

## Instructions for Reserving Tickets/Donating for *MAY'S VOTE* virtual performances

Go to: <https://keycitypublictheatre.org/maysvote>

This opens the *May's Vote* page on the Key City Public Theatre (KCPT) website. Scroll down to find performance you want. Click on the **Free Tickets** box for that show.

Choose # of tickets from the drop-down menu  
Click **Add tickets to cart**. Click **Checkout**.

Scroll down – Click **Continue**

### “Would You Like to Donate” page

If you wish to donate, choose organization/fund for donation. (Use arrow to scroll right if partnering organization is not visible.) Scroll down – click **Donate**.  
[If not donating, just click on **Continue**]

### “Contribute to a Campaign” page

Choose donation amount (There are various options, plus “Other”)  
Click **Add Donation** (Donation is added to your cart.) Click **Continue**

### “Contact Details” page

Fill in your Contact Information (or log in if you have an account with KCPT)  
Click **Continue**

### Check out Question: How did you hear about this offering?

Choose answer from drop-down menu  
Click **Continue**

### Order Review

Review your order (tickets and donation)  
Click **Continue**

### Billing Information

Provide credit card info (if making a donation)  
Check **“I agree”** and then click **“Place order”**

You will receive an order confirmation online and also be sent a **Confirmation email** that includes a link that you will use to view the performance.

**A reminder email** will be sent the day before the performance.