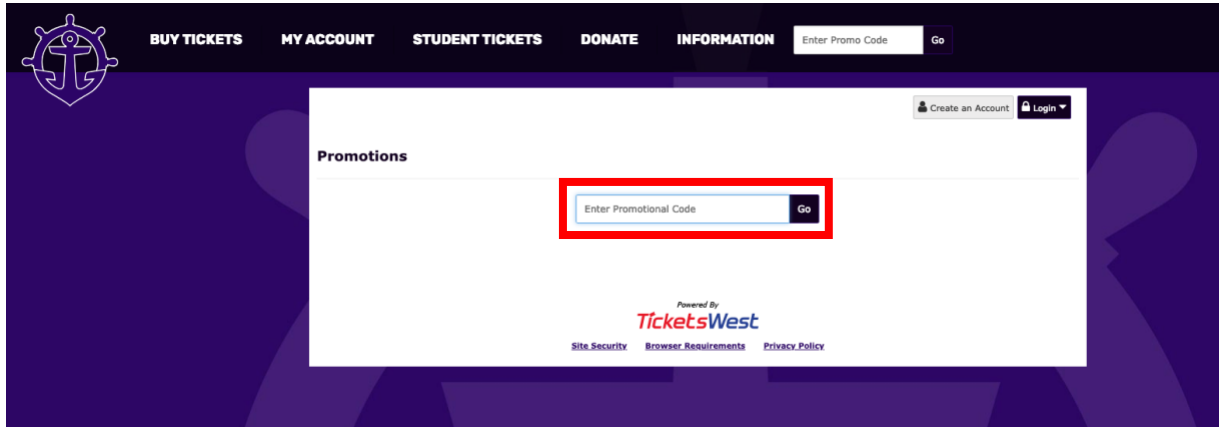
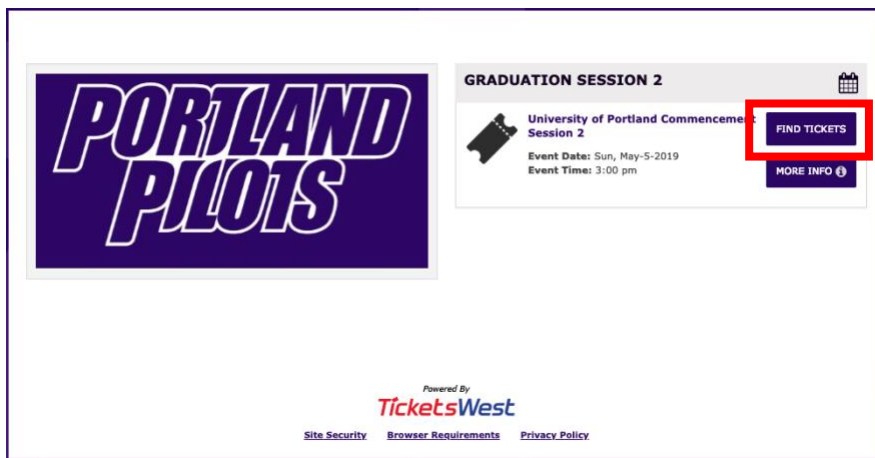


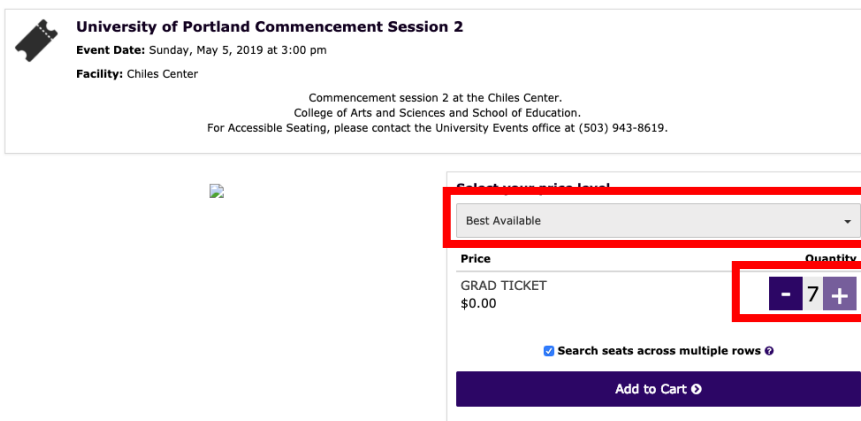
1. Click on link in email
2. Enter the promotion code in the email, then Click “Go”



3. Click “Find Tickets”



4. Select “Best Available” from the drop-down menu
 - a. Tickets are assigned on a first-come, first-served basis
5. Enter **Ticket Quantity**
 - a. Each student is allotted a maximum of (7) tickets
 - b. Make sure to keep the “Search seats across multiple rows” box selected to find seats together.



6. Click "Add to Cart"

University of Portland Commencement Session 2
Event Date: Sunday, May 5, 2019 at 3:00 pm
Facility: Chiles Center

Commencement session 2 at the Chiles Center.
College of Arts and Sciences and School of Education.
For Accessible Seating, please contact the University Events office at (503) 943-8619.

Select your price level
Best Available

Price	Quantity
GRAD TICKET \$0.00	- 7 +

Search seats across multiple rows

Add to Cart

7. After clicking Add to Cart, a pop-up will appear asking if you would like to be added to the list for additional tickets? Additionally, this is where you list if you need limited mobility or wheel chair tickets. For more information about these tickets please visit: <https://www.up.edu/commencement/for-graduates/tickets.html>.

a. *If none needed, select no.*

Your Cart

University of Portland
Commencement Session 2
Sunday, May 5, 2019 at 3:00 pm
Chiles Center

Quantity: 7
Price Level: Lower
Level: LOWER
Section: 12
Row: 3
Seats: 1-7
Edit | Remove

Delivery Method
Print at Home
Tickets for this event will be emailed to the email address you provided.

