Dear Patron,

We thank you for being a Series Subscriber here at Soka Performing Arts Center. This instructional document will help you navigate through the online process to renew your Series Package from last season into the 2014-15 Season. Your seats from last year were converted into a Reservation which needs to be paid in full by August 1st so as to not lose your seats.

Our ticketing system uses a platform called “My Tickets” for your use in processing your order online. You can go to the My Tickets website (see the screen-shot below) by following this link: Soka Performing Arts Center My Tickets Page

If you do not yet know your “My Tickets” Login protocol please contact us at the Box office (Monday-Friday 10am-2pm at 949-480-4278 or at tickets@soka.edu) and we will provide this information to you. Otherwise: the “Login” will be your patron account number, a 7-9 digit number, and the Password will be a combination of letters and numbers characters long.

Once you login for the first time, you will be asked to accept the terms of the My Tickets website which you can review at this hyperlink: My Tickets Terms and Conditions
You will also be prompted to change your password to one of your choosing. Please retain your patron account number for future use, or if you ever need to reset your password.

Once you have successfully logged in, you will be directed to your “To Do List” tab where you can renew your season ticket orders. Here is a screen-shot:
At this time, the system only allows renewal of one order at a time online, so each one has to be completed separately if you have more than one. We apologize for this slight inconvenience.

Once you click “Renew,” you will be forwarded to the payment screen. Please verify the Package, number of seats and seat location as well address and delivery information. If any account information is incorrect, you can use the “My Account” tab to make changes before returning to your “To Do List” to finalize your renewal(s).

Please note that your tickets will be mailed to you automatically and should arrive within two-weeks of you processing your order. However, if you would prefer to receive them via email, or have us keep them here for you in Will Call, please call or email us and we will take care of that for you. Here is the rest of that screen-shot:
If you have any questions or concerns, feel free to “Cancel Order & Exit” and contact us. Otherwise, make your payment and select “Submit Payment” and you’re done!

We hope you appreciate this convenience online option but please do not hesitate to contact us directly should you have any need for clarification or additional assistance.

We thank you again for your continued patronage and look forward to seeing you again next Season.

Best Wishes from all of us here at Soka Performing Arts Center!