



****IMPORTANT! PLEASE READ ALL INFO ON THIS PAGE!***

**MELISSA HOFFMAN DANCE CENTER
INSTRUCTIONS FOR TICKET ORDERING 2019**

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 5th 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 text box), or click the link on our website: mhdancecenter.com .

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 right 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 2019” then “Class show assignments”. **You will have 10 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 5th at 4:00pm. You may log in to your account prior to this, but will not be able to reserve seats until 4:00. **The reservation code you will use is 19MHDC.** There is a convenience charge per ticket of 90 cents. This is a fee that is charged by recitaltix.com to us. **There is a ticket maximum of 8 per transaction.** The reservation code is multi-use so you are able to go back in and purchase additional tickets if needed. ****NEW THIS YEAR!** You will be able to choose whether to pay by cash/check or credit card. If you choose to pay by credit card, you will complete your transaction online through PayPal and be able to print out your tickets once complete. If you choose to pay by cash or check, you will need to print out your reservation and bring to the studio office to pay (just like last year). Once paid, we will have your tickets released and you will then receive an email instructing you how to print them out. Any cash/check transactions need to be paid within 7 days of reserving.

If you are in need of a handicap seat for a wheelchair, please contact Michele at the office as soon as possible, but no later than April 30th. There are limited wheelchair accessible locations.

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