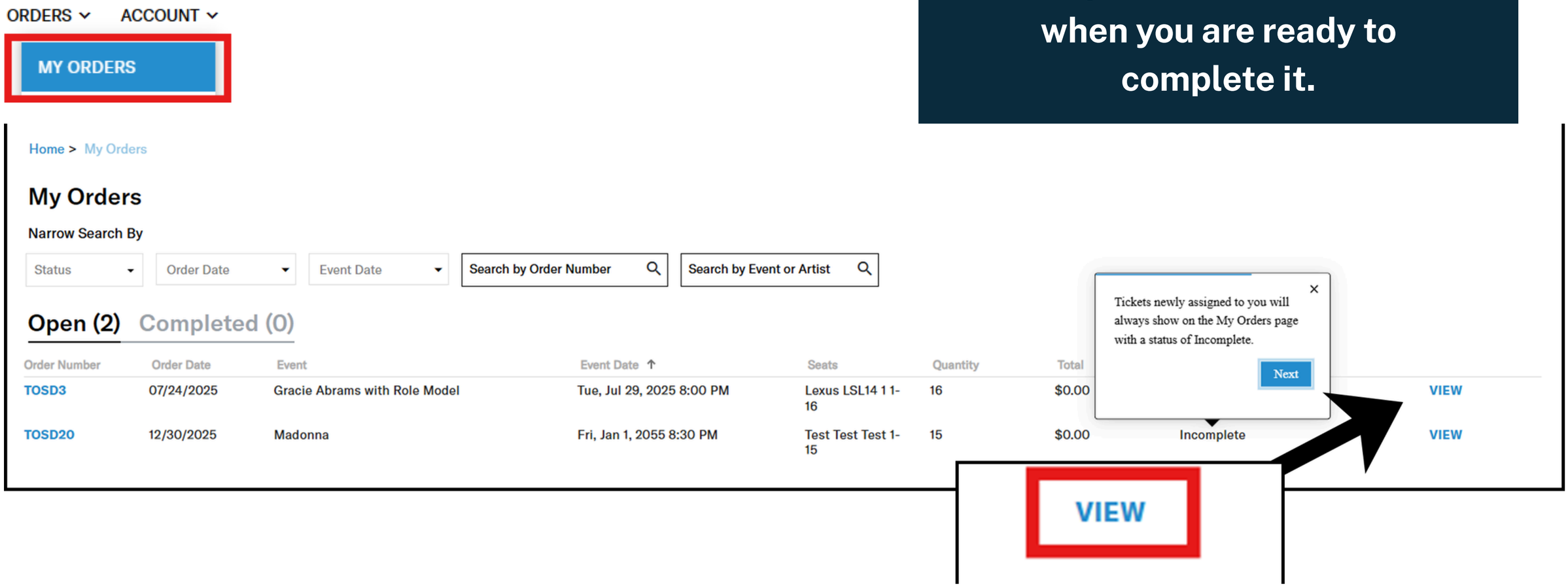
How to Complete An Order

TICKETOS

Open the Incomplete Order

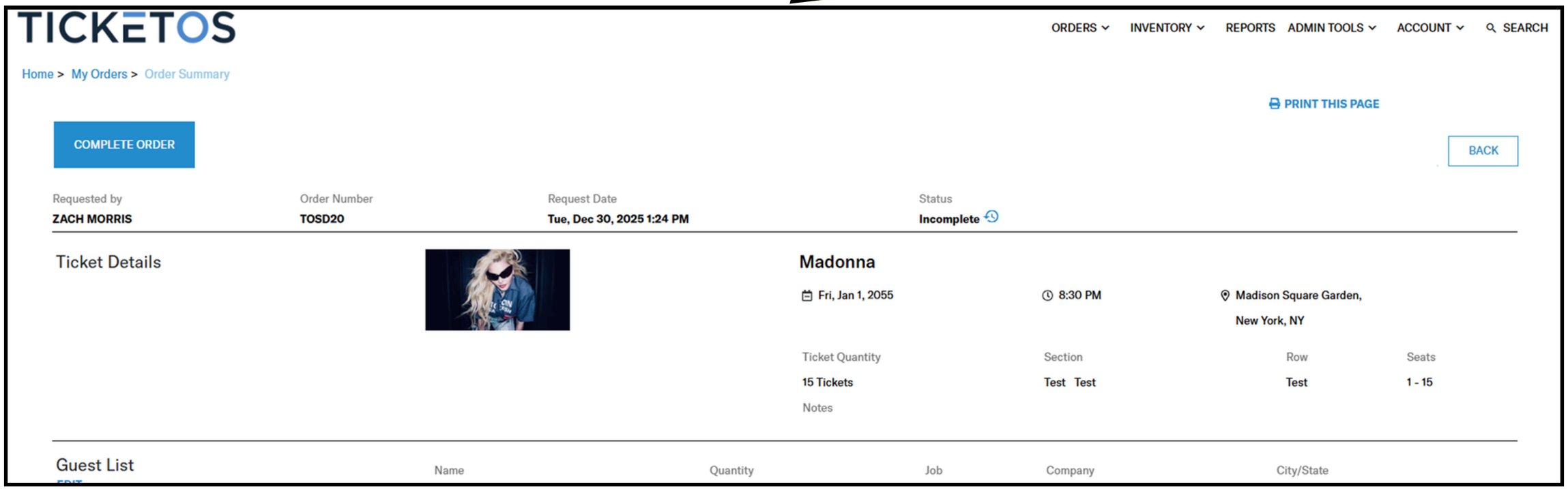
Navigate to Orders > My Orders to locate your incomplete order. Click View when you are ready to complete it.



TICKETOS

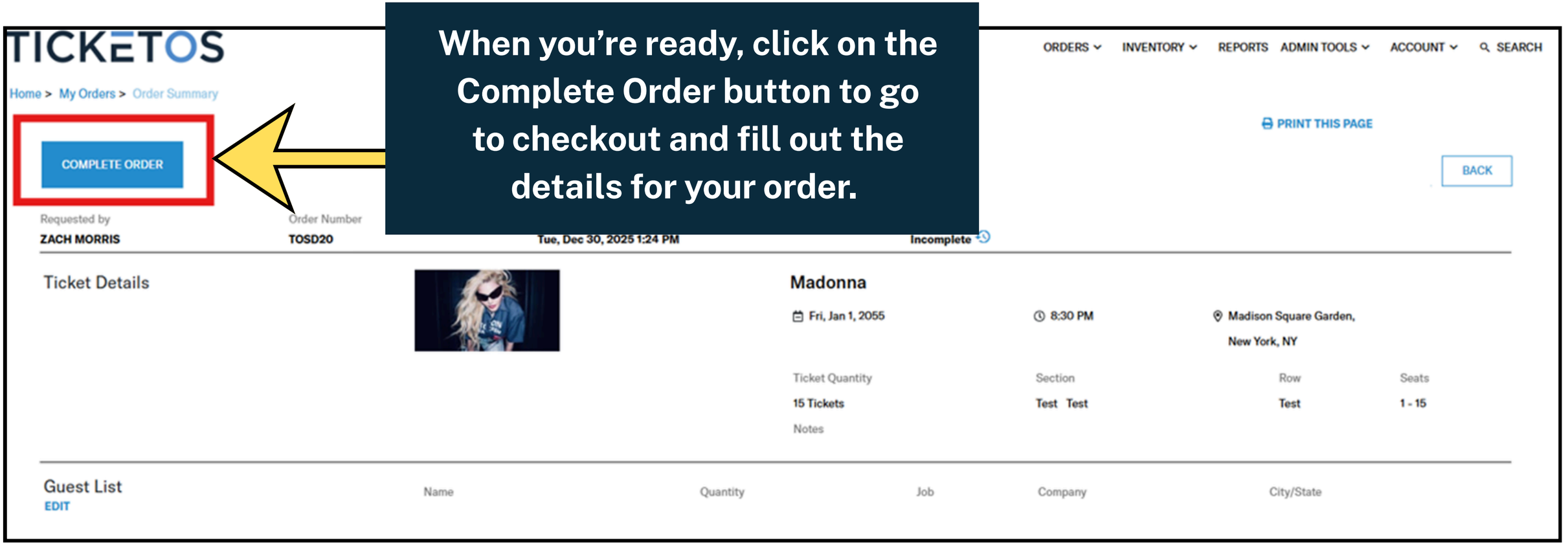
Review the Order Summary

This is the Order Summary Page. Here you can see all the details about the tickets assigned to you.



