

# How to use your Dance City credit

In response to lockdown in March, Dance City were forced to cancel all of our classes and events and as a result, we know that many customers have credit on their accounts. This credit is now available to view online via your Dance City account and can be easily used against your new ticket purchases.

We have created this quick, easy guide to help you navigate how to use your credit when purchasing a Dance City class online.

### How to view your credit

1. Login to your Dance City Account.

| DANCECITY D<br>DANCE FOR THE NORTH EAST  |                     |               |                  |  |  |
|--|---------------------|---------------|------------------|--|--|
| PERFORMANCES   | CLASSES & WORKSHOPS | PROFESSIONALS | TRAINING ACADEMY |  |  |
| NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY<br>BUILDING <b>HERE</b>                 |                     |               |                  |  |  |
| My Account  COGOUT  Details  Addresses  Contact Preferences  Offers  Print at Home Tickets  Ordens  Account Credit |                     |               |                  |  |  |

2. From the list of options, select 'Account credit'. Here you will able to see your credit total.





# How to use your credit

1. Add your chosen events to your online basket as usual.

| DANCECITY   | <u>,</u>  | ABOUT US   NEWS   MI | EMBERSHIP   HIRE SPACE   CONTACT US |  |
|---|---|----------------------|-------------------------------------|--|
| PERFORMANCES  | CLASSES & WORKSHOPS   | PROFESSIONALS        | TRAINING ACADEMY                    |  |
| NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY<br>BUILDING <b>HERE</b>          |   |                      |                                     |  |
| Make a Booking for<br>Summer Moves: Monday Musicals! (7-11)<br><b>Newcastle Children's Holiday Activity</b> |   |                      |                                     |  |
| Please select from the<br>Summer Moves: Monday Musical<br>Social Distancing, Dance City New                 | options below<br>s! (7-11), 12:30 Monday 24 Aug 2020<br>rcastle, Temple Street, Newcastle Upo | n Tyne, NE1 4BR      |                                     |  |
| Full price: @ £15.00     1       Available Packages:     Book all 3 Summer Camps and save £25 per week      |   |                      |                                     |  |
| Dance Camp sibling discount   |   |                      |                                     |  |



2. Proceed to checkout.

|--|

NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY BUILDING HERE

Make a Booking for Summer Moves: Monday Musicals! (7-11) Newcastle Children's Holiday Activity

| Basket  |
|---|
| Add more tickets and take advantage of one of these available offers: |
| Book all 3 Summer Camps and save £25 per week                         |
| Dance Camp sibling discount   |
| Enter a promotion code here if you have one APPLY CODE                |
| Summer Moves: Monday Musicals! (7-11)<br>12:30 Monday 24 August 2020  |
| i Full price  |
| View details  |
| Quantity: 1<br>Total: £15.00  |
| EDIT DELETE   |
|   |
| Grand Total: £15.00   |
| CONTINUE BROVISING CHECKOUT   |

3. Add your donation (or not!) and





4. Select your ticket delivery type (Print at home/ e-ticket).

| DANCECITY D ABOUT US   NEWS   MEMBERSHIP   HIRE SPACE   CONTAC  |                     |               |                  |  |
|---|---------------------|---------------|------------------|--|
| PERFORMANCES  | CLASSES & WORKSHOPS | PROFESSIONALS | TRAINING ACADEMY |  |
| NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY<br>BUILDING <b>HERE</b>  |                     |               |                  |  |
| Checkout           TICKET DELIVERY         Billing Details Summary Payment  |                     |               |                  |  |
| Ticket Delivery   |                     |               |                  |  |
| Please choose a delivery option for your tickets:   |                     |               |                  |  |
| Post my tickets to me (Not available for your choice of tickets)     Leave my tickets at the bex office (no charge)     Print my tickets at home (no charge)     CONTINUE |                     |               |                  |  |

