

OnStage Order Process Picture Manual – Page 1

STEP 1:

Visit the [OnStage webpage](#) on the Overture website.

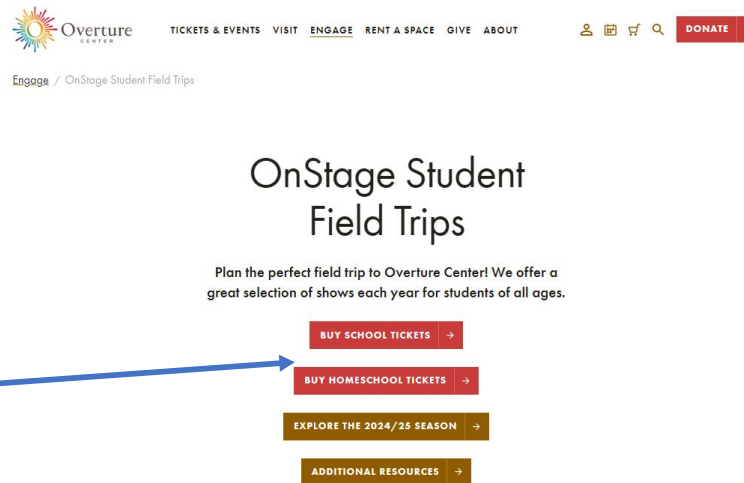
STEP 2:

If you already know which performance you would like to attend, you may click on the button to buy tickets.

If you want to learn more about the shows before making a decision, scroll down to browse the OnStage season event list. This list will provide curriculum connection information as well as our suggested grade level for that particular performance.

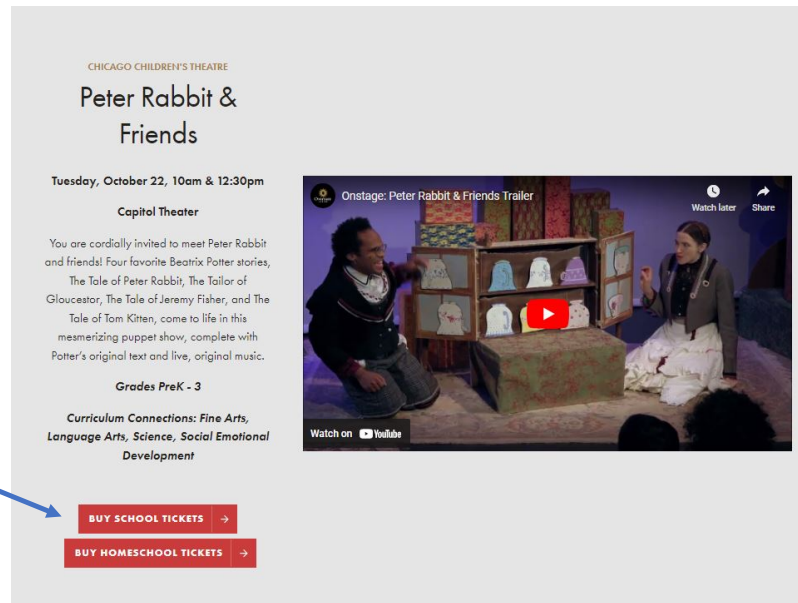
STEP 3:

When you find a show you want to learn more about or order seats for, select **BUY SCHOOL TICKETS** or **BUY HOMESCHOOL TICKETS**



Pricing and Show Length

Seats are \$9 each for school groups and \$10.50 each for homeschool groups. One complimentary seat is given for every 15 seats reserved and subsidies are available for qualified groups. All performances are 60 minutes, sometimes this includes a short question and answer period with the artists.



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STEP 4:

This page takes you to purchase information. If you click READ MORE it will also include the show description.

→ If you want to continue browsing the season, select CONTINUE SHOPPING

OR

If you are ready to order seats, begin filling out the information below.

Remember, if your group is larger than 100, please split the order into two separate items (may be “purchased” in the same order).

Please be advised that the drop down menu will show you how many TOTAL tickets are available for the show. If there are 62 seats available under the Student drop down menu, that still means that there are only 62 seats available for the entire show.