TICKETOS

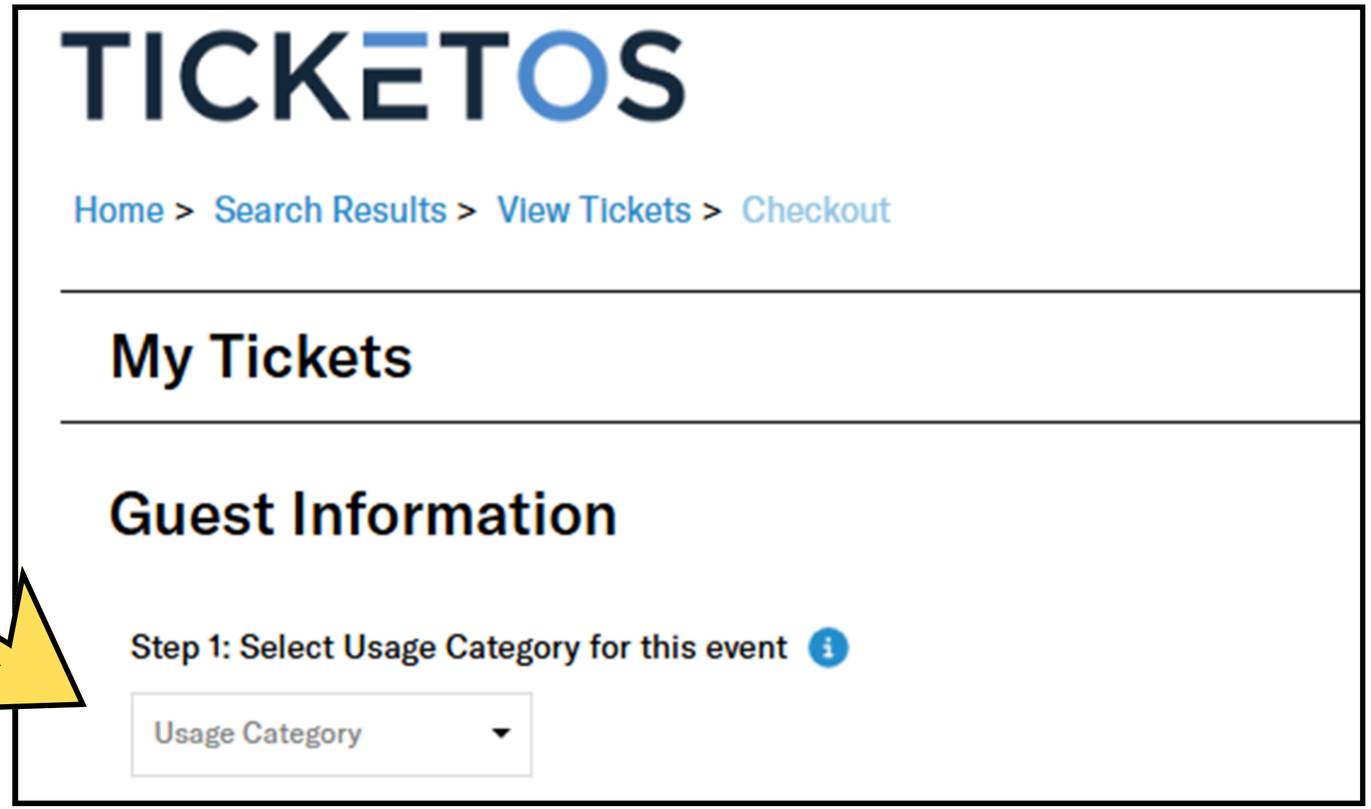
Start Checkout



TICKETOS

Guest Information: Usage Category

Next, select a Usage Category. The usage category defines how you will be using the tickets.



