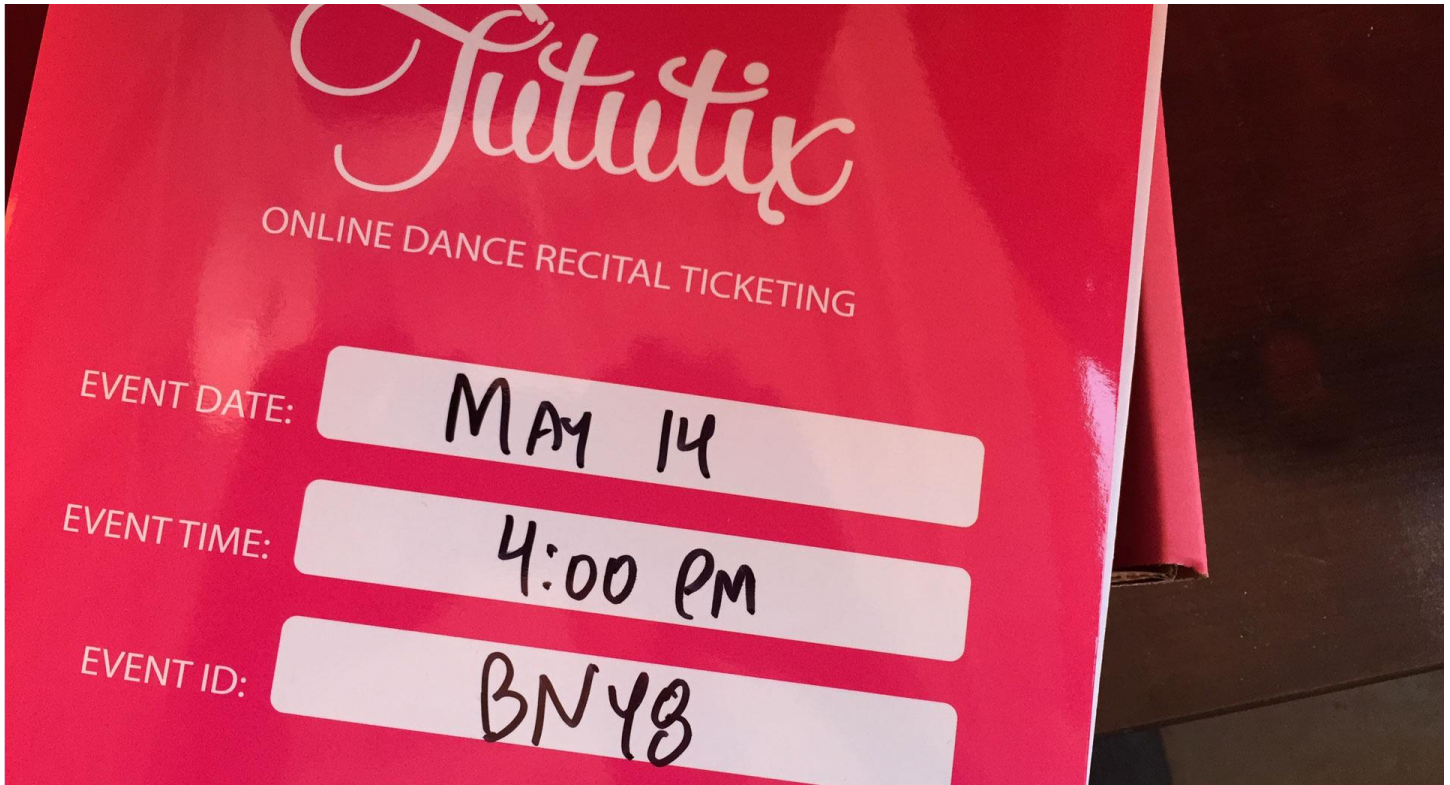


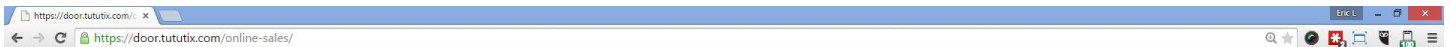
## How to Get a Seating Chart and Order List for any event

To get a seating chart or order list for any event, please first locate the four character event ID on the pink event folder.

Be sure you've chosen the code corresponding to the correct date and time.



Next, go to **door.tutuTix.com** and enter his code on the first screen, then press enter.



## Lets Get Started



Hello, and welcome to TutuTix! To begin, locate the Event ID on the front of the pink folder and enter it below.

ENTER

The next screen you see will see some event information and a button at the bottom to email your seating chart and order list. Press this button, enter your email address, and the chart and order list will be on its way to you shortly.

https://door.tututix.com/online-sales/

# Selling Strong

Great! You entered the information for this event :

Event ID:	BNY8
Venue:	Ventura College PAC
Title:	Spring Performance 2015
Date:	Thursday, May 14, 2015
Time:	4:00 PM

TutuTix online and call center sales are **ACTIVE** for this event.

To keep the process of buying tickets convenient for your patrons, TutuTix reserves some ticket inventory for sale online and through our call center leading up to your event. Those tickets are in your event folder, in the **STOP** envelope.

9 out of 34 of the tickets in that envelope have been sold for this event.

Click the **EMAIL SEATING CHART** button to have your current sales remain online and your current seating chart mailed to you.

Click the **TURN OFF ONLINE SALES** button to turn off Tututix call center and online sales. This should be done if you wish to sell the tickets in the **STOP** envelope at the door.

**EMAIL SEATING CHART** **TURN OFF ONLINE SALES** **ANOTHER EVENT**

https://door.tututix.com/online-sales/

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Great! You entered the information for this event :

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**EMAIL SEATING CHART** **TURN OFF ONLINE SALES** **ANOTHER EVENT**

### Send Chart & Order List

Enter your email below and we will send you a copy of your seating chart & order list.

**SEND** **CANCEL**

Please note that these charts and lists are snapshots, and should not be considered final until TutuTix online sales have ended.