

Tickets for the Belmont Secondary School Recognition Ceremony, June 12th, 2016, will be distributed by the UVic Ticket Centre.

Ticket Limit: Each graduating student is guaranteed to receive up to 4 tickets \$5 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, **April 19th**

- 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, April 19th, at 8:30am** through the UVic Ticket Centre:

		Hours	
		April 19 th	After April 19 th
Online:	tickets.uvic.ca Visa and MasterCard are accepted.	Starting at 8:30am	24 hours/day
Telephone:	250-721-8480 Visa and MasterCard are accepted.	8:30am-4:00pm	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.	8:30am-4:00pm	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 \$1.50 per order charge for in-person and telephone sales, and a \$2.50 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 no cost for parking in General Lots on Sunday.

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 “**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**”.

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, once the correct event is found
- Select “**Buy**” beside the event.
- Select the section you wish to sit in.
- Select the number of tickets, up to the ticket limit.
 - **Please adhere to the ticket limit set by the school; exceeding the limit will result in a delay of ticket processing**
- Select “**Find Best Seats Available.**”
- Select “**Add Tickets to Shopping Cart**”
- Confirm ticket information
- Select “**Go to Check out and Make Payment.**”
- Enter payment information
- “How did you hear about us?” select “**Graduation**”
- Select “**Click to Continue**”
- Submit payment for authorization