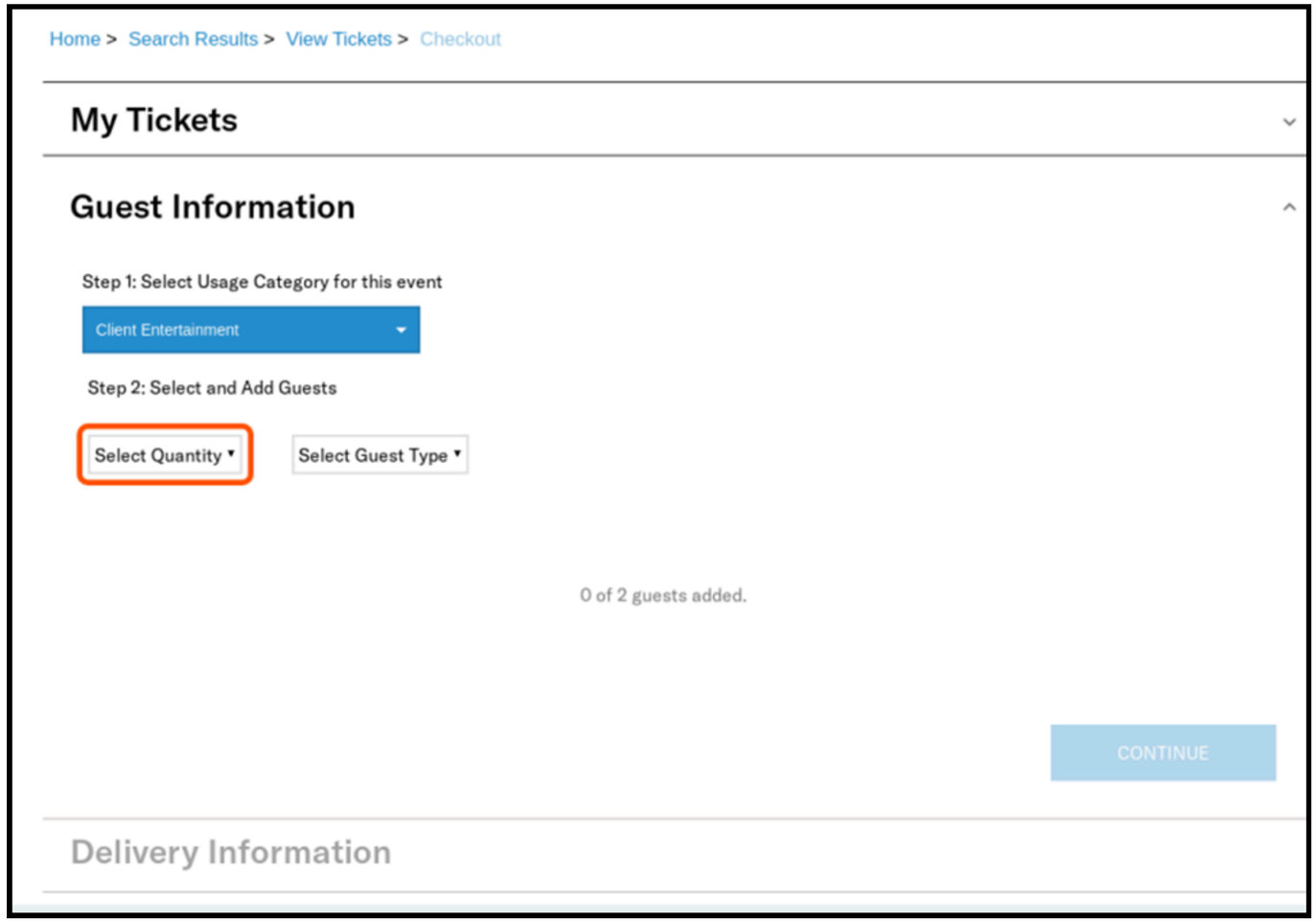
TICKETOS

Guest Information: Quantity and Guest Type

Next, you will select the Guest Type you would like to assign to these tickets.

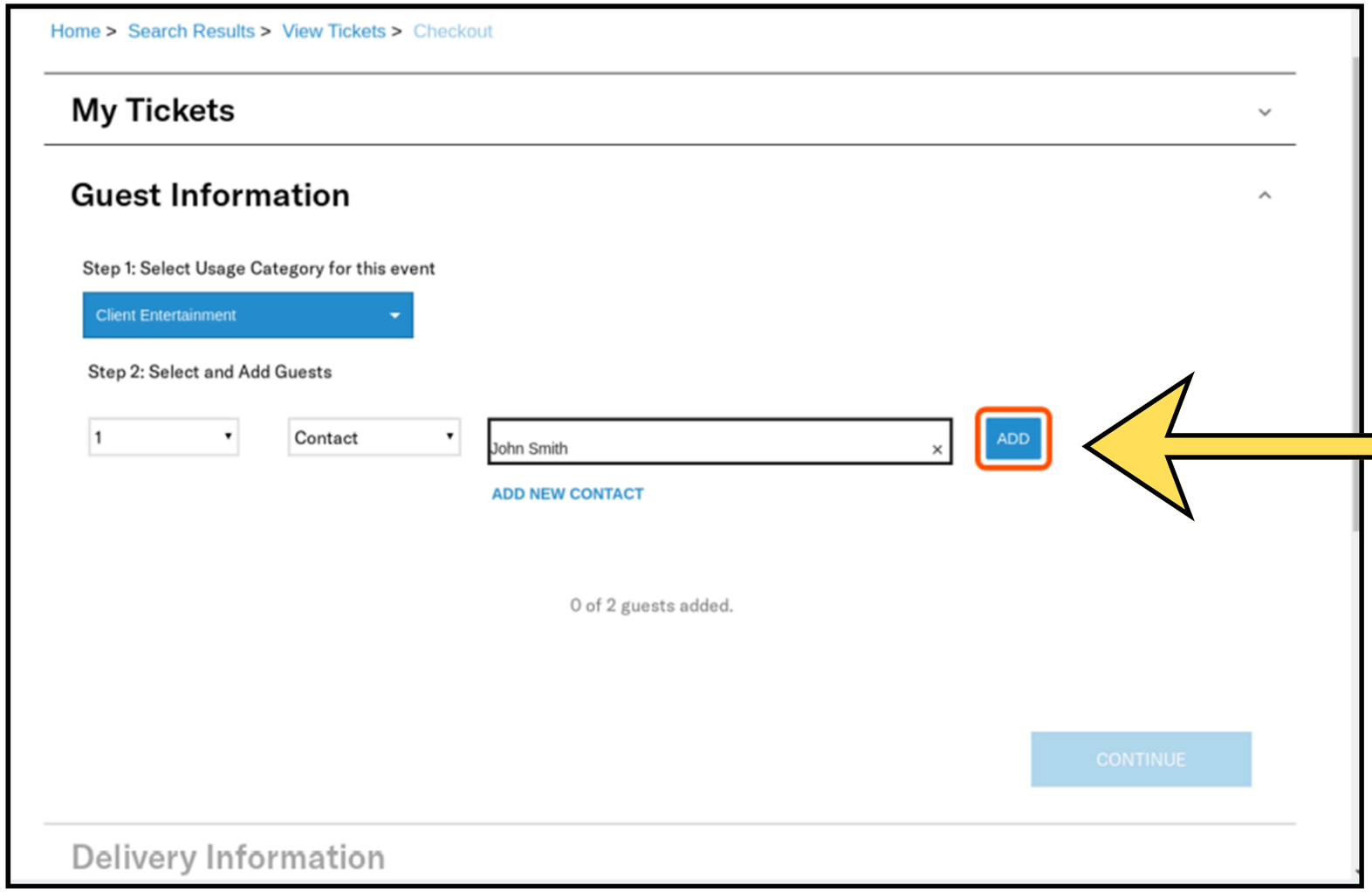
Available options may include:

- **Contact – add an external contact like your client/prospect**
- **Employee – add an employee from your company**
- **System Profile – add a placeholder for names you do not know like a client's spouse**
- **Myself – add yourself as a guest.**