Login

Shopping Cart | Promo Code onstage24



OCTOBER 16, 2024 10:00AM - OCTOBER 16, 2024 12:30PM



OnStage- Bill Blagg: The Science of Magic

READ MORE



Select a different performance date/time:

October 16, 2024 10:00AM

CONTINUE SHOPPING



October 16, 2024 12:30PM

OnStage- Bill Blagg: The Science of Magic

STUDENT-ONSTAGE \$9.00

0



TEACHER/CHAPERONE ONSTAGE \$9.00

0



BUY TICKETS



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STEP 5:

Complete the form

- ➔ First select the number of students attending, then the number of adults.
- ➔ The drop down shows the TOTAL number of seats available in a show. If your group is larger than the number available, you can be added to the wait list by emailing onstage@overture.org.
- ➔ Required fields are indicated by red asterisks

STEP 6:

Select BUY TICKETS once your form is complete.

The screenshot shows a web form for purchasing tickets. At the top, there are two dropdown menus for 'STUDENT-ONSTAGE \$9.00' and 'TEACHER/CHAPERONE ONSTAGE \$9.00', both currently set to '0'. Below these are several required fields marked with red asterisks: 'SCHOOL:', 'Grade Level(s):' (with checkboxes for PRE-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, ALL, and OTHER), 'TRANSPORTATION:', 'BUS PARKING SPACES NEEDED:', 'WHEELCHAIR ACCESSIBLE LOCATIONS (NON-SEAT):', 'TRANSFER SEATS NEEDED:', 'LISTENING DEVICES NEEDED:', 'LIMITED VISION STUDENTS ATTENDING:', 'SPECIAL EMOTIONAL NEEDS STUDENTS ATTENDING:', 'STUDENTS NEEDING AN ASL INTERPRETER:', 'SERVICE ANIMALS ATTENDING:', and 'ADDITIONAL SPECIAL REQUESTS:'. A blue arrow points from the 'STUDENT-ONSTAGE' dropdown to the '0' value. At the bottom, there is a brown button labeled 'BUY TICKETS' with a right-pointing arrow. A blue arrow points from the 'BUY TICKETS' button to the 'STEP 6' instruction box.

STUDENT-ONSTAGE \$9.00 0

TEACHER/CHAPERONE ONSTAGE \$9.00 0

SCHOOL: Required

Grade Level(s):

☐ PRE-K Required

☐ K Required

☐ 1 Required

☐ 2 Required

☐ 3 Required

☐ 4 Required

☐ 5 Required

☐ 6 Required

☐ 7 Required

☐ 8 Required

☐ 9 Required

☐ 10 Required

☐ 11 Required

☐ 12 Required

☐ ALL Required

☐ OTHER Required

TRANSPORTATION: Required

Please Select

BUS PARKING SPACES NEEDED:

Please Select

WHEELCHAIR ACCESSIBLE LOCATIONS (NON-SEAT):

Please Select

TRANSFER SEATS NEEDED:

Please Select

LISTENING DEVICES NEEDED:

Please Select

LIMITED VISION STUDENTS ATTENDING:

Please Select

SPECIAL EMOTIONAL NEEDS STUDENTS ATTENDING:

Please Select

STUDENTS NEEDING AN ASL INTERPRETER:

Please Select

SERVICE ANIMALS ATTENDING:

Please Select

ADDITIONAL SPECIAL REQUESTS:

BUY TICKETS ➔

- ➔ Accommodation requests can be added or changed as needed before the performance date* by emailing onstage@overture.org
- ➔ We do our best to place attendees who have accommodation needs with the rest of their group
- ➔ Transfer seats are theater seats with removable arms that allow people using walkers or temporary wheelchairs to easily transfer into the seat.

*ASL Interpreters or Audio Describers must be requested at least 6 weeks prior to the performance

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STEP 7:

You will be asked if you require subsidies to pay for the performance. If you select “YES” please indicate the percentage of students listed as economically disadvantaged (must be more than 35% to qualify)

To Check out, hit
CHECK OUT

Already have an account?

