

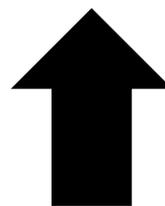
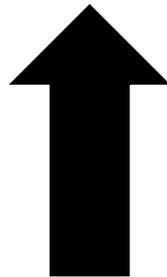
## How to Claim your Tickets

Step 1: When logging into the ticketing software to download your four guest tickets, you **MUST** use the email that notified you about your tickets. *This will be your New Paltz email or your personal account (Gmail, Yahoo, Etc.).* If you don't remember your account password, use the "Need help logging in?" link below to initiate a password reset. If you have an existing account and enter your email in the New User box it will help you recover your existing account.



Log In		New User?	
Login	<input type="text" value="jane.doe@newpaltz.edu"/>	Email	<input type="text" value="Email"/>
Password	<input type="password" value="Password"/>		
<input type="button" value="SUBMIT"/>		<input type="button" value="CREATE ACCOUNT"/>	

[Need help logging in?](#)



If you remember your account password, enter your information here and click continue.

If you don't remember your account password, click this link.

Step 2: Enter your desired quantity of tickets (up to 4), Select add to cart, Select continue:



Please place the number of tickets you desire into the quantity box and select the blue "Add to Cart" button. Then click the green "Continue" button which appears after seats are added to the cart. Please note that you have 20 minutes to complete your order.

Date	Details	
MAY 19 FRI	May 2023 Graduate Commencement Ceremony	<b>Graduate Ceremony (5/19/2023)</b> Old Main Quad Graduate Commencement (5/19/23) 6:00 PM

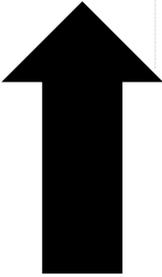
  

General Admission						
Available: 20+		Quantity	ADD TO CART			
Event	Section	Row	Seat	Price		
05/19/23 6:00 PM	Commencement	G/A	G/A	\$0.00	<input type="checkbox"/>	
05/19/23 6:00 PM	Commencement	G/A	G/A	\$0.00	<input type="checkbox"/>	
05/19/23 6:00 PM	Commencement	G/A	G/A	\$0.00	<input type="checkbox"/>	
05/19/23 6:00 PM	Commencement	G/A	G/A	\$0.00	<input type="checkbox"/>	

DELETED

Item Count: 4 Price Total: \$0.00

CANCEL CONTINUE



Step 3: Review Tickets and select continue:



Please review the items in your cart  
Click the green "Continue" button to proceed

Date/Time	Info	Section	Row	Seat	Price	Discount
MAY 19 FRI 6:00 PM	May 2023 Graduate Commencement Ceremony	Commencement G/A	G/A	G/A	\$0.00	None v
MAY 19 FRI 6:00 PM	May 2023 Graduate Commencement Ceremony	Commencement G/A	G/A	G/A	\$0.00	None v
MAY 19 FRI 6:00 PM	May 2023 Graduate Commencement Ceremony	Commencement G/A	G/A	G/A	\$0.00	None v
MAY 19 FRI 6:00 PM	May 2023 Graduate Commencement Ceremony	Commencement G/A	G/A	G/A	\$0.00	None v

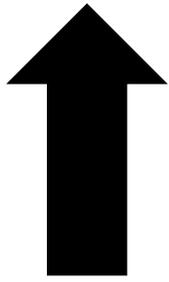
Item Count: 4 Sub Total: \$0.00

APPLY DISCOUNTS

RESET DISCOUNTS

APPLY PROMOTIONS

CANCEL CONTINUE



Step 4: Submit Order to complete the ticket claim process:



Please click "Submit Order" to complete your order and finalize your commencement tickets.

### Cart

Info	Date	Section	Row	Seat	Product	Price	
May 2023 Graduate Commencement Ceremony	05/19/2023 6:00 PM	Commencement	G/A	G/A	G/A	Ticket	\$0.00
May 2023 Graduate Commencement Ceremony	05/19/2023 6:00 PM	Commencement	G/A	G/A	G/A	Ticket	\$0.00
May 2023 Graduate Commencement Ceremony	05/19/2023 6:00 PM	Commencement	G/A	G/A	G/A	Ticket	\$0.00
May 2023 Graduate Commencement Ceremony	05/19/2023 6:00 PM	Commencement	G/A	G/A	G/A	Ticket	\$0.00
<b>Item Count:</b> 4							
<b>Calculated Total:</b> \$0.00							
<b>Shipping:</b> \$0.00							
<b>Processing Fee:</b> \$0.00							
<b>Tax:</b> \$0.00							
<b>Final Total:</b> \$0.00							

### Payment and Delivery

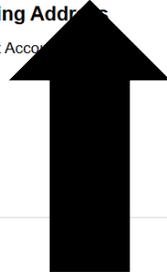
Pay with:  
\$0 Reservation

Delivery:  
Print-At-Home / Mobile (\$0 additional)

### Billing Address

Commencement Test Account

, NY  
/



*Final Confirmation Screen.*

*Choose 'Print E-ticket' to view, print, or download your ticket.*

*If all four tickets have been claimed, you will not be able to choose to 'Purchase More Tickets'.*



Your order has been completed successfully.  
You will also receive a confirmation email with your tickets attached as pdf's now that your order has been completed.

The "Print-At-Home / Mobile" delivery option will allow you to print out e-tickets, or show your barcodes from your mobile device through your account portal.  
You can also move your tickets into your apple wallet at any time.



**PRINT E-TICKET**

**PURCHASE MORE TICKETS**

Order Details		Payment Details	
Confirmation ID	8438	Amount	\$0.00
Date	5/1/2023 4:00:54 PM	Payment Type	\$0 Reservation
Delivery	Print-At-Home / Mobile (\$0 additional)	Authcode	
Total	\$0.00	Status Message	
Buyer	Commencement Test Account		

List of Tickets						
Number of Tickets: 4						
Event	Section	Row	Seat	Discount	Sold	Event Information
Graduate Commencement (5/19/23)	Commencement G/A	G/A	G/A		\$0.00	Graduate Ceremony (5/19/2023) Old Main Quad
Graduate Commencement (5/19/23)	Commencement G/A	G/A	G/A		\$0.00	Graduate Ceremony (5/19/2023) Old Main Quad
Graduate Commencement (5/19/23)	Commencement G/A	G/A	G/A		\$0.00	Graduate Ceremony (5/19/2023) Old Main Quad
Graduate Commencement (5/19/23)	Commencement G/A	G/A	G/A		\$0.00	Graduate Ceremony (5/19/2023) Old Main Quad

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Confirmation Email with PDF Tickets Attached:

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## Adam, here are your tickets!

See attached for PDF Tickets.  
Open this email on your iPhone to [download your Apple Passes](#).

*(For order placed on Thursday, April 27, 2023 at 9:38 AM for \$0.00. Confirmation ID: 8016.)*

Web Portal

**On Desktop?** Use Web Portal to purchase more tickets, view orders, update account info and more.

Mobile Portal

**On Mobile?** Use Mobile Portal to view current orders, display barcodes on game day and more.

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### SUNY New Paltz Box Office

SUNY New Paltz Box Office  
1 Hawk Drive  
New Paltz, NY 12561  
[\(845\) 257-3880](tel:(845)257-3880)  
[www.newpaltz.edu](http://www.newpaltz.edu)