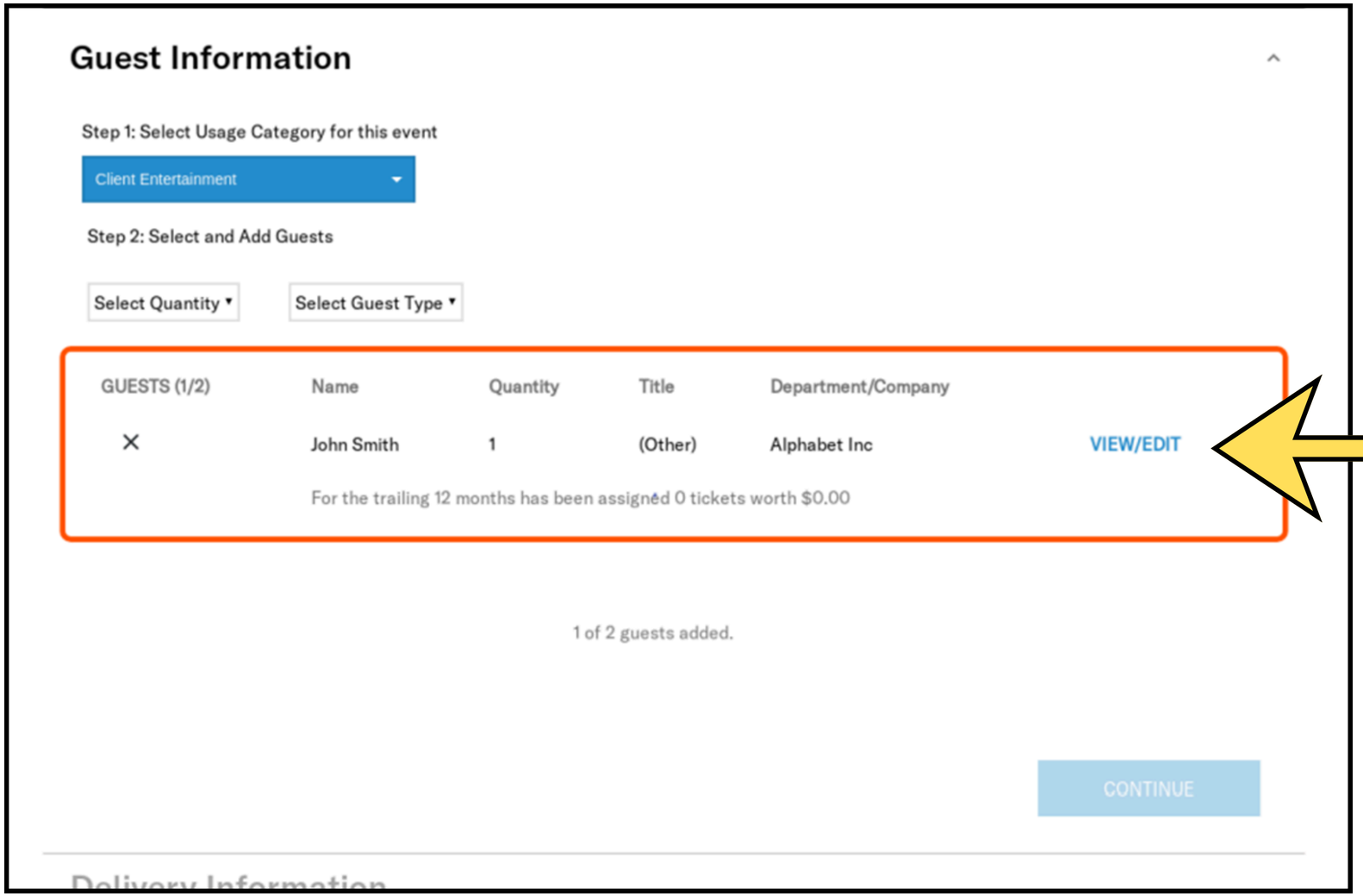
TICKETOS

Guest Information: Continued



Click the Add button to add your contact as a guest to this order.

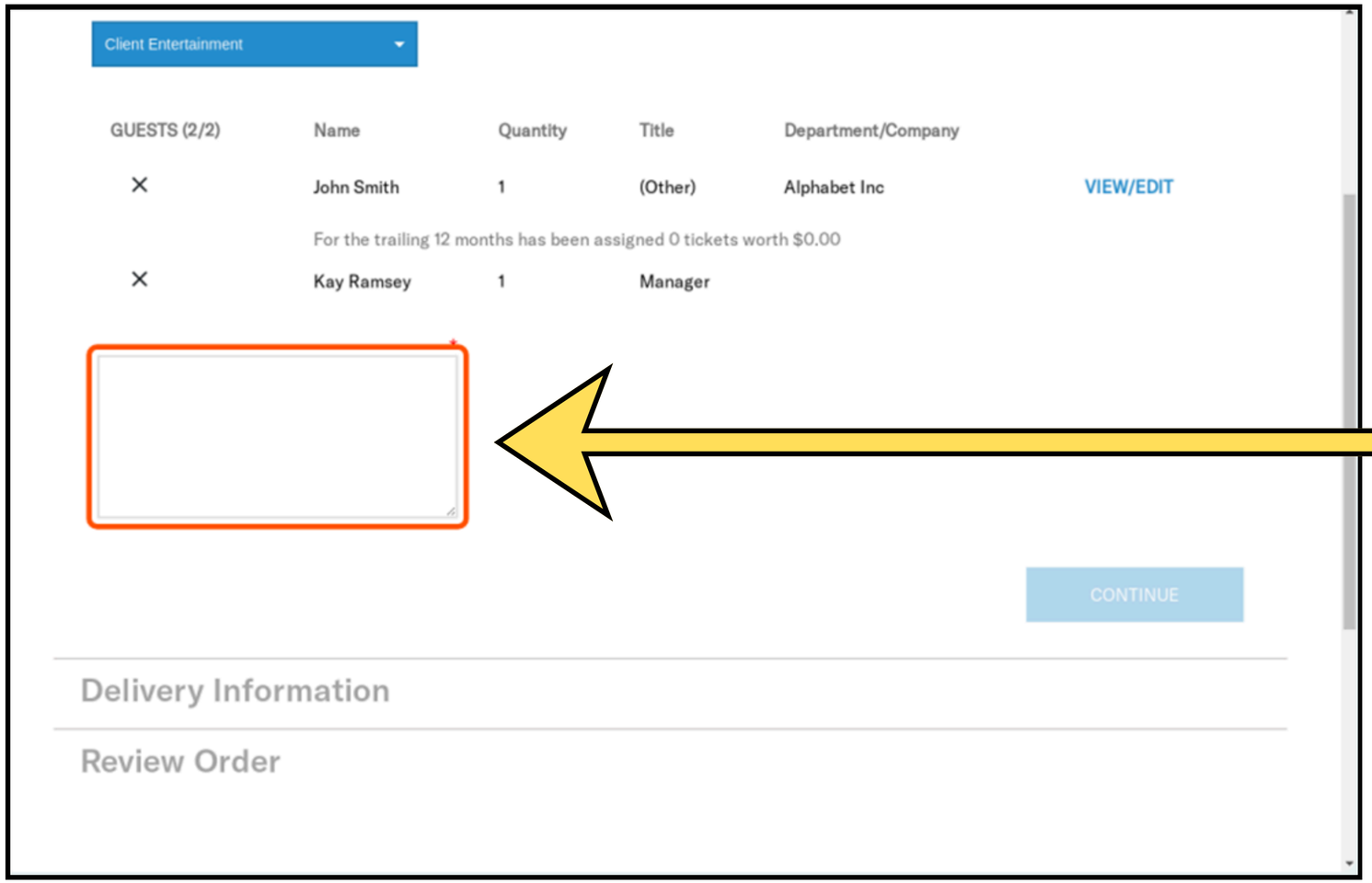
Guest Information: Continued



Your first Guest will now be listed on the Guest List.

Continue adding guests in this manner until the full quantity of tickets has been assigned to guests.

