<u>IMPORTANT!! PLEASE READ ALL INFO ON THIS PAGE!!</u>

MELISSA HOFFMAN DANCE CENTER

<u>INSTRUCTIONS FOR TICKET ORDERING</u>

You will need to set up an account first prior to being able to order tickets. It is HIGHLY suggested that you do this sometime prior to Sunday May 15 when tickets go on sale. To do this, go to our direct link http://www.recitaltix.com/tixmhdc051 (or their main website at www.recitaltix.com and enter MHDC in the studio identifier textbox), or click the link on our website www.mhdancecenter.com (AVAILABLE MAY 1).

Once on the website, click on "login" on top right hand tab to create your account or sign in. Then click "continue" at the bottom. Follow the prompts from there to complete account set up.

On the day of the sale, simply log in to your account and follow the directions for reserving your tickets. Be sure you are choosing seats for the correct show – tickets **CANNOT** be returned or exchanged. If you are unsure which show your child is in, please refer to our website (mhdancecenter.com) – click "recital 2016 tab" then "recital assignments". **You will have 5 minutes to complete your purchase.** If you need tickets for more than one show, simply click on the next show desired once you have added seats for your first show.

Sales for recital tickets will begin on Sunday May 15th at 12:00pm. You may log in to your account prior to this, but will not be able to reserve seats until 12:00. **The reservation code you will use is MHDC16.** There is a convenience charge per ticket of 90 cents. This is a fee that is charged by recitaltix.com to us. Be sure to print out your reservation and bring to the studio to pay and pick up your tickets – they will be ready here for you. As a reminder – we accept CASH AND CHECKS ONLY for ticket purchases.

If you are in need of a handicap seat for a wheelchair, please contact the office as soon as possible. I have limited wheelchair accessible locations.

If you have any questions, please feel free to contact the office at 603-886-7909, or email us at mhdcdance@comcast.net.