

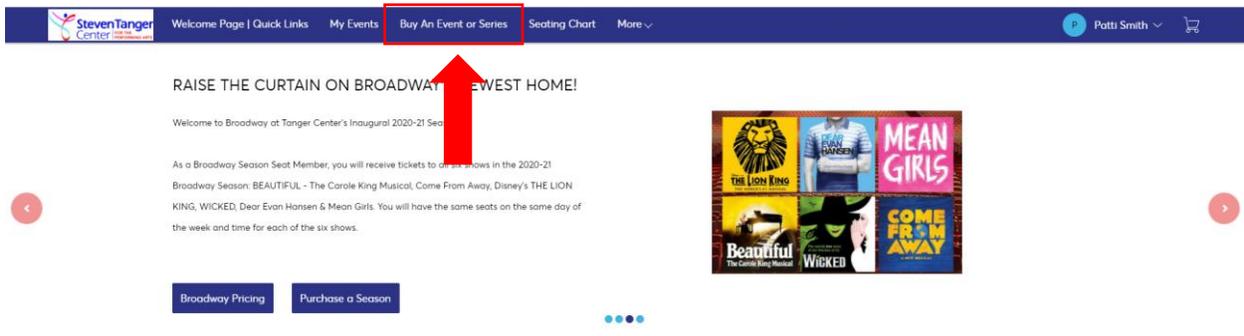
## Account Manager Guide for Adding Seats

1. Log into your Tanger Center Account Manager with the email address you used to purchase your season seats.

*Forgot your password? That's OK! Just click "forgot password" to create a new one*



2. Once you have successfully logged into your account you should see the page below. To find the show you wish to add click "Buy An Event or Series".



- Use the search function for an easy and fast way to find the event, day and time you are looking for.

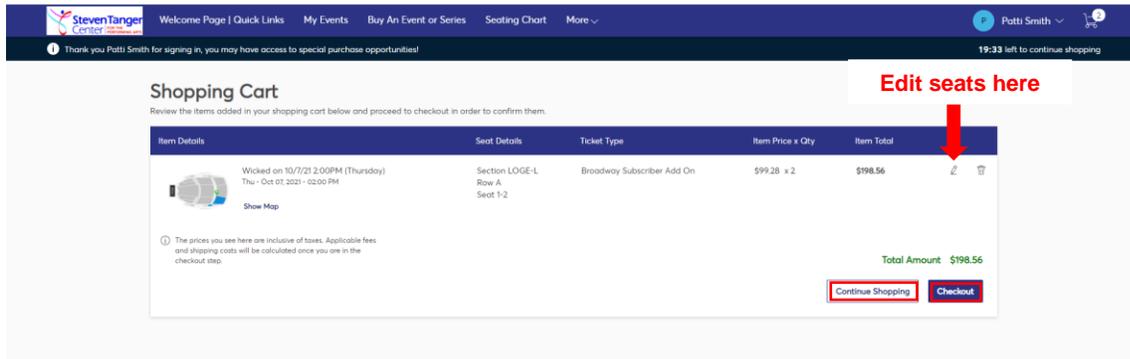
The screenshot shows the Steven Tanger Center website interface. At the top, there is a navigation bar with links for 'Welcome Page | Quick Links', 'My Events', 'Buy An Event or Series', 'Seating Chart', and 'More'. A user profile for 'Patti Smith' is visible in the top right corner. Below the navigation bar, a message reads: 'Thank you Patti Smith for signing in, you may have access to special purchase opportunities!'. The main heading is 'Tanger Center Events and Series' with a sub-note: 'Click the Select button on an Event or Series below to purchase your tickets. \*\*\*Please note that dates and times are subject to change\*\*\*'. A search bar is prominently displayed with a red arrow pointing to it, containing the text 'Search Event Name'. To the right of the search bar are options for 'Sort By: Event Date' and a 'Compare' button. Below the search bar, there are three event listings for 'Wicked' on different dates and times, each with a 'Select' button and a 'View Details' button. A sidebar on the right titled 'Events/Plans' contains various filters and options, including 'Discounted' (SPECIAL OFFER), 'Buy Flow Filters', and a list of specific event dates and times.

