

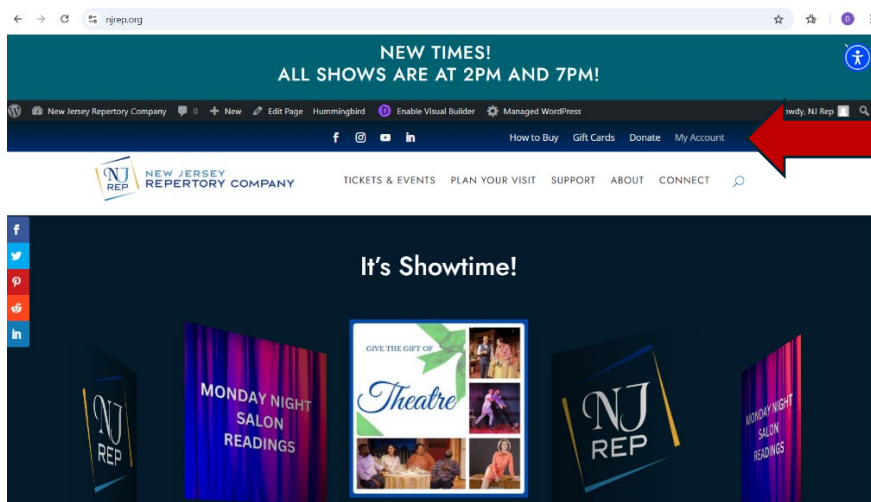
Purchasing your subscription tickets on-line!

NJRep subscribers and single ticket buyers now have the option to purchase tickets and seat locations on-line. This document will assist you in how to purchase your subscription tickets on-line.

Step One

Log into your tix.com account through the email sent to you.

You can do that by clicking on the link sent to you via email, or by visiting njrep.org and clicking on the “My Account” link:



You will be prompted to enter your email address and your tix.com password. If you don't know it, hit reset password. Please note that the email attached to your account might not be your primary email, or if you have a household, it might be your partner's email. If you can't figure out your email, call the box office and we can help you.

Once you log in, you'll see a screen that has your information, and four tabs:

MY ACCOUNT

MY TICKETS

MY VOUCHERS

MY ORDERS

This document will explain the four tabs, and show you how to order your tickets on-line. Always remember, should you have any difficulties, or if you'd rather speak with a live person, the box office will remain open to assist you with any needs you might have.

My Account will show you your email, allow you to change your password, and will show your billing and contact information. Should you need to make any changes to that information on file, you can make those edits by clicking the edit button, which you will see on the right side of your screen. *Please note that if you've purchased tickets from other organizations that uses tix.com, you will see those organizations and tickets listed as well.*



My Tickets will show you your upcoming and past ticket purchases.

Here you can also view, print or add your tickets to your apple/google wallet (via the blue button) .

The screenshot shows the 'My Tickets' page with the following details:

- Navigation: My Account, **My Tickets**, My Orders
- Filters: **Upcoming**, Past
- Section: RESERVED
- Event: MAKE BELIEVE, February 13th at 7:00pm, New Jersey Repertory Company, 179 Broadway Long Branch NJ 07740, Order #38553909, Delivery Method: E-Ticket/Print at Home
- Table 1:

Row	Seat	Ticket Type	Status
G	8	Adult	Unscanned

View/Print Tickets
- Section: RESERVED
- Event: MAKE BELIEVE, February 13th at 7:00pm, New Jersey Repertory Company, 179 Broadway Long Branch NJ 07740, Order #38559911, Delivery Method: E-Ticket/Print at Home
- Table 2:

Row	Seat	Ticket Type	Status
G	11	Subscriber	Unscanned

View/Print Tickets

You will notice that you will also be able to confirm your show (red arrow 1) seat locations (red arrows 2 & 3), and how you paid for them - adult/regular, subscriber, or if it's flex it would be here too (red arrow 4). If the ticket says "unscanned" (red arrow 5) it means that it hasn't been scanned into the system. We don't currently do that, so you can ignore it.

If you click on your "past" tickets, please be aware that what's listed might not be entirely accurate. Please don't worry. This is due to a transfer of partial information when we moved systems. The tickets remaining on your subscription (both annual and flex) might be different than what is listed. If you have any questions, please don't hesitate to contact the box office and we can research your past shows.