➔ Login

Can't remember if you have an account?

➔ Select “Retrieve Account by email”

➔ Fill in the form

➔ You will receive an email to reset your password if you have an account

Don't have an account?

➔ Select “Register”

➔ Complete the form with your school's information

Do you need a subsidy to be able to attend this performance?

YES

NO

What percent of students at your school are listed as economically disadvantaged on your school's most recent [DPI report card](#)? (whole numbers only, must be 35% or more to qualify)

Subsidies are limited and subject to availability.

%

CANCEL

Shopping Cart

Your current cart contents are listed below:

OnStage- Bill Blagg: The Science of Magic			\$189.00	X
OCTOBER 16, 2024 12:30PM				
Capitol Theater				
GA	17 Item(s)	Student-OnStage	\$9.00	
GA	4 Item(s)	Teacher/Chaperone OnStage	\$9.00	
GA	1 Item(s)	Comp- OnStage	\$0.00	
Subtotal			\$189.00	
Total			\$189.00	
CONTINUE SHOPPING		CHECK OUT		

Log In To Your Account:

Log in to your account below by entering your email address and password. Not sure if you have an account? Forgotten your password? Click the Retrieve Account by Email link below. Are you new to our site? Click the Sign Up tab under Join Our Mailing List below!

Login Information

EMAIL ADDRESS Required

PASSWORD Required

[RETRIEVE ACCOUNT BY EMAIL](#)

[LOGIN](#)

Not Registered Yet?

Click below to either register for a new account or log in with Facebook.

[REGISTER](#)

[LOG IN WITH FACEBOOK](#)

Join Our Mailing List

[SIGN UP](#)

STEP 8:

Review your order

- ➔ **Location:** You will not be given seat numbers. An usher will guide you to your seats when you arrive.
- ➔ **Seats/Total Seats:** This is the total number of seats you are ordering. This number should include complimentary and subsidized tickets.
- ➔ **Price:** Breakdown of seats by student, teacher/chaperone, comp and subsidized (if applicable)
- ➔ **Total:** Your final cost
- ➔ If you change your mind or find a mistake, select delete and place the order again.

STEP 9:

- ➔ If you are finished OR need this show on a separate invoice, select CHECK OUT
- ➔ To add another show to your order, select CONTINUE SHOPPING. Repeat the process until you are ready to checkout.

Shopping Cart

Your current cart contents are listed below:

OnStage- Bill Blagg: The Science of Magic

\$189.00

OCTOBER 16, 2024 12:30PM

Capitol Theater

GA	17 Item(s)	Student-OnStage	\$9.00
GA	4 Item(s)	Teacher/Chaperone OnStage	\$9.00
GA	1 Item(s)	Comp- OnStage	\$0.00

Subtotal \$189.00

Total \$189.00

CONTINUE SHOPPING →

CHECK OUT →

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STEP 10:

Review
ORDER AGREEMENTS
AND TERMS

STEP 11:

Select I AGREE

STEP 12:

(TO PAY LATER)

Locate the Payment Plans
section

➔ Select the radio button
next to PAY LATER

➔ Select CONFIRM
PAYMENT PLAN

PAYMENT AND PURCHASE

As of April 17 2022, proof of vaccination or a negative COVID-19 test is no longer required to enter Overture Center. Wearing a facial mask is optional, but recommended, while in the building, unless otherwise stated.

Resident companies may require masks at other upcoming shows, too; please check their event pages for details. As the pandemic is ever evolving, Overture Center and its resident organizations will continue to monitor local data and take guidance from Public Health Madison & Dane County and the CDC to provide a safe environment for patrons, artists and staff. Events are planned at full capacity. We may reinstate appropriate protocols if conditions change in the future. Updates will be sent to guests prior to their performance or posted at overture.org/health. Guests who do not comply may be required to leave the theater with no refund.

Please verify your order is correct, then provide complete payment information.

You will need to click Buy Now at the bottom of the page to complete your order.