- Once you have picked the event, day and time you wish to come the Interactive Seat Map will appear. Click the seats you wish to add and add them to your cart. Press continue.

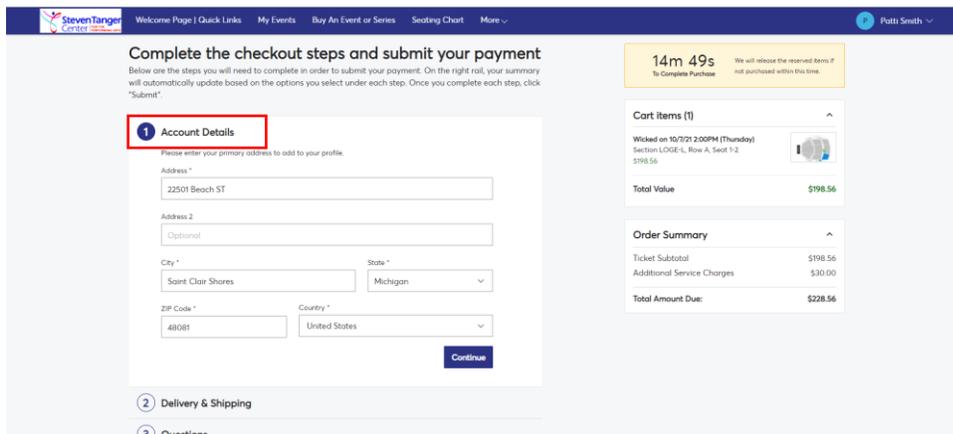
The screenshot shows the Interactive Seat Map interface. A red arrow points to the user profile 'Patti Smith' in the top right corner. A 'Cart' overlay is displayed in the center, showing '1 Event' for 'Wicked on 10/7/21 2:00PM (Thursday)'. The cart details include 'Broadway Subscriber Add On: 2' and 'Section LOGE-L, Row A, Seat 1-2' for a total amount of \$198.56. A 'Continue' button is highlighted with a red box. In the background, the Interactive Seat Map is visible, showing a grid of seats with blue dots indicating selected seats. A table overlay in the bottom left corner provides a summary of the selected seats:

SECTION	ROW	SEAT	PRICE
LOGE-L	B	9	\$99.28
LOGE-L	B	10	\$99.28
TOTAL PRICE			\$198.56

5. Verify your new seats in the shopping cart. On this screen there is the opportunity to “Change Seats” if you are not satisfied with your first choice by clicking on the pencil icon, or if you wish to add to this order for another show click “Continue Shopping”. Then click “Checkout” in the lower right hand corner when you are ready to finalize your purchase(s).



- 6a. Complete your account and payment details.



## 6b. Complete your account and payment details continued.

Steven Tanger Center

Welcome Page | Quick Links | My Events | Buy An Event or Series | Seating Chart | More

Patti Smith

### Complete the checkout steps and submit your payment

Below are the steps you will need to complete in order to submit your payment. On the right rail, your summary will automatically update based on the options you select under each step. Once you complete each step, click "Submit".

- Account Details
- 2 Delivery & Shipping**
- Questions
- Payments

USPS Mail (Free)

Select Delivery Method

USPS Mail (Free)

Patti Smith  
22501 Beach ST  
Saint Clair Shores, MI, 48081, USA

Edit

Continue

14m 09s To Complete Purchase

We will release the reserved items if not purchased within this time.