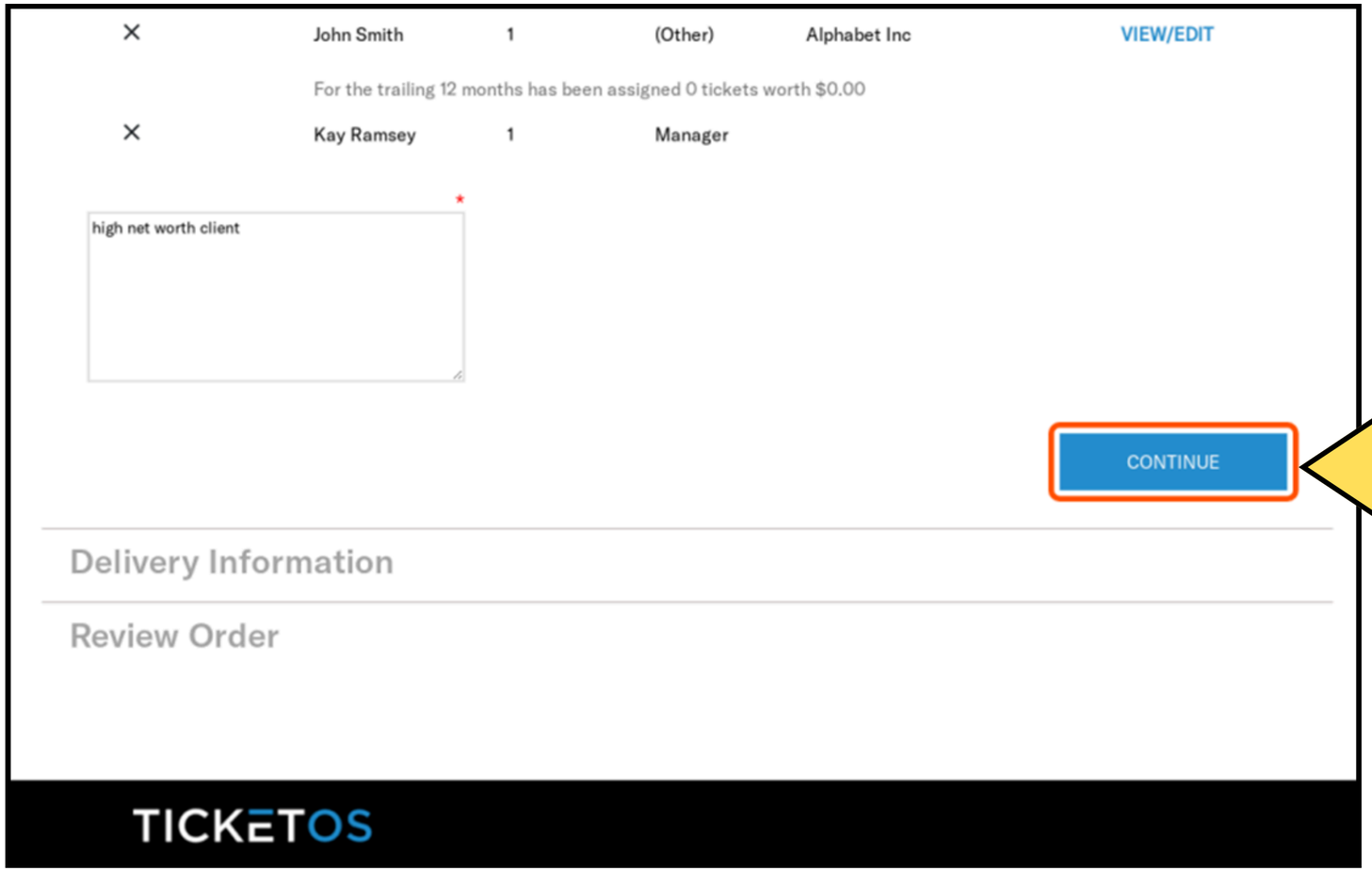
Additional Fields



Depending on your company's setup, you may be asked to complete additional required or optional fields before continuing.

TICKETOS

Continue

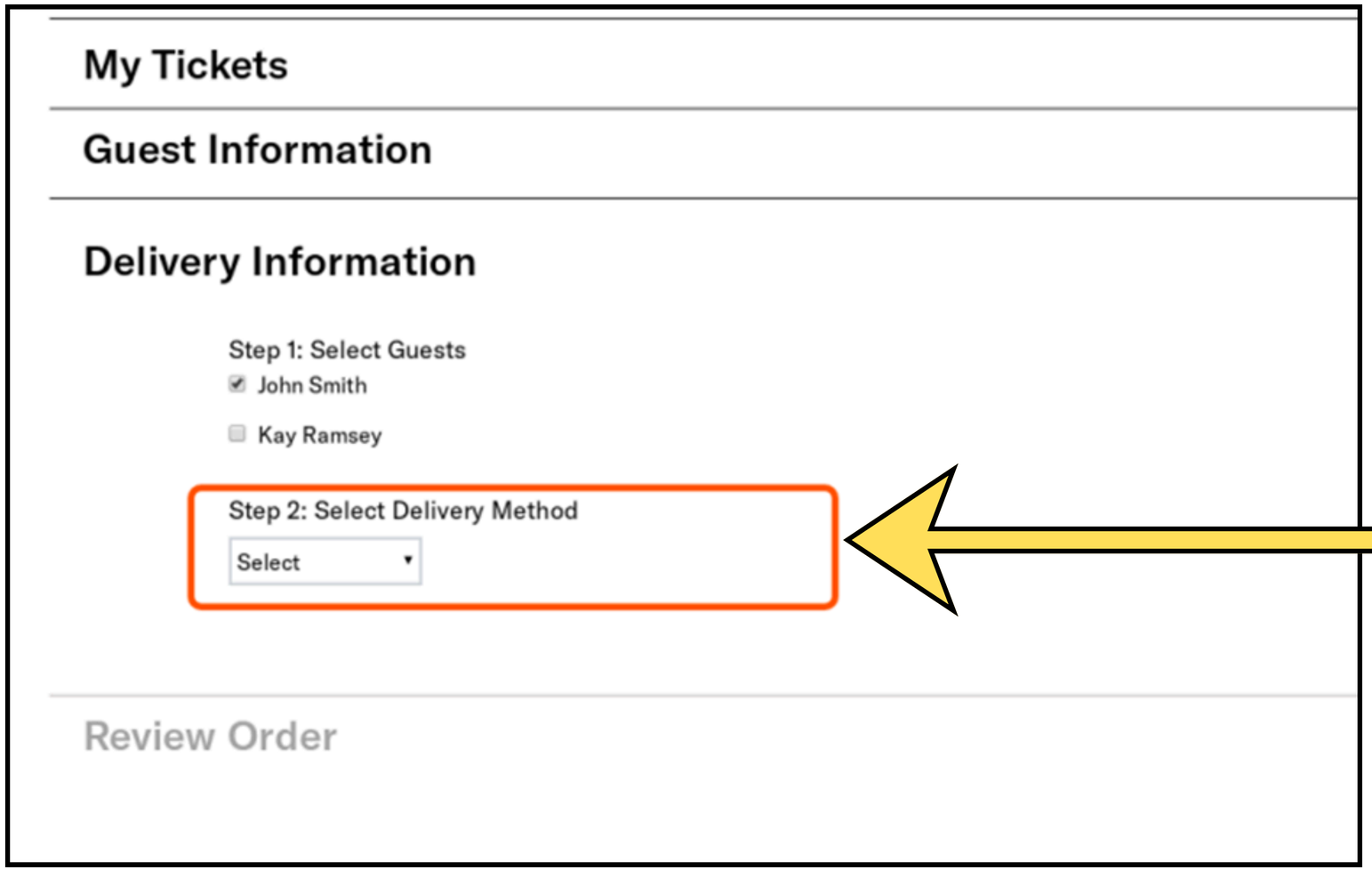


Once you have added all guest and acomplete all required fields, the “Conitnue” button will be enabled.

Click Continue to proceed to the next step.