5. Select the card payment method.





#### 6. Confirm your order details.

NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY BUILDING HERE

| Summary                   |  |  |
|---------------------------|--|--|
| Tickets                   |  |  |
| Summer Moves: Monday      | /lusicals! (7-11), 24 August 2020 12:30            |  |
| Full price x 1 @ £15.00   |  |  |
| EDIT BASKET               |  |  |
| Ticket Delivery           |  |  |
| Print at Home             |  |  |
| CHANGE                    |  |  |
| Billing Address           |  |  |
| Jessica Leaman, 42 Deuch  | ar Street , Jesmond , Newcastle upon Tyne, NE2 1JX |  |
| Your billing address must | be your registered card address.                   |  |
| CHANGE                    |  |  |
| Summary                   |  |  |
| Ticket Total:             | £15.00   |  |
| Iotal:                    | £15.00   |  |

7. Select 'Use my credit'.



|   | ILLING DELING DETAILS SUMWART PATMENT                                |
|---|--|
|   | Payment  |
|   | To redeem a gift voucher, enter the code below:                      |
| ( | Vsm y credit (£25.28)<br>Using we div. £15.00<br>Total to pay: £0.00 |
|   | CONFIRM ORDER  |



#### 8. Confirm.

| PERFORMANCES   | CLASSES & WORKSHOPS  | PROFESSIONALS | TRAINING ACADEMY |  |
|--|----------------------|---------------|------------------|--|
| NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY<br>BUILDING <b>HERE</b> |                      |               |                  |  |
| Checkout<br>TICKET DELIVERY BILLING DETA   | ILS SUMMARY PAYMENT  |               |                  |  |
| Payment To redeem a gift voucher, enter th REDE  | ne code below:<br>EM |               |                  |  |
| Using credit: £0.00<br>Total to pay: £15.00  |                      | (required)    |                  |  |
| CONFIRM ORDER  |                      | (((())))      |                  |  |

9. Let us know how you found out about the event.





### 10. And you're done!

| PERFORMANCES   | CLASSES & WORKSHOPS  | PROFESSIONALS  | TRAINING ACADEMY  |  |
|--|--|--|---|--|
| NOT SURE WHAT TO EXPECT WHEN YOU VISIT? TAKE OUR 3D TOUR OF THE DANCE CITY<br>BUILDING <b>HERE</b>   |  |  |   |  |
| Order Confirmation<br>Thank you for your order. Your or<br>On arrival please collect your tick<br>this should be passed to the ushe<br>Please note that if you are unable<br>notice. In order to participate in t<br>to the class. Ticket Office staff hav<br>For performances we can offer a<br>latecomers.<br>Miss Jessica Leaman, the details of<br>Tickets<br>Summer Moves: Monday Musical<br>24/08/2020 12:30 - Social Distance | rder number is 20-IK-6XEB and a conf<br>et from/sign in at the ticket office. For<br>rrs for inspection before heading into<br>e to attend a class we can exchange th<br>the class you must arrive within the fir<br>ve the right to refuse entry.<br>refund or exchange at any time if you<br>of your order are as follows:<br>s! (7-11)<br>ing | irmation email has been sent to jessi<br>r classes this should be handed into t<br>the theatre (Newcastle only).<br>we ticket or issue credit to your accour<br>rst ten minutes. This is both for your a<br>can no longer attend. Ticket purchas | ca.leaman44@gmail.com.<br>he teacher and for performances<br>nt if you give us at least 24 hours'<br>safety and to prevent disruption<br>se does not guarantee entry to |  |
| Seat Type Total<br>Unreserved Full price £15.00<br>Tickets Total: £15.00<br>Summary<br>Ticket Total: £15.00<br>Total: £15.00<br>Receipt<br>Credit Used / Voucher Payment<br>Amount: £15.00   |  |  |   |  |

We look forward to welcoming everyone back to the Dance City building. If you have any issues accessing your credit online, we recommend first consulting our regularly updated <u>'FAQ's page</u> before contacting <u>Ticket Office.</u>

Search our full range of classes, workshops and performances at <a href="https://www.dancecity.co.uk/">https://www.dancecity.co.uk/</a>