

## Online Bard Flex and Season Pack Booking

1. Go to [bardonthebeach.org](http://bardonthebeach.org)
2. Click "Patron Login" on the top right hand side of the screen.
3. Log in using your name and password. If you need to reset your password you can do so by clicking the "Reset" button.
4. Scroll to "What's On" in the upper left of the screen, and select the performance you would like to book from the dropdown.
5. Select the production and performance that you would like to book using your vouchers.
6. Select the seat that you would like to book on the map. Click "Continue."
7. Select "Bard Voucher" from the dropdown when asked to select your type of tickets. The vouchers will not apply if you do not select the "Bard Voucher" ticket type. Click "Continue." **\*Please note that a price will appear for your "Bard Voucher" tickets, the discount will apply on the next screen.**

[Change My Seats](#)

Area	Seat	Type	Delete
Howard Family Stage	B33	Bard Voucher - \$61.00	<input type="checkbox"/>
Howard Family Stage	B34	Regular - \$61.00 Regular - \$61.00 <b>Bard Voucher - \$61.00</b> Youth (Age 6-22) - \$32.00	<input type="checkbox"/>

[Continue](#)

8. If you wish to book another production click "What's On" in the upper left of the screen, and repeat steps 4-7.
9. Your cart should show the tickets that you booked using the voucher option as \$0.00. Take a moment to confirm that the correct tickets have been discounted, while any additional tickets will appear at regular price. Click "Checkout."
10. Your tickets will be set to the "Leave my Tickets at the Box Office" delivery method. Please note that this is required so Bard can complete processing your order. **We will email you your tickets when the order is fully processed.** Click "Continue."
11. Check that your order is correct one last time, click "Confirm" to complete your order.
12. One final step is required for the Bard Box Office to apply the value of your vouchers to your ticket order. This will be complete within one business day of your transaction. Your tickets will be emailed to you at that time.