

OnStage Order Process Picture Manual

Step 1:
Go to [overture.org](https://www.overture.org)

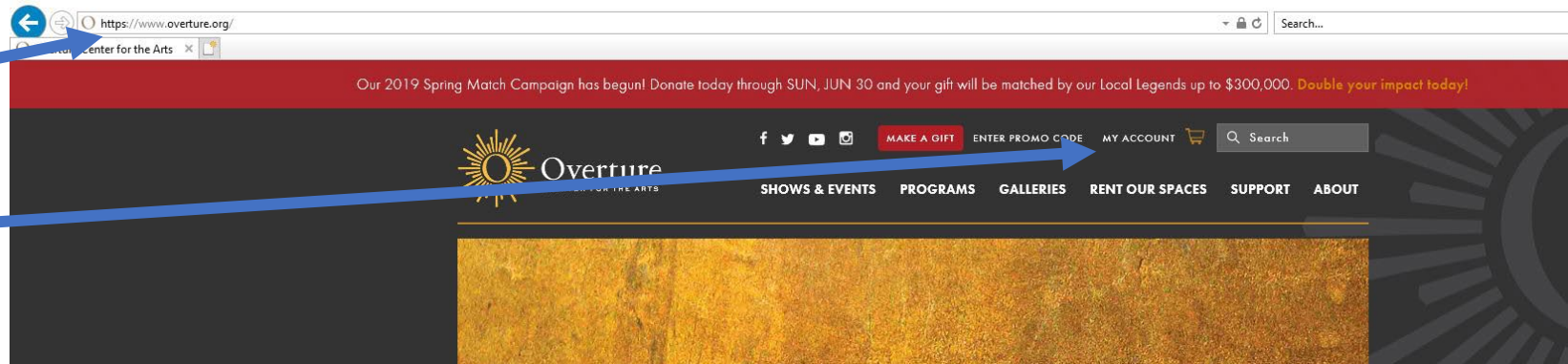
Step 2:
Select "MY ACCOUNT" in the top menu to the left of the cart.

Step 3:
Already have an account?
--- Login.

Can't remember if you have an account?

--- Select Retrieve Account by email and fill in the form. You will be sent an email to reset your password.

Don't have an account?
--- Select Register.



[Log In](#) [Retrieve Account by Email](#) [Retrieve Account by Customer ID](#) [Register](#) [Join our Mailing List](#)

Contact Us | Feedback

Log In To Your Account:

Log in to your account below by entering your email address and password.
Not sure if you have an account? Forgot your password? Click the **Retrieve Your Account** tab above.
Are you new to our site? Click the **Register** tab above to sign up!

Email: *

Password: *

Promotion Code:

* = Required Field

Register For A New Account:

If you do not already have an account with us, register for a new account below:

Email: * Phone Number: *

Password: * Address: *

Confirm Password: *

Prefix: City: *

First Name: * State/Prov: Wisconsin *

Middle Name: Postal Code: *

Last Name: * Country: USA *

Suffix: Promotion Code:

Indicate your mailing list interests below

- Genres
- Duck Soup Cinema Kids in the Rotunda MSO National Geographic
- World Music

Step 4: (if registering)

Fill in all required boxes (those with the red asterisk).

Complete the code at the bottom and hit REGISTER.