#### Cart items (1)

Wicked on 10/7/21 2:00PM (Thursday)  
Section LOGE-L, Row A, Seat 1-2  
\$198.56

Total Value **\$198.56**

#### Order Summary

Ticket Subtotal	\$198.56
Delivery	\$0.00
Additional Service Charges	\$30.00
<b>Total Amount Due:</b>	<b>\$228.56</b>

## 6c. Confirm your billing address.

Steven Tanger Center

Welcome Page | Quick Links | My Events | Buy An Event or Series | Seating Chart | More

Patti Smith

### Complete the checkout steps and submit your payment

Below are the steps you will need to complete in order to submit your payment. On the right rail, your summary will automatically update based on the options you select under each step. Once you complete each step, click "Submit".

- Account Details
- Delivery & Shipping
- 3 Questions**
- Payments

Please confirm your account billing details.  
(Purchaser name, Address, City, State, Zip)

Type your answer here...

OK ✓ Press Enter

0 of 4 answered Powered by Typeform

13m 45s To Complete Purchase

We will release the reserved items if not purchased within this time.

#### Cart items (1)

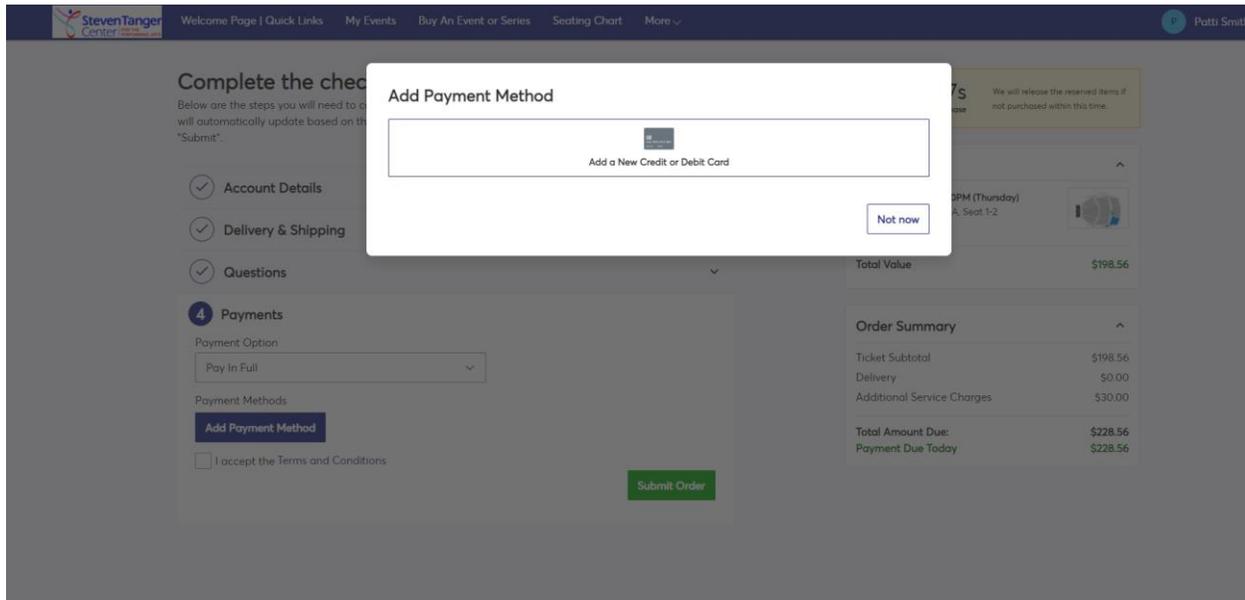
Wicked on 10/7/21 2:00PM (Thursday)  
Section LOGE-L, Row A, Seat 1-2  
\$198.56

Total Value **\$198.56**

#### Order Summary

Ticket Subtotal	\$198.56
Delivery	\$0.00
Additional Service Charges	\$30.00
<b>Total Amount Due:</b>	<b>\$228.56</b>

6d. Select your method of payment.



6e. Once you have added your method of payment click "submit order".

