

## LAKE MICHIGAN COLLEGE MENDEL CENTER 2023-2024 SEASON SERIES TICKET PACKAGE PRE-SALE ORDERING INSTRUCTIONS

Thank you for planning to join us for what will be a great season of entertainment and speakers. Because you are eligible to participate in the series ticket package pre-sale, there are a few extra steps for ordering online. But don't worry, we have everything mapped out for you below.

**If you purchase different quantities of tickets to different events within your series package, the system will not automatically apply the discount to all tickets. Rather than ordering online in this instance, please call the box office at 269-927-8700, option 1, to have your order manually processed for the correct discount.**

### STEP 1 – Login to your account

1. Go to [www.TheMendelCenter.com](http://www.TheMendelCenter.com).
2. Select the “My Account” link in the upper right corner of the home page.
3. Enter your email address and password on the “Login” screen. Use the email address associated with the email you received Mon., June 26 from the LMC Mendel Center.

**STEP 2 (Optional) – Donate \$100+ for a 15% discount off eligible events in your series ticket package; otherwise, you will receive the 10% series discount off eligible events. If you do not wish to donate or have already done so since June 1, skip to STEP 3.**

1. Go to the “Support Us” link at the top of the screen and select “Contribute” (On mobile, find this in the “Menu” button in the grey bar under the header.)
2. Select the fund to which you want your gift directed.
3. Follow the instructions on the “Donate” page and select “Add to Cart.”
4. On the “Cart” page, select “Checkout” and follow the instructions to complete your donation. You must complete your donation first in a separate transaction before purchasing your tickets for the 15% discount to be applied.

### STEP 3 – Order your series ticket package

1. Select the “Tickets” button in the upper right corner of the screen (On mobile, in the center of the header).
2. Select your first event from those shown and click the “Buy Tickets” button.
3. Select your seats or Club Mendel; click the “Continue” button.
4. On the “Book more and save!” page, select your next event; repeat steps 2 – 4.
5. After the third event is added, you will automatically be directed to the “Cart” page.
6. If you are finished with your order, select “Checkout” and follow the instructions to complete your transaction.
7. If you wish to add more than 3 events, select the “Tickets” button at the top of the, select your next event, select your seats. Repeat as needed.
8. When you have added all your desired events to your “Cart,” select “Checkout” and follow the instructions to complete your ticket purchase. Your 10% or 15% discount will be automatically applied.