TICKETOS

Select Delivery Method

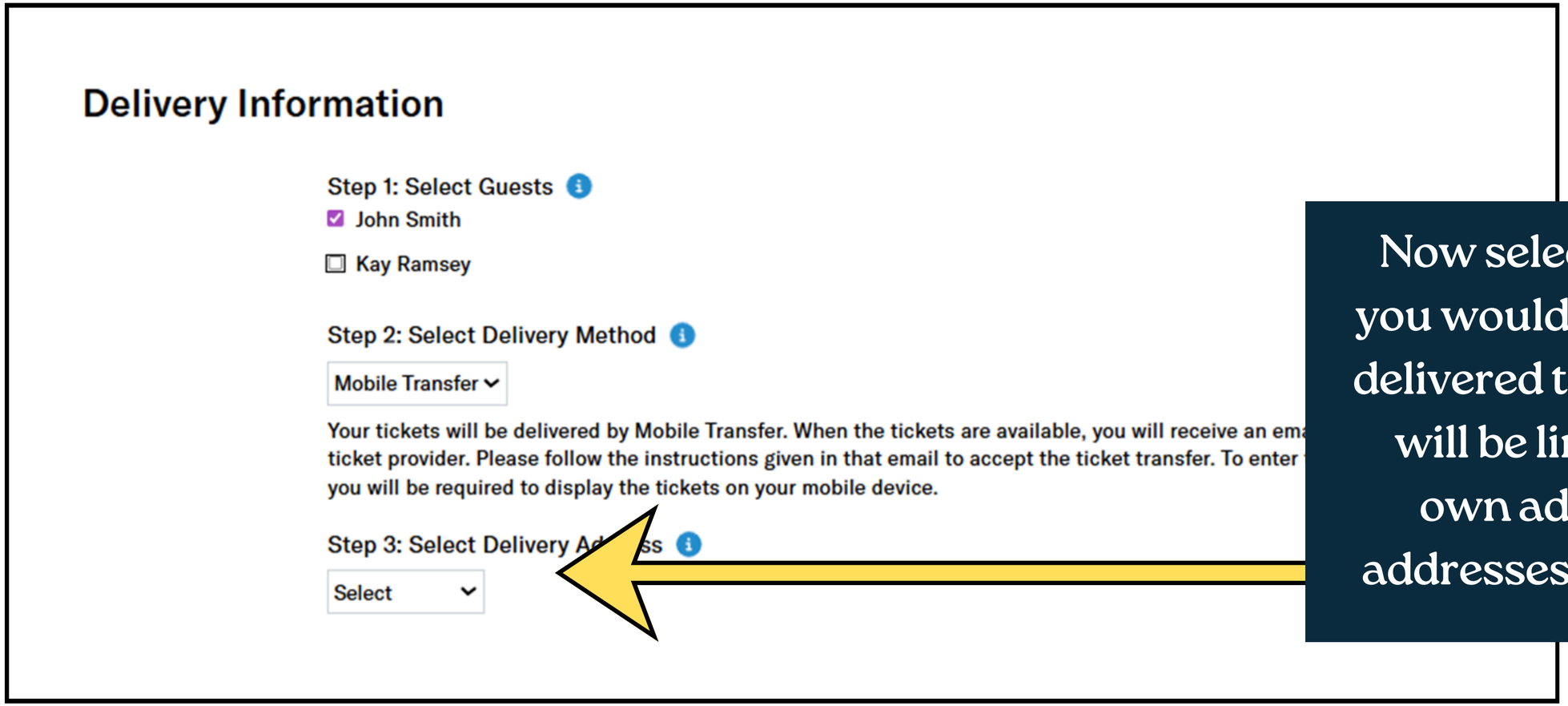


Next, select the Delivery Method that you would like to use.

In some cases, there may only be a single delivery method available due to the format of the tickets selected.

TICKETOS

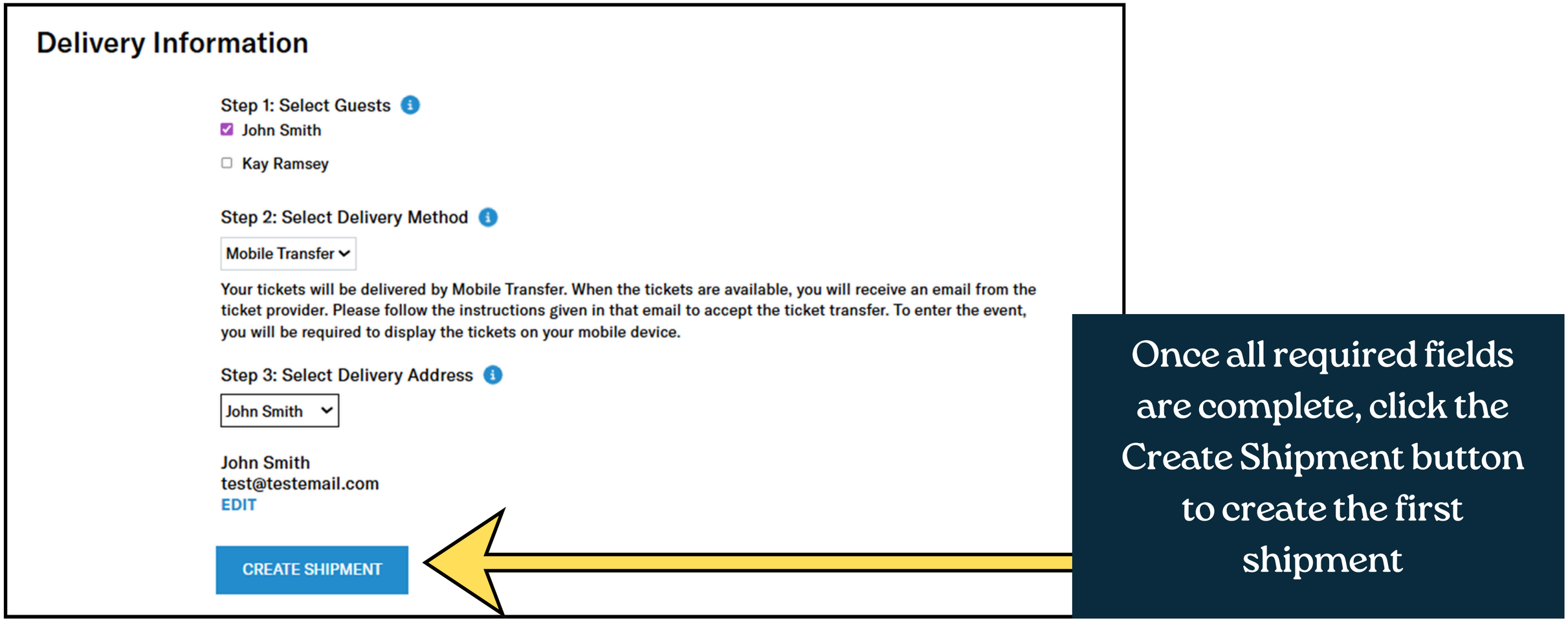
Select Delivery Address



Now select the address you would like the tickets delivered to. Your options will be limited to your own address or the addresses of your guests