My Vouchers

Under My Vouchers you will see your current subscription status. As you can see below, there are multiple different sample subscriptions listed below. [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

opping > My Tickets

My Account My Tickets **My Vouchers** My Orders

Order #38564034 Order Date: 01/02/2025 9:52am




2025 Annual - 3 Play
Available Vouchers: 3

Redeem Vouchers

No redeemed vouchers.

Annual 3-play means that this package has three more plays left on this annual subscription. The next play, Make Believe, has not been reserved yet.

Order #3859911 Order Date: 12/31/2024 11:58am




2025 Annual Subscription
Available Vouchers: 4

Redeem Vouchers

Production	Event Date	Quantity
Make Believe	Thursday, February 13th at 7:00pm	1

In this annual subscription, one ticket has been redeemed for Make Believe on 2/13. Four vouchers are remaining.

Order #38548159 Order Date: 12/27/2024 11:39am




2025 Annual Subscription
Available Vouchers: 8

Redeem Vouchers

Production	Event Date	Quantity
Make Believe	Thursday, February 13th at 7:00pm	2

This order is actually **two** annual subscriptions, two tickets have been redeemed and there are eight tickets still remaining.

Order #38548159 Order Date: 12/27/2024 11:39am




2628 NJRep Flex Pass
Available Vouchers: 2

Redeem Vouchers

Production	Event Date	Quantity
Make Believe	Thursday, February 13th at 7:00pm	1

This is a flex pass subscription with one ticket redeemed.

Order #38541549 Order Date: 12/24/2024 10:07am



2025 Annual Subscription
Available Vouchers: 5

Redeem Vouchers

No redeemed vouchers.

New annual package with no redeemed tickets.

My orders shows your current orders, and any orders in “incomplete” or reserved status.

[My Account](#) [My Tickets](#) [My Vouchers](#) **[My Orders](#)**

My Orders

Order ID	Order Date	Total	Status	Status Date
38564034	01/02/2025	\$150.00	Complete	01/02/2025
38563909	01/02/2025	\$65.00	Complete	01/02/2025
Incomplete	01/02/2025	\$160.00	Incomplete	01/02/2025
38559911	12/31/2024	\$250.00	Complete	12/31/2024

To find detailed information about an order, you can click on the Order ID number.

If you click on the “incomplete” this is where you can finish paying for your “reserved” subscription or any outstanding orders you might have that are currently being held without payment. (Please note that these orders do expire and are not available for same-day or pay-at-the-door payment).

[My Orders](#) > Order Details

[Complete](#)

Billing Information

pickle irwin



2628 NJRep Flex Pass
Multiple Venues

Type

Subscriber

Attendee Information

pickle irwin



Qty

1

Price w/ Fees

\$160.00

Production

Date

Section

Order Processing Fee	\$0.00
Total	\$160.00

[Back to Shopping](#)

Here you will see that Pickle Irwin’s flex-pass will first need to be paid before he can reserve his tickets. He can do that by clicking the **GREEN COMPLETE** button. There he is given the option to select all his events, select NO, and it will take you to the payment screen.

2628 NJRep Flex Pass

Remaining Vouchers to Redeem: 3 of 3

Would you like to select your events now?

[Yes](#) [No](#)

[Shopping](#) > [Payment](#)

No refunds or exchanges.

TERMS: By entering my payment information below and clicking on the "Complete Order" button, I hereby agree to pay the total specified.

Items: 4 Order Total: \$160.00

Fields marked with a * are required.

Credit Card Number: * Expiration Month: * Year: * CVV2 * ⓘ



[Complete](#)

Billing Information

pickle irwin



2628 NJRep Flex Pass
Multiple Venues

Type
Subscriber

Production

Attendee Information

pickle irwin



Qty
1

Date

Section

Price w/ Fees
\$160.00

Total:

\$160.00

[Back to Shopping](#)

[Empty](#)


[Edit](#)

REDEMING YOUR VOUCHERS AND BOOKING YOUR SHOWS

Once your orders are complete, you can book all your shows through the MY VOUCHERS tab. The system will only allow you to redeem vouchers for eligible shows.

In this example, the first order has already redeemed all available vouchers, so when you click on “redeem vouchers” you will get a pop-up with no ability to purchase tickets.

Order #38548159 Order Date: 12/27/2024 11:39am




2628 NJRep Flex Pass
Available Vouchers: 2

Redeem Vouchers

Production	Event Date	Quantity
Make Believe	Thursday, February 13th at 7:00pm	1

Order #38541549 Order Date: 12/24/2024 10:07am



2025 Annual Subscription
Available Vouchers: 5

Redeem Vouchers

No redeemed vouchers.

