## PURCHASING TICKETS ONLINE A GUIDE FOR MEMBERS

## ISABELLA SEWART GARDNER MUSEUM



- 1. Find an upcoming event using our <u>Programs & Events</u> page—use the filters to narrow your search. You can also skip to getting tickets using our <u>General Admission and Event Tickets</u> page.
- 2. On the Programs & Events page, find your desired program and click into it.
- 3. Select the **GET TICKETS** button at the top of the page.
- 4. In order to receive your member discount, you will need to log in to your account before you finish selecting tickets. Click the green **LOGIN** button and use the email address and password associated with your membership account.
- 5. When you are back on the ticket page, select the number of tickets you would like at whichever price type you are looking for—to get your member discount, choose the member price type. Member discounted tickets are based on your level's entitlements and also what type of program you are reserving or purchasing for.
- 6. Once tickets have been selected, click **ADD TO CART** at the bottom of the page. Any special discounts are applied once you are in your cart.
- 7. To add other reservations or purchases—either click Programs & Events at the top of the screen and start these steps over again, or click the **BACK TO EVENTS LISTING** button, search the calendar for what you are looking for by date, and repeat steps 5 and 6.
- 8. To finalize your ticket purchase or reservation, click **CHECK OUT**. Review your order and if everything is correct, click the **BUY NOW** button at the bottom of the page.
- 9. If you are making a purchase and need to pay, enter your payment information on the next screen.
- 10. Once you are all set you should see a confirmation page with all of your order's details. You will also be emailed similar confirmation, and if applicable a pdf of your tickets.

## **CLICK HERE TO LOG IN**

Have more questions about ticket reservations? Call the Box Office at 617 278 5156.