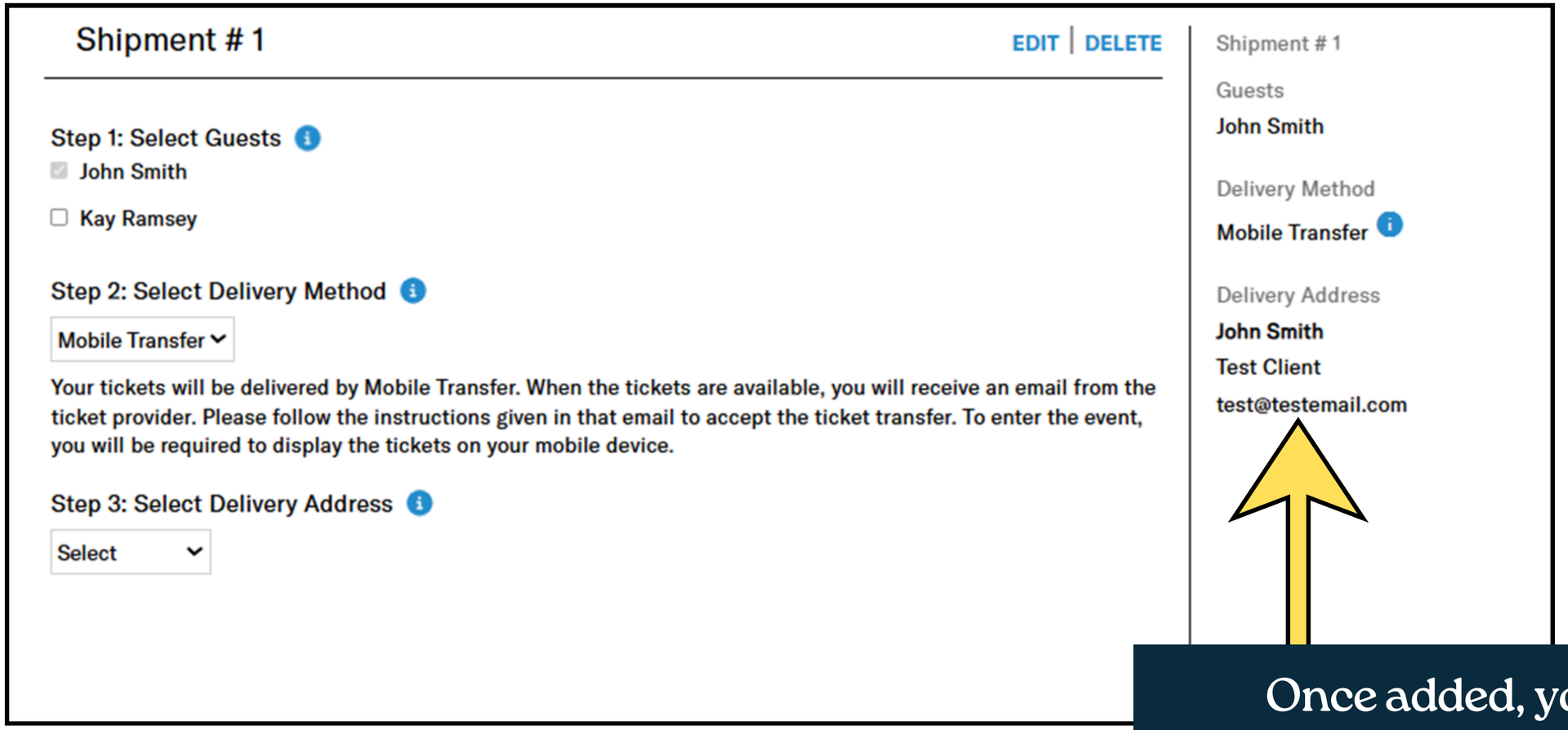
TICKETOS

Create Shipment



TICKETOS

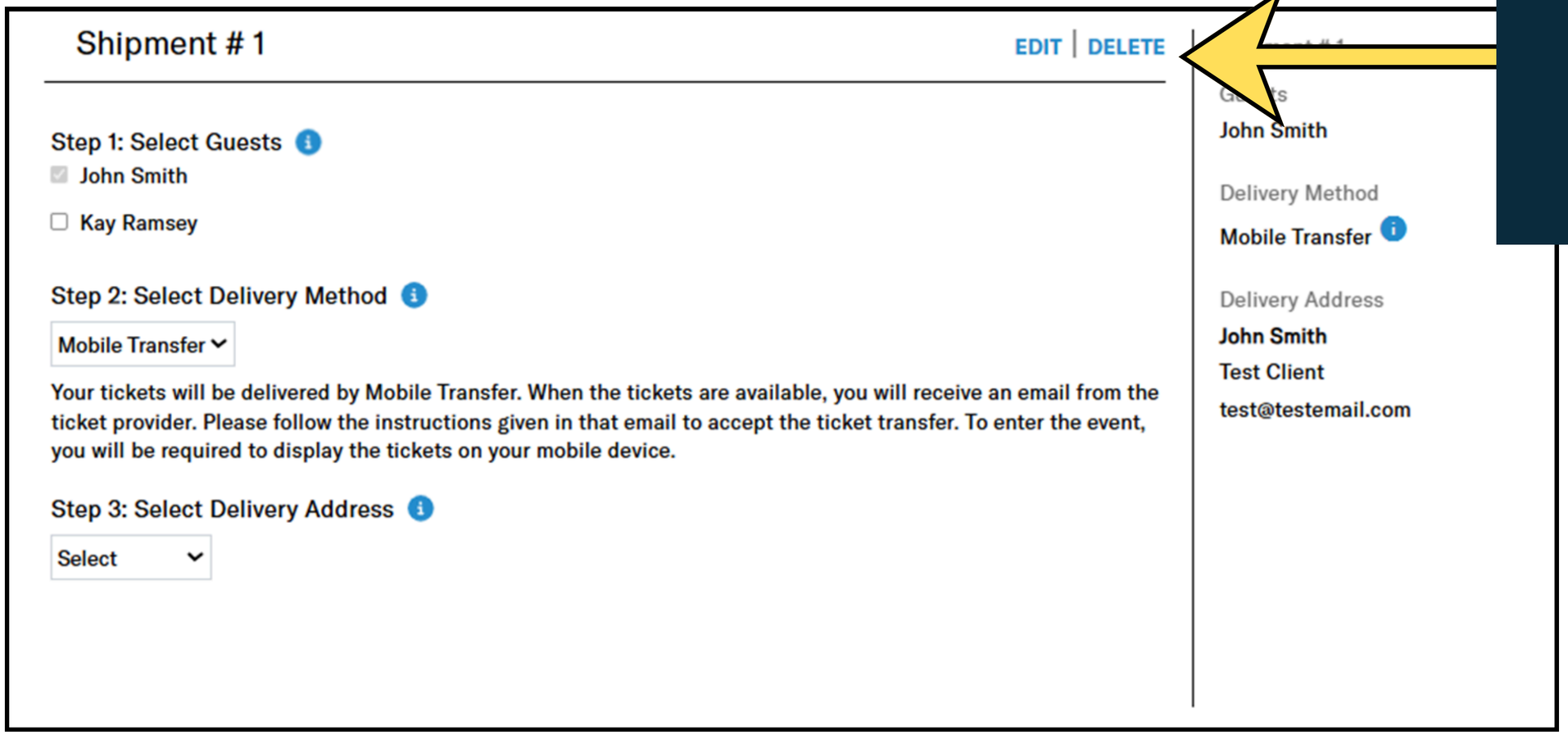
Create Shipment



Once added, your shipment details will display to the right.