ORDER AGREEMENT & TERMS: This registration form serves as a purchase agreement. By selecting "Agree" you agree to the following:

This agreement is binding under all circumstances except if Overture Center Cancels or postpones a performance and/or if the district superintendent closes school on the day of the performance.

You can reduce attendance ONCE by up to 15% until 2 months prior to the performance. Further cancellations or adjustments are approved on an individual basis.

You have read and understand the policies and procedures located in our [FAQ](#) of the Overture OnStage performance series.

You will pass along performance information to other attending teachers and the billing department who will process the payment (if needed).

If you leave the school, You agree to pass all information regarding this order to another person and inform the OnStage Coordinator @ : onstage@overture.org.

I have my Principal or Administrator's approval for this reservation (if applicable).

☐ I AGREE

Please accept the Onstage Purchasing Terms

Admission price includes a building facility fee and any other applicable charges. Information on fees, Terms of Sale and Notice of Condition can be found [here](#). Limited exchange policies subject to performance in question.

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PAY LATER NOTES:

Ignore the pay later date.
Payment is due one month
prior to the performance.

If you don't want to pay
immediately, confirm it says
"Due now: \$0.00"

STEP 13:

Input the credit card details

→ All fields are required

→ If you have a payment
plan (see above) your
card will not be charged

PAYMENT AND PURCHASE

Please verify your order is correct, then provide complete payment information.

You will need to click Buy Now at the bottom of the page to complete your order.

Billing Information

Your Name
School Name
School Billing Address

Shipping & Delivery Options

Please make sure you select your preferred delivery method

below and update any information before you check out! If you
are adding a donation to your order please do that first!

Your invoice serves as your tickets.

Payment plans are available for items in your order

There are items in your order that are eligible for payment plans which allow you to pay for portion of your order at a later time. In order to see what payment plan options are available and to apply a payment plan to your order, please click the "Select Payment Plan" button below. Please note that order charges and any donations will be included in full with the first payment.

For OnStage orders with deferred payment, please select PAY LATER- OnStage.

SELECT PAYMENT PLAN

Payment Plans

Items eligible for payment plans

The items in your order that are eligible for payment plans are listed below. Depending on the types of items in your order, some of the items in your order may not be able to be included in a payment plan. These include order fees, gift certificates and contributions.

OnStage- Bill Blagg: The Science of Magic \$180.00

Payment plan total \$180.00

Select a Payment Plan



PAY LATER-
ONSTAGE

CANCEL →

SELECT THIS PLAN →

Payment Plans

Payment Plan Summary. Please note for OnStage school events, final payment will be due one month prior to each event and NOT the date below. For Jerry Award participation, final payment will be due the week of your school's performances and NOT the date below.

PAY LATER- OnStage

July 13, 2024 \$180.00

Payment plan total \$180.00
Deferred by payment plan (\$180.00)

Other Items/Fees \$0.00

Due Now \$0.00

CANCEL →

APPLY THIS PLAN →

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STEP 14:

Select BUY NOW.

Your order is not complete until you are directed to a page with an Order Confirmation Number.

Remember, if you selected PAY LATER you will NOT be charged at the time of purchase.

→ You will receive an email with your order confirmation. This will serve as a receipt (if the order is paid) or invoice (if the order is unpaid).

OnStage- Bill Blagg: The Science of Magic

OCTOBER 16, 2024 12:30PM

Capitol Theater

GA	17 Item(s)	Student-OnStage	\$9.00
GA	4 Item(s)	Teacher/Chaperone OnStage	\$9.00
GA	1 Item(s)	Comp- OnStage	\$0.00

Subtotal

\$189.00

Total

\$189.00

Apply Gift Certificate

Please enter your gift certificate number below and click Find Gift Certificate Value. This will locate the value of the certificate. You will then need to click Redeem Gift Certificate to apply it to your order.

GIFT CERTIFICATE ID:

ex: 1 a2b-123

REDEEM GIFT CERTIFICATE →

BUY NOW →

Thank you for your intent to join us for an OnStage performance! Contact the OnStage coordinator with any questions: 608-258-4165 | onstage@overture.org