

Thank you for using the El Greco to Velázquez Online Ordering Ticketing Tutorial  
**GENERAL PUBLIC GUIDE**  
We recommend that you read through this manual PRIOR to beginning your order.

To begin, please visit [nasher.duke.edu/elgreco](http://nasher.duke.edu/elgreco)

Click on **TICKETS**

NASHER MUSEUM OF ART AT DUKE UNIVERSITY

EL GRECO TO VELÁZQUEZ  
ART DURING THE REIGN OF PHILIP III

AUGUST 21 -  
NOVEMBER 9, 2008

TICKETS / MEMBERSHIP / VISIT / LEARN / GALLERY / FOR DUKE / K-12 / EVENTS / SHOP / EN ESPAÑOL

**EL GRECO**  
TO **VELÁZQUEZ**  
ART DURING THE REIGN OF PHILIP III

August 21 - November 9, 2008

*Among the works of two giants of Spanish art,  
discover great unknown masters of painting  
and sculpture.*

"Wonderful" - *Time Magazine*

[.. // Learn More](#)

[Back to the Top](#)

This exhibition is organized by the Museum of Fine Arts, Boston, and the Nasher Museum of Art at Duke University, and is supported by an indemnity from the Federal Council on the Arts and the Humanities.

The exhibition is sponsored by:

Generous support for the catalogue provided by Scott and Isabelle Black.

Special thanks to the Mary Duke Biddle Foundation; the William R. Kenan Jr. Charitable Trust; the Program for Cultural Cooperation between Spain's Ministry of Culture and United States Universities; the Edward T. Rollins, Jr. and

[Press / Contact / Facility Rental / Image Credits / Nasher Home](#)

Copyright (c) 2008 Nasher Museum of Art at Duke University

All Content

Select [General Public Tickets](#).

The screenshot shows the website for the Nasher Museum of Art at Duke University. The header includes the museum name, the exhibition title 'EL GRECO TO VELÁZQUEZ: ART DURING THE REIGN OF PHILIP III', and the dates 'AUGUST 21 - NOVEMBER 9, 2008'. A navigation menu lists 'TICKETS / MEMBERSHIP / VISIT / LEARN / GALLERY / FOR DUKE / K-12 / EVENTS / SHOP / EN ESPAÑOL'. A featured image of 'The Kitchen Maid (Detail)' is shown with a caption. Below the image, the text states 'Tickets go on sale June 1' and 'at 12pm online or by phone at 919-660-1701'. A red box highlights the 'General Public Tickets' link in the text 'Buy your [General Public Tickets](#) or [Member Tickets](#) now.'. Further down, there is a 'Ticket Prices' section listing rates for members, faculty, students, adults, and children. At the bottom, there is a link to 'Become a member today'.

**To become a Nasher Member and get Free tickets to El Greco to Velázquez, please call 919-660-1701!**

\*\*\*\*You will be re-directed to the Duke University Box Office ticketing website\*\*\*\*

The screenshot shows the Duke University Box Office website. The header includes the Duke logo and navigation links like 'Duke Homepage', 'Duke Today', 'Event Management', 'Arts at Duke', 'Athletic Tickets', and 'Duke Map'. Below the header is a search bar and a 'SEARCH' button. A secondary navigation bar contains links for 'DIRECTIONS', 'VENUES', 'PRODUCERS', 'PARKING', 'DONATIONS', and 'FAQ'. The main content area features a 'Show Data' section for the event 'EL GRECO TO VELAZQUEZ: ART DURING THE REIGN OF PHILIP III', which runs from Thursday, 08/21/08 to Sunday, 11/09/08. A red box highlights the 'ADD TO BASKET' button, with a red arrow pointing to it from the text 'Click "Add to Basket"'. To the right of the event listing is a calendar for May 2008. Below the calendar is a 'PERSONAL BASKET' section showing a total of \$0.00 and buttons for 'OVERVIEW' and 'CHECK OUT'. On the left side, there is a 'QUICK BUY' section with dropdown menus for 'Choose Show', 'Choose Day', and 'Choose Hour', and an 'ORDER' button.