Item Total: \$0.00
[see price breakdown](#)

CART SUMMARY

\$0.00
\$0.00
\$0.00

Checkout

Continue Shopping
Continue Renewing
Remove Entire Order

Create an Account | Login

Would you like to be added to the list for additional tickets?

YES NO

Additional*

Limited mobility**

Wheel Chair***

*Limit for Additional tickets is 4. This request does not guarantee additional tickets. Additional tickets will not be with original group.
**These are not additional tickets. This number will be removed from your original order and traded out for limited mobility tickets.
***These are not additional tickets. This number will be removed from your original order and traded out for Wheel Chair seating.
If you are need of additional tickets that are limited mobility or wheel chair please contact pilotsboxoffice@up.edu.

8. After filling out the boxes for additional, limited mobility and wheelchair, select yes or no to proceed.
9. Your Cart: Your order information is listed on this screen.
 - a. If selected, to view the number of additional tickets you requested and the number of limited mobility and wheelchair tickets please click on view comment.

Your Cart

Create an Account | Login

University of Portland Commencement Session 2
 Sunday, May 5, 2019 at 3:00 pm
 Chiles Center

Quantity: 7
 Price Level: **Lower**
 Level: **LOWER**
 Section: **12**
 Row: **4**
 Seats: **1-7**
[Edit](#) | [Remove](#)

[Click to enlarge map image.](#)
[Click to enlarge](#)

Delivery Method

Print at Home (Delayed) - \$0.00
 Tickets for this event will be emailed to you on or around April 21st. Please keep an eye the email address you provided.

Additional Commencement Tickets - Session 2
 Item Total: \$0.00
[see price breakdown](#)

Quantity: 1
[Remove](#) | [View Comments](#)

Additional:2;LimitedMobile:1;WheelChair:1

Delivery Method

No Delivery Available - \$0.00

CART SUMMARY

Subtotal	\$0.00
Delivery Charge	\$0.00
TOTAL	\$0.00

CHECKOUT

[Continue Shopping](#)

[Continue Renewing](#)

[Remove Entire Order](#)

Powered By
TicketsWest

10. Don't like your seat location?
 - a. Click **"Edit"** to be assigned different seat locations
 - b. You could lose your original seats by modifying your selection
11. Click **"Checkout"**

Please note:

- **The request for additional tickets does not guarantee additional tickets. If we are able to provide additional tickets they will NOT be seated with the original group.**
- **Limited Mobility and Wheelchair tickets are not additional tickets. The number of these tickets that you request will be removed from your original order and traded out for these tickets.**

12. Sign into your online account or “Register Now” for a new account.

*This account is not linked with your UP username and password *

Sign In

Returning Online Customer

Already a customer? Enter your login information below.

E-mail or Account #:

Password:

[Forgot Password?](#)

Please note that e-mail and password are case sensitive.

New Online Customer

Sign up for an online account for quick and easy online shopping. Your account lets you easily manage your tickets and update your personal information.

Existing Box Office Customer

Link your existing box office account to your online account. This will enable you to manage online, those tickets originally purchased at the box office. You only need to link your account once.

13. Fill out the information, Billing Address (Local Address) and Phone Number portions

14. Click “Next”

New Account

Your Information

Individual Customer Organization

* First Name

* Last Name

* Email

* Confirm Email

* Password
strong

* Confirm Password

Note: Your email address will also be your user name to sign in.

Phone Numbers

* Day Phone

Evening Phone

Billing Address

Country

* Address 1

Address 2

* Zip

City

State

Also use this address for

Shipping Address

15. Confirm all information and then Click "Place Your Order"

Enter Payment Information

Account Information	
Wally Pilot commencement@up.edu	
Billing Address 5000 N Willamette Blvd Portland OR 97203	<input type="button" value="Edit"/>
Shipping Address 5000 N Willamette Blvd Portland OR 97203	<input type="button" value="Edit"/>
Day Phone 5039431901	<input type="button" value="Edit"/>
Evening Phone	

Amount Due Now **\$0.00**

Payment Information

No payment due at this time

Place Your Order

16. Order Confirmation will be emailed to you or you can print it for your records

Order Confirmation

Thank you for your order Wally Pilot	General Information										
Address: 5000 N Willamette Blvd Portland, OR 97203 Phone: 503-943-1901 E-mail: commencement@up.edu	Return and Refund Policy: All sales are final upon completion of transaction. No Refunds/Exchanges. Will Call: Tickets picked up at Will Call must be accompanied by a photo I.D. and credit card used to complete the transaction. You will receive an e-mail confirmation shortly.										
Payment Information	Order Information										
Total Cost: \$ 0.00	Account Number: 14681 Confirmation Number: 14681--51853 Order Date: Monday, March 11, 2019 at 10:26 am										
Ticket/Miscellaneous Item Purchases											
Additional Commencement Tickets - Session 2 Delivery Selection: No Delivery Available											
University of Portland Commencement Session 2 Sunday, May 5, 2019 at 3:00 pm Chiles Center Delivery Selection: Print at Home (Delayed) Tickets for this event will be emailed to you on or around April 21st. Please keep an eye the email address you provided.											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Tickets</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Miscellaneous Item Cost</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Delivery Charge</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Order Charge</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">Total Cost:</td> <td style="text-align: right;">\$ 0.00</td> </tr> </table>		Tickets	0.00	Miscellaneous Item Cost	0.00	Delivery Charge	0.00	Order Charge	0.00	Total Cost:	\$ 0.00
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