



# Normanhurst Uniting Church Musical Society

C/- Normanhurst Uniting Church, Buckingham Avenue  
Normanhurst NSW 2076

www.nucms.org

## How Use Our On-Line Box Office

### 1. Log in or create an account

Login here

Set up a new account

Enter your username and password

### 2. Select performance and seats

Select the performance

Select your seats

Select the Ticket Type



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### 3. You can alter the selection for concessions card holders and children

The screenshot shows the checkout page for 'A Midsummer Night's Dream' at Normanhurst Uniting Church. The page includes a navigation bar with 'VIEW ORDER', 'CHECKOUT HERE', '3 SEATS', and 'LOGOFF'. The breadcrumb trail is 'Home > Tickets > A Midsummer Night's Dream > Seat A10'. The main content area displays the show title, venue, and time. A ticket image is shown with the seat number 'A10'. The price is \$0.00. There are radio buttons for 'No Discount', 'Concession (\$5.00)', and 'Child (\$15.00)'. The 'Child' option is selected. A pink bar indicates 'School-age children under 18'. The total price is \$15.00. There are 'CONTINUE SHOPPING' and 'UPDATE ORDER' buttons. A 'TICKET ORDER' section on the left lists the items in the cart: 'Seat A10' (\$15.00), 'Friday 10th May 8pm' (\$30.00), 'Seat A12 [10-May-8pm]' (\$30.00), 'Friday 10th May 8pm' (\$30.00), and '3 Seats' (\$75.00). A 'CHECKOUT' button is at the bottom left. A blue speech bubble points to the 'Seat A10' link in the cart with the text 'Select the seat to apply discounts'. Another blue speech bubble points to the 'Child (\$15.00)' option with the text 'Make sure you update the order'.

### 4. Checkout – any discount will be automatically applied

The screenshot shows the checkout page with the breadcrumb trail 'Home > Tickets > Checkout > delivery method'. The 'DISCOUNTS' section is active, showing a 'Group Discount' of '\$-5.00' per ticket. The 'COMMENTS' section has a checkbox for 'Add Comments About Your Order' and a 'Continue Checkout Procedure' button. A progress bar at the bottom shows 'Delivery Information', 'Payment Information', 'Confirmation', and 'Finished!'. A blue speech bubble points to the 'Add Comments About Your Order' checkbox with the text 'Need to tell us something? Tick the box the open a text field.' The 'TICKET ORDER' section on the left shows the cart items: 'Friday 10th May 8pm' (\$30.00), 'Seat A12 [10-May-8pm]' (\$30.00), and '3 Seats' (\$30.00). A 'CHECKOUT' button is at the bottom left.



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## 5. Checkout – Select payment method

VIEW ORDER CHECKOUT HERE SEATS LOGOFF

Home » Tickets » Checkout » Payment Method Welcome back Alan - My Account

OUR SHOWS

- Friday 25th Oct 8pm
- Saturday 26th Oct 2pm
- Saturday 26th Oct 8pm
- Saturday 2nd Nov 2pm
- Saturday 2nd Nov 8pm
- Friday 8th Nov 8pm
- Saturday 9th Nov 2pm
- Saturday 9th Nov 8pm
- Demo Heading

TICKET ORDER

Click the ticket number link below for discount options

Your cart expires in 01:55

Demo Heading \$30.00

Seat A22 (Demo)

1 Seat \$30.00

CHECKOUT

PAYMENT METHOD

Please select the preferred payment method to use on this order. Please Select

Paypal / Credit Cards

Cheque in Advance

COMMENTS

Add Comments to your Order

Continue Checkout Procedure to confirm this order. CONTINUE

Delivery Information Payment Information Confirmation Finished!

## 6. Checkout – check your order

VIEW ORDER CHECKOUT HERE SEATS LOGOFF

Home » Tickets » Checkout » Confirmation Welcome back Alan - My Account

OUR SHOWS

- Friday 25th Oct 8pm
- Saturday 26th Oct 2pm
- Saturday 26th Oct 8pm
- Saturday 2nd Nov 2pm
- Saturday 2nd Nov 8pm
- Friday 8th Nov 8pm
- Saturday 9th Nov 2pm
- Saturday 9th Nov 8pm
- Demo Heading

TICKET ORDER

Click the ticket number link below for discount options

Your cart expires in 00:53

Demo Heading \$30.00

Seat A22 (Demo)