\*\*Please note: the website will time out and cancel your order after 15 minutes of idle time during ticket selection or checkout. Please have your credit card handy to prevent time-out errors\*\*

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show  
Choose Day  
Choose Hour  
ORDER

Home Page \ Tickets \ El Greco To Velazquez: Art During The Reign Of Philip III

Events List



EL GRECO TO VELAZQUEZ: ART DURING THE REIGN OF PHILIP III Thu 08/21/08 To Sun 11/09/08

Choose Day

Thu 08/21/08  
Thu 08/21/08  
Fri 08/22/08  
Sat 08/23/08  
Sun 08/24/08  
Tue 08/26/08  
Wed 08/27/08  
Thu 08/28/08  
Fri 08/29/08  
Sat 08/30/08  
Sun 08/31/08  
Tue 09/02/08  
Wed 09/03/08  
Thu 09/04/08  
Fri 09/05/08  
Sat 09/06/08  
Sun 09/07/08  
Tue 09/09/08  
Wed 09/10/08  
Thu 09/11/08  
Fri 09/12/08  
Sat 09/13/08  
Sun 09/14/08  
Tue 09/16/08  
Wed 09/17/08  
Thu 09/18/08  
Fri 09/19/08  
Sat 09/20/08  
Sun 09/21/08  
Tue 09/23/08  
Wed 09/24/08

BACK

Sale starts on sun 06/01/08 12:00 PM

ORDER ORDER

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERSONAL BASKET

Total \$0.00

OVERVIEW CHECK OUT

- Click on the drop-down box .

- Choose the date you wish to attend.

ALL EVENTS

SEARCH BY DATE

AMERICAN DANCE FESTIVAL

DUKE PERFORMANCES

OTHER EVENTS

FREE EVENTS

QUICK BUY

Choose Show   
Choose Day   
Choose Hour

[Home Page](#) \ [Tickets](#) \ [El Greco To Velazquez: Art During The Reign Of Philip III](#)

Events List



**EL GRECO TO VELAZQUEZ: ART DURING THE REIGN OF PHILIP III**

Thu 08/21/08 To Sun 11/09/08

Choose Day

VENUE	DATE	TIME
Nasher Museum	Thu 08/21/08	10:00 AM
Nasher Museum	Thu 08/21/08	11:30 AM
Nasher Museum	Thu 08/21/08	<u>12:00 PM</u>
Nasher Museum	Thu 08/21/08	12:30 PM
Nasher Museum	Thu 08/21/08	1:00 PM
Nasher Museum	Thu 08/21/08	1:30 PM
Nasher Museum	Thu 08/21/08	2:00 PM
Nasher Museum	Thu 08/21/08	2:30 PM
Nasher Museum	Thu 08/21/08	3:00 PM
Nasher Museum	Thu 08/21/08	3:30 PM
Nasher Museum	Thu 08/21/08	4:00 PM
Nasher Museum	Thu 08/21/08	4:30 PM
Nasher Museum	Thu 08/21/08	5:00 PM
Nasher Museum	Thu 08/21/08	5:30 PM
Nasher Museum	Thu 08/21/08	6:00 PM

Sale starts on Sun 06/01/08 12:00 PM

MAY 2008

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERSONAL BASKET

Total \$0.00

- Click "Order" next to the appropriate time you would like to purchase.

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show [v]  
Choose Day [v]  
Choose Hour [v]  
ORDER

Home Page \ Tickets \ El Greco To Velazquez: Art During The Reign Of Philip III

General Admission

Event : El Greco to Velazquez: Art during the Reign of Philip III On Sun 11/09/08 4:00 PM

Location Nasher Museum Area: General Admission [v]

00	~ General Admission	\$15.00	=	\$0.00
00	~ Duke Students (Limit 2 per ID)	\$5.00	=	\$0.00
01	~ Duke Faculty/Staff (Limit 2 per ID)	\$5.00	=	\$5.00
00	~ Non-Duke Students (Limit 1 per ID)	\$5.00	=	\$0.00
00	~ Children 0-6 (1 per child)	\$0.00	=	\$0.00
00	~ Youth Ages 7-17 (1 per child)	\$5.00	=	\$0.00

Total : 1 Tickets, \$5.00

BACK ADD TO BASKET

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERSONAL BASKET

Total \$0.00

OVERVIEW CHECK OUT

- Choose the number of tickets you wish to purchase at the appropriate price level (Gen. Admission, Duke Student, Duke Employee, etc).
- *Promo Code users must select the General Admission Price.*
- Click ***"Add to Basket"*** when you have selected all the tickets you wish to purchase for that date and time.