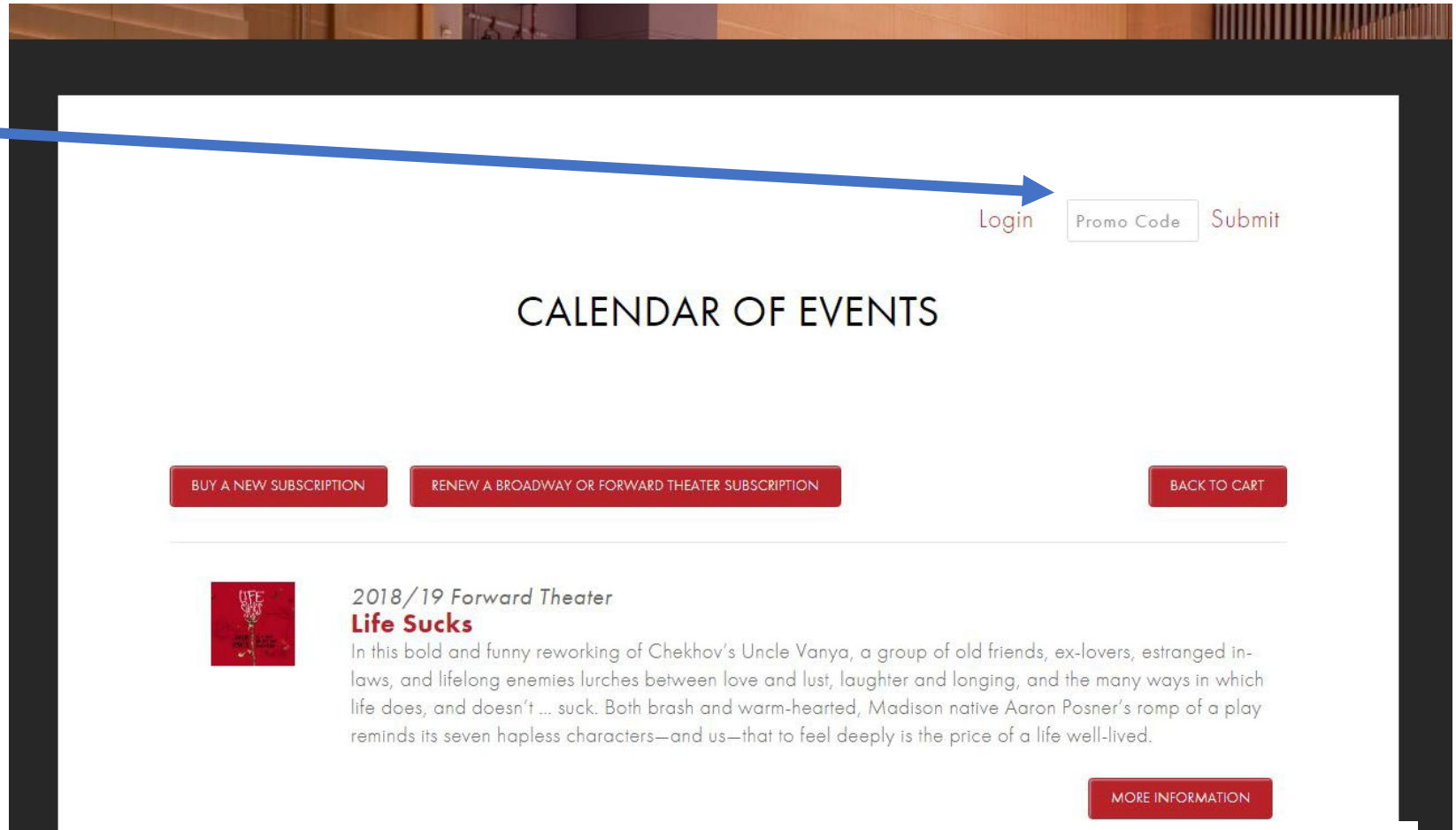
Enter the code listed at left to create an account



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Step 5:

When the page reloads after you are logged in, locate the PROMO CODE box in the upper righthand corner of the event listing.



Step 6:

Type in the appropriate PROMO CODE:

ONSTAGE (for schools)

ONSTAGEHOME for
(Homeschools/groups)

Step 7:

After you have type din the correct promo cod, Select SUBMIT.

Login

onstage|

Submit

OR

Login

onstagehome

Submit

Step 7:

You are now on the OnStage Season Listing.

Browse down the list until you locate the show you want to order seats for.

Welcome to the 2019/20 OnStage Field Trip Performance Season

Please make your selection from the items listed below:



Mariachi Herencia de Mexico - OnStage

Capitol Theater, TUE FEB 18 2020, 10:00AM & 12:30PM

This Latin GRAMMY nominated ensemble of student musicians from Chicago's Mexican-American barrios has performed in major mariachi festivals across the country and in Guadalajara, Mexico's mariachi capital. They are now touring with the release of their album Herencia De La Tierra Mía (The Heritage Of My Land), which has landed in the No. 2 spot on the Latin Billboard charts.

GRADES PreK-12

Arts, Social Emotional, Social Studies

Step 8:

Once you locate a show you want to learn more about or order seats for, select **MORE INFO**.

[MORE INFO](#)



National Geographic Live - Untamed

with Filipe DeAndrade - OnStage

Capitol Theater, WED OCT 16 2019 11:00AM

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MARIACHI HERENCIA DE MEXICO - ONSTAGE



This Latin GRAMMY nominated ensemble of student musicians from Chicago's Mexican-American barrios has performed in major mariachi festivals across the country and in Guadalajara, Mexico's mariachi capital. They are now touring with the release of their album Herencia De La Tierra Mía (The Heritage Of My Land), which has landed in the No. 2 spot on the Latin Billboard charts.

GRADES PreK-12

Arts, Social Emotional, Social Studies



Mariachi Herencia de Mexico - OnStage
Overture Hall, FRI OCT 11 2019 10:00AM

[ORDER SEATS](#)

Mariachi Herencia de Mexico - OnStage
Overture Hall, FRI OCT 11 2019 12:30PM

[ORDER SEATS](#)

Step 9:

This page includes a video about the show, a description and suggested age and curriculum pairings.

If you would like to continue browsing the season, select **BACK TO SHOW LISTING**.

[BACK TO SHOW LISTING](#)

Once you decide to order seats, select **ORDER SEATS** next to the performance time of your choice.

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Step 10:
Complete the form.
Select the number of students attending first, then the number of adults.

The dropdown list the number of seats available in a show. If your group is larger than the number available, you can be added to the wait list by completing the wait list form linked at the top of the page.

The only required boxes are the number of seats, School Name, Grade Level and transportation type.

Step 11:
Select BUY TICKETS once your form is complete.

