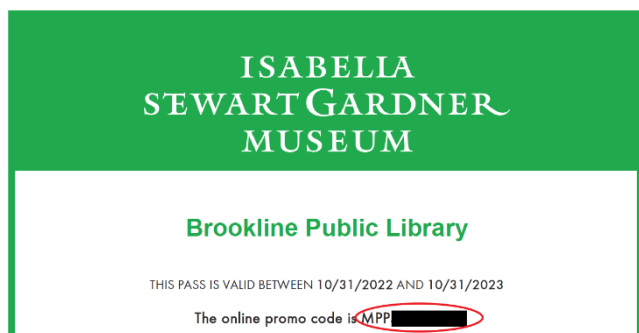


How to Book Museum Tickets Using a Library Pass Online

- 1) Go to our ticketing page: <https://tnew.gardnermuseum.org/events>.

The screenshot shows the museum's website header with navigation links: Visit, Programs & Events, Explore, About, Organization, and Join & Give. There are links for 'Become a Member' and 'Make a Donation' in the top right. A 'Cart' icon and a 'GET TICKETS' button are also present. The main content area is titled 'TICKETS' and includes information about ticket availability and a 'PROMO CODE' input field with a 'Submit' button. Below this, there are 'CALENDAR VIEW' and 'LIST VIEW' buttons, and a date range filter set to 'JULY 12, 2024' to 'JULY 19, 2024' with a 'RESET DATE RANGE' button.

- 2) Enter the library's promo code into the **Promo Code** box and click the **Submit** button.



- a) The promo code is located on the emailed pass or physical green pass card from your library. If you have not received a pass from your library, please contact them.
- b) This promo code begins with MPP followed by numbers and letters; there are no spaces in the code when entering it.
- c) A note will appear at the top with info about adding tickets, this means it has been activated.

- 3) Click **Select Tickets** under Museum Admissions for the date you would like to visit—it must be within the valid date range noted on the pass. On the next page, select your desired entry time slot. *If the day is sold out, please call the Box Office at (617) 278-5156, they will check for any releases—a library pass does not guarantee a ticket.*

The screenshot shows the museum's website header with navigation links: Visit, Programs & Events, Explore, About, Organization, and Join & Give. The main content area is titled 'AVAILABLE ENTRY TIMES' and displays a grid of time slots. The '1:30 - 2:00 PM' slot is selected. Below the time slots, there is a table for ticket types and prices:

Ticket Type	Price
LIBRARY PASS	\$5.00
ADULT	\$20.00
CHILD (UNDER 18)	\$0.00
SENIOR (65 & UP)	\$18.00
STUDENT W/ VALID ID	\$13.00

- 4) Beneath the time slots will appear a list of price types. Using the drop-down menus next to each price type, select the number of tickets you need.
- a) The library pass allows you to get up to four tickets at \$5 each (choose the Library Pass ticket type). Children under 18 are always free and should be reserved as Child tickets.
 - b) If you add more than four library pass tickets, or any other type of ticket, the prices will be their normal rates (not \$5).
 - c) Once the tickets are correct, click the **Add to Cart** button.

- 5) You will be brought to a login page (if you are not already logged in). Create an account or sign into an existing account. **All tickets require an account.**

LOG IN TO YOUR ACCOUNT:

Enter your Email Address and Password below to log in to your account.

MEMBERS: If this is your first time logging in and you have previously provided us an email address, please click on the "Find Account / Reset Password" link below to get started. If your email address is not recognized, please contact the Box Office at [617.278.5156](tel:6172785156) or boxoffice@isgm.org for further assistance.

You will not be able to access your member benefits by creating a new account.

LOGIN INFORMATION

EMAIL ADDRESS REQUIRED

PASSWORD (AT LEAST 6 CHARACTERS, INCLUDING: 1 UPPERCASE, 1 NUMBER & 1 LETTER) REQUIRED

[FIND ACCOUNT / RESET PASSWORD](#)

DON'T HAVE AN ACCOUNT?

Click below to register for a new account. An account is required to purchase tickets online.

- 6) Once logged in you will be brought to a Shopping Cart page. Double check the prices of the tickets in your cart. Then click the **Check Out** button.

Museum Admission	\$15.00 <input type="button" value="x"/>
August 11, 2023	
1:00 - 1:30 PM G - A Library Pass	\$5.00
1:00 - 1:30 PM G - A Library Pass	\$5.00
1:00 - 1:30 PM G - A Library Pass	\$5.00
SUBTOTAL	\$15.00
TOTAL	\$15.00
<input type="button" value="BACK TO EVENTS LIST"/>	<input type="button" value="CHECK OUT"/>

- 7) The next screen should be the Billing Information page. Make sure all your information is accurate and the tickets in your cart are correct. Scroll down to the payment section and fill in your credit card information. Then click the **Buy Now** button at the bottom of the screen.
- 8) You will end up on an Order Confirmation page. Your tickets will be emailed to you to the email you used for your account. You will receive a confirmation email and a second email with barcoded tickets attached as a PDF. These emails can sometimes take up to twenty minutes to arrive in your inbox.
- 9) When you arrive for your visit, show your tickets and library pass at the Admissions Desk.