

Thank you for your interest in purchasing tickets to Forest of Reading®! In order to make your ticket purchasing run smoothly, please read through this list of instructions prior to making your purchase. Due to the large volume of ticket requests, all tickets will be processed through Harbourfront Centre's regular box office ticketing system and as such there will be some items and messages during the purchasing process that will not apply to your purchase.

A few quick notes about ticket purchasing:

- All tickets must be purchased online, no exceptions. Orders will not be taken by phone, fax, or e-mail and all orders submitted by these means will not be processed. Our online ticketing system can be found on our "Event Search" webpage at <http://tickets.harbourfrontcentre.com/tickets/search.aspx> . Please **do not** call the theatre box office line at 416-973-4000.
- Due to the large volume of ticket requests, our website might be a little slower than normal. We thank you in advance for your patience.
- The maximum number of tickets available for purchase at one time is 200.
- **All tickets will be on sale Tuesday, January 15 at 8:00am.**
- Two to three weeks prior to your event, you will receive an information package containing your wristband tickets, information and schedule of the days' events, and a hard copy of the receipt for your purchase.

## Detailed Ticket Purchasing Instructions

1. On the "Event Search" page (linked above), you can find Forest of Reading® under the "Genre/Programme" menu. Please select this and then click "search".


A list of Forest of Reading® events will appear below the search menus. Please choose the event you are interested in (e.g. Silver Birch Non-Fiction Award) and click **Buy Tickets**.

### Search by Category

#### By Event

All Events 

#### Or By Genre/Programme

Forest of Reading 

#### Or By Venue

All Venues 



**Clear Selections**

**Search**

2. On the "Buy Tickets: Select Seating" page, you can select how many student and how many adult tickets you would like to purchase. The combined maximum number of tickets you may purchase at any one time is 200 tickets.

### 2. Select Ticket Quantity

Student

8 

Adult

1 

Once you have chosen your tickets, please click the **Add to Cart** button at the bottom of the page.

On this page, please ignore the promotional code textbox at the top of the page and the brief paragraph detailing additional charges and service fees at the bottom of the page. There are no promotional codes or additional charges for the Forest of Reading® events.

3. You will be taken to the "Donations and Memberships" page next. If you would like to make a charitable donation to Harbourfront Centre, you can do so at this point in the ticket purchase process, otherwise you can click the **Continue to Checkout** button.

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4. In order to continue purchasing tickets, you must create an online account with Harbourfront Center. Click the **Register** button to create your new account. No temporary logins will be given out in advance, so please ignore the details regarding temporary logins on the right side of the page.
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5. Please enter your registration information in each field. **You should use your school's contact information on this form, including mailing address and phone number.** Please enter the name of your school in the "Company" field. All fields are mandatory, even if they say (Optional) next to them.

Please also choose your privacy policy options on this page by ticking the appropriate check boxes below the contact form.

Click the **Register** button once you've finished entering all your information. If you have filled everything out correctly, you will be taken to a page confirming your account creation.

Choose User Name	<input type="text" value="your_username"/>
Choose Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>
Prefix:	<input type="text" value="Ms."/> ▼
First Name:	<input type="text" value="Jane"/>
Last Name:	<input type="text" value="Smith"/>
Email Address:	<input type="text" value="janesmith@schools.com"/>
Company:	<input type="text" value="Maple Leaf Public School"/>
Address:	<input type="text" value="123 Main Street"/>
City:	<input type="text" value="Toronto"/>
Province / State:	<input type="text" value="Ontario"/> ▼
Country:	<input type="text" value="Canada"/> ▼
Postal / Zip Code:	<input type="text" value="M5J 2G8"/>
Phone Number:	<input type="text" value="416-555-1234"/>

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6. The information you entered in the previous step will now appear as your default billing address. Please also tick the  "Use this address for my shipping address" check box so that all Forest of Reading® mailings will be sent directly to your school.
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7. Because you have purchased at least one student ticket, you will receive the following message on the delivery page:

**Orders containing Student or Senior tickets will be held for pick-up at the theatre box office. Valid student cards and appropriate identification are required.**

If you have any questions or concerns please contact the theatre box office at 416 973-4000.

Disregard this message. All tickets will be mailed out 2-3 weeks before the event without the need for student identification. Please do not call the theatre box office number inquiring about your tickets.

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8. The payment information page will summarize your purchase and the billing information you entered previously. At the bottom of the page you may enter your credit card payment information. When finished, click the **Complete Purchase** button.

<b>Credit Card</b>	
Card Type:	<input type="text" value="Visa"/> ▼
Number:	<input type="text" value="1234567891234567"/>
Name on Card:	<input type="text" value="Jane Smith"/>
Expiration Date:	<input type="text" value="May"/> ▼ <input type="text" value="2010"/> ▼
CW Code:	<input type="text" value="123"/> <a href="#">what's this?</a>

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9. You will receive a confirmation e-mail detailing your ticket purchase. As with other portions of the ticket purchasing process, this e-mail will contain information about our theatre box office and info line that you may ignore.
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**If you encounter any problems while trying to purchase tickets through the online ticketing system, please call 416-973-4772.**