

Tickets for the Edward Milne Secondary School Recognition Ceremony, June 4, 2016, will be distributed by the UVic Ticket Centre.

Ticket Limit: Each graduating student is guaranteed to receive up to **6 tickets total: 3 tickets at no cost and 3 tickets at \$7 each.**

In order to receive your tickets you will be required to contact the UVic Ticket Centre to reserve tickets and book specific seat numbers.

This can be done **online, over the phone, or in person** on or after Tuesday, May 3rd.

- High volumes can be experienced on the first day of ticket sales.
- Limit in effect to ensure each student is guaranteed equal representation at the event.

On Sale Date and Box Office Hours

Tickets will be available starting **Tuesday, May 3, 9:30am** through the UVic Ticket Centre:

		Hours	
		May 3	After May 3
Online:	tickets.uvic.ca Visa and MasterCard are accepted.	Starting at 9:30am	24 hours/day
Telephone:	250-721-8480 Visa and MasterCard are accepted.	9:30am-4:00pm	Monday-Friday 9:30am-4:00pm
In Person:	At the UVic Ticket Centre, located in the lobby of the University Centre, B Wing. Cash, Interac, Visa, and MasterCard are accepted.	9:30am-4:00pm	Monday-Friday 9:30am-4:00pm

Other Ticketing Information

- **Additional Tickets:** If any additional tickets become available you will be notified by the school.
NOTE: If additional tickets do become available they will most likely not be located next to your original tickets.
- **Special Seating Requirements:** Inform the UVic Ticket Centre if you need separate or special access seating.
- **Babies and Toddlers:** Please note that all human beings must have a ticket, even babes-in-arms and toddlers. These are part of the tickets that each household is allotted.
- **Receiving Your Tickets:** There is a \$2.00 per order charge for in-person and telephone sales, and a \$3.00 per order charge for on-line sales. These order charges include the service of mailing your tickets and/or parking pass where applicable.

- **Parking:** There is a \$2.50 parking fee on Saturdays at the University. We strongly recommend that patrons having their tickets mailed to them purchase a \$2.50 parking ticket through the UVic Ticket Centre and avoid line-ups at the parking machine prior to the ceremony. This parking pass will be valid all day.

Booking Online

- Online sales are available 24 hours a day at <http://tickets.uvic.ca>
- Tickets must be booked in the name of the **graduating student**
- It is strongly recommended that you set up an account **in the name of the graduating student** in advance of purchasing tickets.

To Set Up An Account In Advance Of Purchasing:

- Go to tickets.uvic.ca
- Select “**Login**” at top of page
- Select “**New Patron**”
- Enter required information,
 - **The name of the patron must be the name of the graduating student**, inputting an alternative name will result in a delay of ticket processing
- When finished select “**Create Account**”
- Please read the “**Welcome to UVic Ticket Centre Online Ticketing**” page
- When finished Select “**Tickets**”, at the top of the page to browse the web site, **or** Select “**Logout**”
- Please note that your event can only be viewed once tickets become available for purchase

To Purchase Using Your Account:

- Go to tickets.uvic.ca
- Select “**Login**” at the top of the screen
- Enter the same email address and password that was used to create your account
- Select “**Login**”
- Select “**Tickets**” at the top of page
- Find the correct event, date and time from the Events List
- Select “**Buy**” beside the event
- Select the section you wish to sit in
- Select the number of tickets needed, up to the ticket limit
 - **Please adhere to the ticket limit set by the school; exceeding the limit may result in a delay of ticket processing**
- Select “**Find Best Seats Available**”
- If you would like different seats, click on the available seats you would prefer and click “**Swap for Selected Seats on Map**”
- Select “**Add Tickets to Shopping Cart**”

- Don't forget to add a parking pass, which is listed as a separate event. Click **"Continue Shopping"** to get back to the events page to buy a parking pass
- Click **"Shopping Cart"**, and confirm ticket information
- Select **"Go to Check out and Make Payment"**
- Enter payment information
- "How did you hear about us?" select **"Friends and Family"**
- Select **"Click to Continue"**
- Submit payment for authorization