TICKETOS

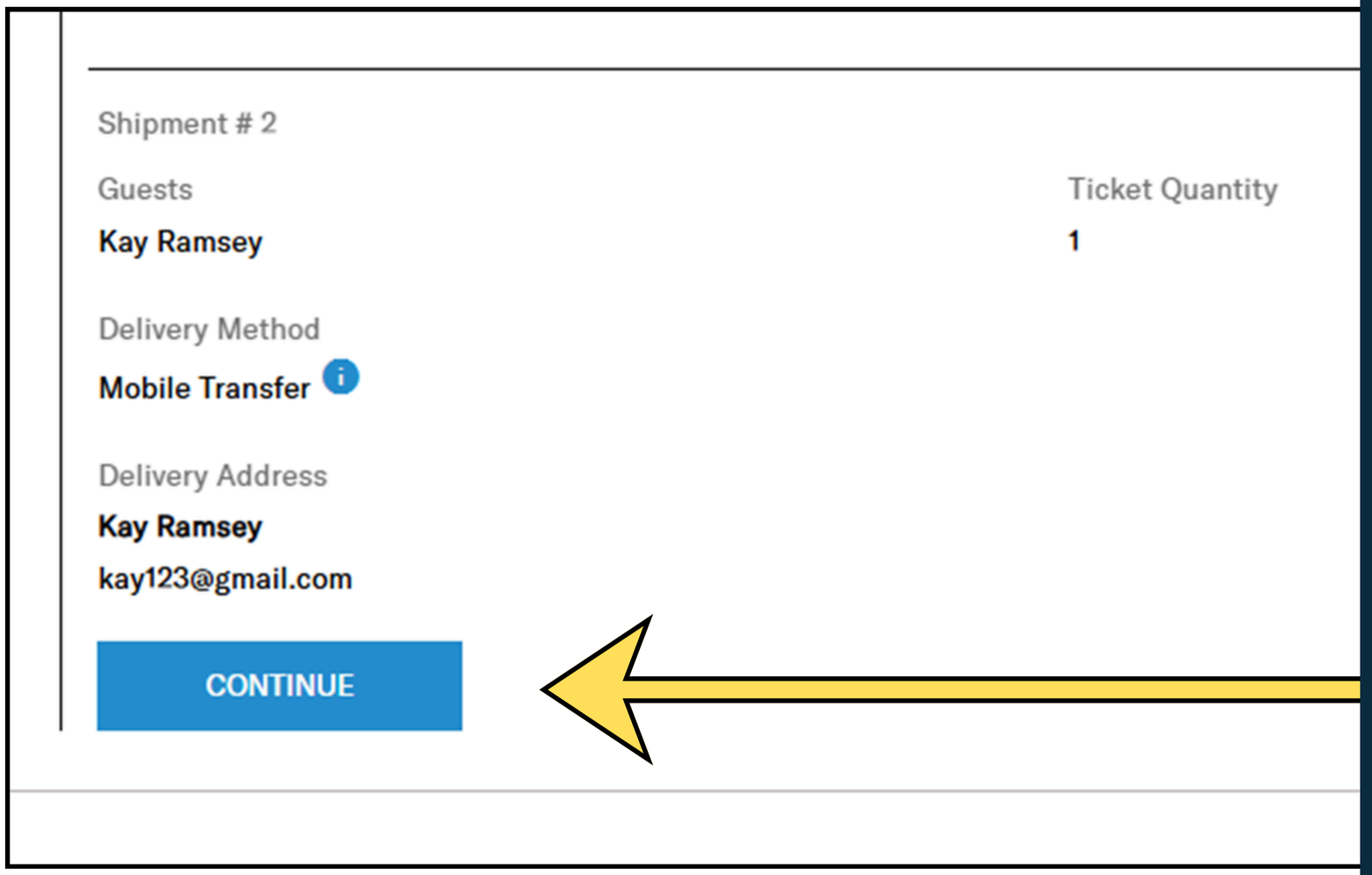
Edit or Delete Shipment



You can edit or delete the shipment if necessary.

TICKETOS

Finish Shipments

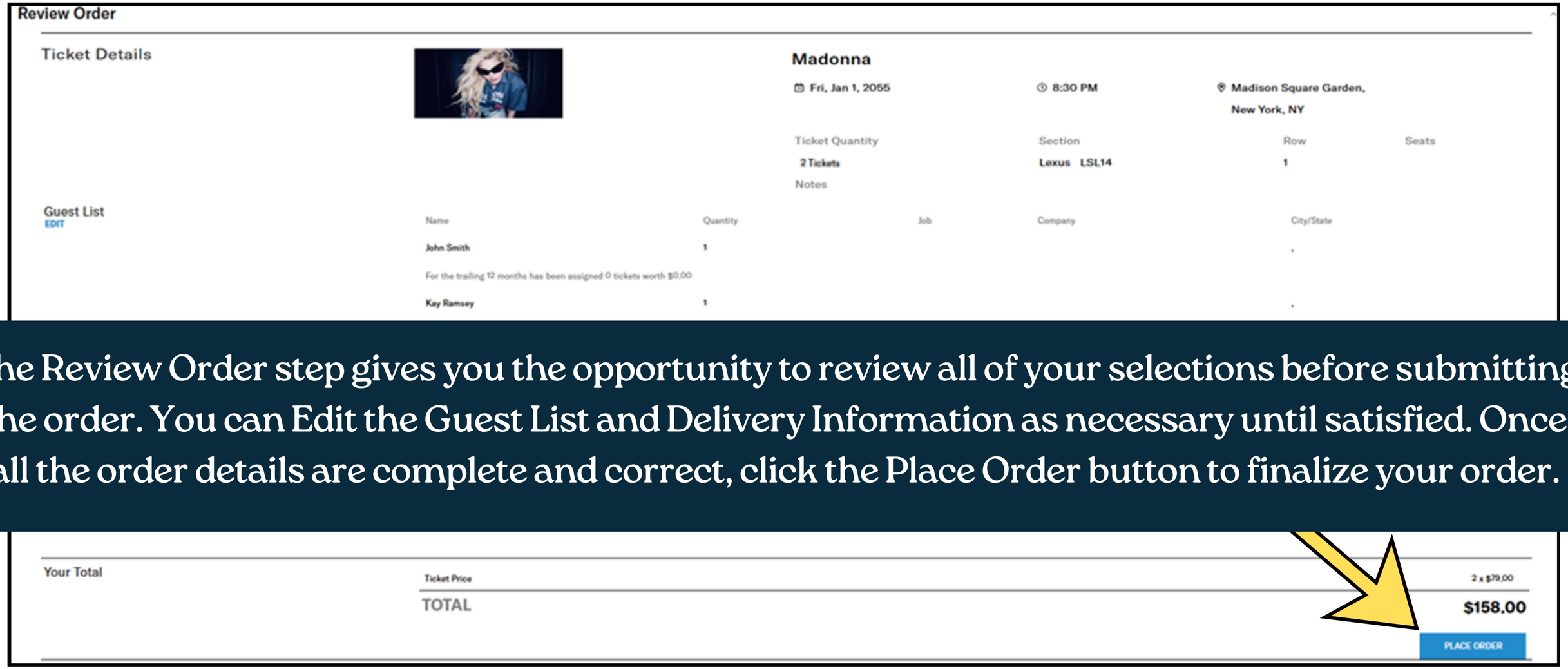


Continue creating shipments as necessary until tickets for all guests have been assigned to shipments.

Once tickets for all guests have been assigned to shipments the Continue button will be enabled. Click Continue to proceed to Review.

TICKETOS

Review and Place Order



The Review Order step gives you the opportunity to review all of your selections before submitting the order. You can Edit the Guest List and Delivery Information as necessary until satisfied. Once all the order details are complete and correct, click the Place Order button to finalize your order.

TICKETOS

After placing your order, you will be presented with the Order Confirmation page confirming the success of your order. Your order is now complete. You will receive email notifications regarding the status of your order and can always return to the My Orders page to review the status as necessary

TICKETOS