTOTAL: \$0.00'.

Step 4: Use the interactive seat map to select your desired seats. You can zoom in to see the row and seat numbers in each section of the theater. Hovering over a seat will show the price, section, row and seat number. Open seats are colored blue. Unavailable seats are gray. Click the seat to add it to your cart and begin the checkout process.

The screenshot shows a zoomed-in view of the theater seating chart. The focus is on section C, row AA. Two seats, 6 and 7, are highlighted in orange, indicating they are selected. The interface includes a zoom control on the right and a legend at the bottom. The bottom of the interface shows 'Selected Seats* (2) | Hide Details -' and a table of selected seats.

Section	Row	Seat	Type	Cost	Remove All
SECC	AA	6	Adult	\$34.00	Remove
SECC	AA	7	Adult	\$34.00	Remove

SUBTOTAL: \$68.00

*If you'd like another item, [search again](#). [add to cart](#)

Please note for general admission events, there will be no seat map. Select how many tickets you want in the drop down. Search for tickets, then add to cart.

Search for Tickets

1. Select number of tickets

Ticket

2. Select your section

Best Available

Adult Ticket \$10.00

Note: Tickets may not be available in all price levels and sections.

Ticket Results

Below are the available seats that best match your search. Please note that any applicable fees will be displayed in the cart.

Location	Type	Price	Total	
Section GA1 Row GA0 Seat 37 - 38	Ticket	2 x \$10.00	\$20.00	<input type="button" value="add to cart"/>

Note: Please ignore row and seat numbers for general admission events. Feel free to sit wherever you would like.

Step 5: Now the tickets are in your cart. You will need to click the drop-down arrow and select delivery type. You will chose between mailing or picking them up at Will Call.

Cart Items

item	details	type	price	total
The Sound of Music Wed, Jan 17, 2018 7:30 PM Embassy Theatre	Section SECB Row Z Seat 3 - 4	Adult	2 x \$53.00	\$106.00

Select Delivery Select Delivery Method

Mobile Entry change seats | remove

Cost Summary

Item Total	\$106.00
Delivery Total	\$0.00
Fee Total	\$0.00
Total Amount	USD 106.00

[continue shopping](#) [checkout](#)

Your order will expire in
19:06

Cost Summary

Item Total	106.00
Delivery Total	0.00
Fee Total	0.00
Total Amount	USD 106.00

[checkout](#)

[continue shopping](#)

Note there is a timer on the left side of the screen. It will appear when viewing the tickets in your cart. It will reappear during checkout. If the timer ever runs out, the seats will be released and made available again.

Step 6: You are almost done! Now you will enter your credit or debit card information. All text boxes must be filled in order to review and submit payment. Click “next step” to review your order. Click “submit order” and then the purchase is complete

Pay in Full

step 1: payment information step 2: review and submit

Test Text box - Checkout (payment section) 3

Payment Option:

▼ Add a New Card

Please enter the first and last name, street address and zip or postal code exactly as it appears on your credit card statement.

* = Required

First Name *

Last Name *

Address *

Postal / Zip Code *

Card Type *

Card Number *

Expiration Date *

Store my credit/debit card and billing information for future use on My Embassy Theatre Account Manager. What is the benefit?

Total Amount
\$106.00

next step

Note: if you check the box at the very bottom, your card information will be stored in your account. This will speed-up the process on your next purchase, if you chose to do so.

The tickets are now in your account. Your tickets will be available for pick-up at the Box Office, or they will be mailed to you in a few days. Remember, you can always call the box office for tickets Monday through Friday from 10 a.m. to 6 p.m. if you are unable to complete the transaction.