Student-OnStage (\$8.00)

Teacher/Chaperone On-Stage (\$8.00)

School: *

Grade Level(s): *
 Pre-K Kindergarten 1 2 3 4 5 6 7 8 9 10 11 12 All

Other

Transportation: *

Bus Spaces Needed:

Wheelchair Accessible Locations (Non-Seat):

Transfer Seats Needed:

Listening Devices Needed:

Limited Vision Students Attending:

Special Emotional Needs Students Attending:

Students Needing an ASL Interpreter:

Service Animals Attending:

Additional Special Requests:

*** Required Field**

Do you need a subsidy to be able to attend this performance?

Percent of school enrolled in Free & Reduced Meal Program (whole numbers only, must be 35% or more to qualify)

Subsidies are limited and subject to availability.

%

Step 12: (for schools only)
If your school has more than 35% enrollment in the Free and Reduced Meal Program and you need funding to attend, select YES.
If not, select NO.

Step 13: (for schools only)
If you select YES, type into the box your school's enrollment Free and Reduced Meal program. Hit OK.
Not sure what your school enrollment is? Check out <https://apps2.dpi.wi.gov/reportcards/>

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SHOPPING CART

YOUR CART CONTAINS ITEMS WHICH WILL EXPIRE IN 58 MINUTE(S)

[Login](#) - [View Cart](#)

If at any point you want to see what you are ordering, select VIEW CART.

Additional Item(s):

Description	Location	Seat(s)	Price	Total Seats	Total	
The Little Mermaid - OnStage Capitol Theater, MON NOV 11 2019 12:30PM	General Admission	86 Seat(s)	47 @ \$8.00 : Student-OnStage 30 @ \$0.00 : Subsidized- OnStage 5 @ \$8.00 : Teacher/Chaperone OnStage 4 @ \$0.00 : Comp- OnStage	86	\$416.00	delete
Total Additional Item Cost:					\$416.00	

If you change your mind on an order to need to adjust the numbers, delete the order and place it again from the season list.

Step 14:

Review your show order.

The price column will show you the breakdown of paid student, paid teacher, complimentary and subsidized (if applicable) tickets.

Step 15:

If you would like to keep shopping and adding tickets to your order, select CONTINUE SHOPPING (and repeat the above process until you are ready to check out.

If you are done ordering or you would like your current order to be on its own invoice, hit PROCEED TO CHECKOUT.

[CONTINUE SHOPPING](#) [PROCEED TO CHECKOUT](#)

Total: \$416.00

Amount Due: \$416.00

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Step 16:

Review our ORDER AGREEMENT AND TERMS.

Select I AGREE when finished.

> [Checkout Options](#) » > [Review & Pay](#) » > [Receipt](#)

Your cart contains items which will expire in 58 minute(s)

ORDER AGREEMENT & TERMS: This registration form serves as a purchase agreement. By selecting "Agree" you agree to the following:

- > This agreement is binding under all circumstances except if Overture Center Cancels or postpones a performance and/or if the district superintendent closes school on the day of the performance.
- > You can reduce attendance ONCE by up to 15% until 2 months prior to the performance. Further cancellations or adjustments are approved on an individual basis.
- > You have read and understand the policies and procedures located in our [FAQ](#) of the Overture OnStage performance series.
- > You will pass along performance information to other attending teachers and the billing department who will process the payment (if needed).
- > If you leave the school, You agree to pass all information regarding this order to another person and inform the OnStage Coordinator @ : onstage@overture.org.

I AGREE

Payment Plans

If you select PAY LATER and CREATE A PAYMENT PLAN, Please ignore the due date listed. Full payment will be due one month prior to each performance. Payments can be made by credit card at any time by logging into your account, by ACH, or by checks made out to Overture Center for the Arts and addressed to ATTN: OnStage Coordinator, Overture Center for the Arts, 201 State St, Madison WI 53703.

- > The Little Mermaid - OnStage
Capitol Theater, MON NOV 11 2019 12:30PM

PAY LATER

Step 17: (to pay later)

Hit the radio button that says PAY LATER.

Step 18: (to pay later)

Select CONFIRM PAYMENT PLAN.

CONFIRM PAYMENT PLAN

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NOTE: If your payment section does not look like this, your payment plan has not been created and you will be charged when you complete the order.

Payment Plans	
Sun 7/14/19	\$72.00
<hr/>	
Order Total:	\$72.00
<hr/>	
Total due today:	\$0.00
REMOVE PAYMENT PLAN	

Step 19:

Input credit card information.

All fields are required.

If you completed a payment plan (steps 17-18) your card will not be charged at this time.

Payment Information			
Card Type *	Card Number *	Name on Card *	
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	
Card Expiration *	Security Code *	* required fields	
<input type="text" value="Select"/> <input type="text" value="Select"/>	<input type="text"/>		

Admission price includes a building facility fee and any other applicable charges. Limited exchange policies subject to performance in question.

Step 20:

Select BUY NOW.

An invoice will be emailed to you instantaneously.

[BUY NOW](#)

Thank you for attending an OnStage performance!

If you have any questions, contact the OnStage coordinator at 608-258-4165 or onstage@overture.org.