However, in the second order, the vouchers are still available, so when you click on the button, a pop-up will appear with available ticketing options. In this example, there is only one performance available for sale, so that pops up. If the entire run, or more shows were available, you would see all the options.

×

2025 Annual Subscription

Remaining Vouchers to Redeem: 5 of 5

MAKE BELIEVE





FEB 13 -
MAR 9

[Make Believe](#)

Hide Dates ^

FEB 13 Thu • 7:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 14 Fri • 7:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 15 Sat • 2:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 15 Sat • 7:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 16 Sun • 2:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 20 Thu • 7:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 21 Fri • 2:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>
FEB 21 Fri • 7:00pm	<p>Make Believe New Jersey Repertory Company, Long Branch NJ Price: \$0.00</p>	<p style="background-color: #008000; color: white; padding: 5px; text-align: center;">Buy Tix</p>

Click on the “Buy Tickets” green tab, and you will be brought to a new screen where you can choose your seats and book your tickets. Click on the seat you want, click add to cart,

MAKE BELIEVE Make Believe
February 13th at 7:00pm 
Price w/ Fees: \$50.00 - \$65.00
Share This:   

New Jersey Repertory Company
179 Broadway
Long Branch, NJ 07740
Map & Directions
Phone: 732.229.3166
Email: boxoffice@njrep.org
Website: <https://njrep.org>

A nostalgic, haunting look back at the world of 1930's Hollywood, where larger-than-life movie stars went to great lengths to keep their secrets from coming to light.

Seat Selection Best Available

Available Vouchers: 1

● Available ○ Unavailable ○ In Cart / Selected

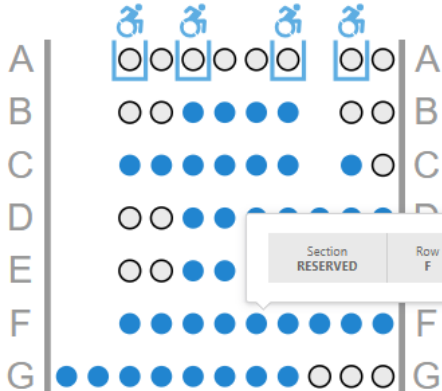
Add to Cart

+

-

↺

STAGE




Section RESERVED Row F Seat 5

and you will see a pop-up that says “one voucher redeemed successfully, and the ticket will appear in your MY VOUCHERS tab.

My Account My Tickets **My Vouchers** My Orders

Order #38564034 Order Date: 01/02/2025 9:52am

 2025 Annual - 3Play
Available Vouchers: 2
[Redeem Vouchers](#)

Production	Event Date	Quantity
Make Believe	Friday, February 14th at 7:00pm	1


And the seat location and tickets will appear in your MY TICKETS tab.

MAKE BELIEVE	Make Believe February 14th at 7:00pm New Jersey Repertory Company 179 Broadway Long Branch NJ 07740 Order #38564034 Delivery Method: E-Ticket/Print at Home	Section: RESERVED			
		Row	Seat	Ticket Type	Status
		G	11	Subscriber	Unscanned

[View/Print Tickets](#)

Section: General Admission

And by clicking on the View/Print tickets, you can see your ticket –




151042902314100077247 38564034


New Jersey Repertory Company presents
Make Believe
New Jersey Repertory Company
 Friday, February 14, 2025 7:00 PM
Subscriber \$50.00
Section: RESERVED Row: G Seat: 11

It's the Ticket! www.tix.com

ORDER INFORMATION
 Order Number: 38564034
 Order Date: 1/2/2025 9:52 AM
 Order Total: \$150.00
 Attendee: pickle irwin

VENUE INFORMATION
 New Jersey Repertory Company
 179 Broadway
 Long Branch, NJ 07740
 Phone: 732.229.3166

 Add to Apple Wallet

 Add to Google Wallet

GENERAL INFORMATION
 NO REFUNDS - NO EXCHANGES. DO NOT COPY THIS TICKET. MULTIPLE COPIES INVALID. Holder assumes all risk and danger including, without limitation, injury, death, personal loss, property damage, or other related harm. Management reserves the right to refuse admission or eject any person who fails to comply with the terms and conditions and/or rules for the event in which this ticket is issued.