1 Seat \$30.00

CHECKOUT

ORDER CONFIRMATION

Transaction Security : To ensure this transaction is more secure, we have logged your unique computer address: 124.171.22.65

Discount (Edit) Group Discount (Per Ticket) \$-5.00

Items (Edit) 1 x (Demo) Seat A22 \$30.00

Demo Name Normanhurst Uniting Church DEMO DATE 8:00pm

Billing Information

Billing Address (Edit) Alan Smithey Over The Rainbow Somewhere, 0000 NSW, Australia

Payment Method (Edit) Paypal / Credit Cards

SubTotal: \$30.00 Total: \$25.00 Group Discount (Per Ticket \$-5.00): \$-5.00

Don't forget to check for discount. Some seats have discount options

CONFIRM ORDER

Delivery Information Payment Information Confirmation Finished!

## 7. Checkout – pay using PayPal

### Normanhurst Uniting Church Musical Society

Your order summary

Descriptions	Amount
NUCMS Box Office	\$75.00
Item number:16	
Item price: \$75.00	
Quantity:1	
<b>Item total</b>	<b>\$75.00</b>
<b>Total \$75.00 AUD</b>	

Choose a way to pay

Pay with my PayPal account Log in to your account to complete the purchase

Pay with a credit or debit card (Optional) Sign up to PayPal to make your next checkout faster

Country: Australia

Card number: [input]

Payment Types: VISA, MasterCard, Discover

Expiry date: mm / yy [input] / [input]

CVV: [input]

What is this?

Please enter your full legal name

**IMPORTANT.** You must click the link to return to the NUCMS website to complete the booking.



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## 8. Print Your Tickets

VIEW ORDER CHECKOUT HERE SEATS LOGOFF

Home > Tickets > My Account Welcome back Alan - My Account

### OUR SHOWS

- Friday 10th May 8pm
- Saturday 11th May 2pm
- Saturday 11th May 8pm
- Saturday 18th May 2pm
- Saturday 18th May 8pm
- Friday 24th May 8pm
- Saturday 25th May 2pm
- Saturday 25th May 8pm

### TICKET ORDER

0 Seats \$0.00

### MY ACCOUNT INFORMATION

**Current Purchases**

Ticket	Seat A10	\$0.00	<a href="#">VIEW</a>
Ticket	Seat A11	\$0.00	<a href="#">VIEW</a>
Ticket	Seat A12	\$0.00	<a href="#">VIEW</a>

[Show All](#)

**Order History**

27-02-2013 #17	Alan Smithey, Australia	Delivered	\$0.00	<a href="#">VIEW</a>
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[\(show all orders\)](#)

**Personal Details**

- View or change my account information.
- View or change entries in my address book.
- Change my account password.

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### OUR SHOWS

- Friday 10th May 8pm
- Saturday 11th May 2pm
- Saturday 11th May 8pm
- Saturday 18th May 2pm
- Saturday 18th May 8pm
- Friday 24th May 8pm
- Saturday 25th May 2pm
- Saturday 25th May 8pm

### TICKET ORDER

0 Seats \$0.00

### ORDER INFORMATION

**Order #17 (Delivered)**  
Order Date: 27-02-2013 Order Total: \$0.00

**Delivery Address**  
Alan Smithey  
Over The Rainbow  
Somewhere, 0000  
New South Wales, Australia

**Items**

1 X Seat A10, 10-May-8pm	A Midsummer Night's Dream - Normanhurst Uniting Church	Friday 10th May 8:00pm	\$0.00
1 X Seat A11, 10-May-8pm	A Midsummer Night's Dream - Normanhurst Uniting Church	Friday 10th May 8:00pm	\$0.00
1 X Seat A12, 10-May-8pm	A Midsummer Night's Dream - Normanhurst Uniting Church	Friday 10th May 8:00pm	\$0.00

**PDF Seat Tickets For Printing**

To download and print your PDF seat tickets, click [here](#)

**GET TICKETS HERE**  
[Get Adobe Reader HERE](#)

**Billing Information**

**Billing Address**  
Alan Smithey  
Over The Rainbow  
Somewhere, 0000  
New South Wales, Australia

**Payment Method**  
Free event

**Order History**

Order Date:	Payment Status	Details
27-02-2013	Delivered	

**Customer IP address**  
27.100.1.2

[BACK](#) [ORDER PRINTABLE](#)

Login to your account

View your order

Print your tickets