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

Home Page \ View Cart

Enter Promo code

Enter single tickets promotion code:

View Cart

**This is a summary of your reservations during this session. You have twelve (12) minutes to complete your order.**  
If you do not receive a confirmation page, your order may not have processed. Please call the University Box Office to confirm your order at 919-684-4444 or click 'my account' above to review your confirmed orders.  
Any discounts or promotions your order is eligible for will appear on this screen.  
For the ADF Pick 4 or Pick 7 discount, please select the Adult price when choosing your seats, as these discounts cannot be combined with other already reduced prices (Duke Employee, Senior). If you believe your order to be incorrect, please do not submit your order as all sales are final, please call the University Box Office for assistance M-F 10a-5p.  
Thank you.

My Ticket Basket

Event: El Greco to Velazquez: Art during the Reign of Philip III On: Sun 11/09/08  
4:00 PM at: Nasher Museum [Remove Item](#) | [View Seats](#)

AREA	TICKET TYPE	PRICE
General Admission	~ Duke Faculty/Staff (Limit 2 per ID)	\$5.00

Service Charge

TOTAL	
Order Service Charge	\$3.00
Internet Transaction Charge	\$0.35

Total: 3 Items, \$8.35

[New! Buy Parking Online](#)  
(For events on West Campus Only)

[Make a Donation to Support the Arts at Duke!](#)

- Your “cart” will appear, showing everything you have selected to order. Please double-check that the Event Date, Event Time, Quantity of Tickets, and Ticket Prices are correct.\*\*
- If you have a Promotion Code, enter it in the text Screen where it says “Enter single tickets promotion code:” and Click the ‘Submit’ button. If your promotion code is valid, your General Admission Price tickets will change to reflect your discount.\*\*
- If you would like to purchase more events, please select the “Continue Shopping” button

**\*\*Q: What if my order still doesn’t show my discount??**

A: If you expected a lower price than what shows on this screen, **do not** continue to Checkout. Please double-check that your Ticket Type is correct. All Promo Code users must first select the ‘General Admission’ Priced Ticket before entering the Promotion Code.

- The “Continue Shopping” button will route you back to our homepage and you may select additional shows using the process outlined earlier for each event.

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

home page | **view cart** | search | my account | contact us

Duke UNIVERSITY BOX OFFICE

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

AMERICAN DANCE FESTIVAL 2008

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

RECENT NEWS

» ALERT: Science Drive Construction Impacts Parking on West Campus  
Please allow more time for parking in the Bryan Center parking deck due to construction on Science Drive.

» ADF On Sale Now!  
Pick 4 or more performances, save 25%. Pick 7 or more performances, save 35%! Some restrictions apply.

UPCOMING EVENTS » VIEW ALL

<p>TRISHA BROWN &amp; RIRIE-WOODBURY</p> <p>6/12/08 - 6/14/08 Page Auditorium</p> <p>» MORE</p>	<p>KEIGWIN &amp; CO., BATTLEWORKS, PARADIGM</p> <p>6/30/08 - 7/2/08 Reynolds Industries Theater</p> <p>» MORE</p>	<p>DUKE PERFORMANCES SUMMER SERIES</p> <p>May 28 - August 3, 2008</p> <p>» MORE</p>	<p>EL GRECO TO VELAZQUEZ: ART DURING THE REIGN OF PHILIP III</p> <p>On Sale June 1, 12pm August 21 - November 9, 2008 Nasher Museum of Art</p> <p>» MORE</p>
---	---	---	--

- You may return to your “Shopping Cart” at any time by selecting **“view cart”** at the top of any page

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

Home Page \ View Cart

Enter single tickets promotion code:

View Cart

**This is a summary of your reservations during this session. You have twelve (12) minutes to complete your order.**  
If you do not receive a confirmation page, your order may not have processed. Please call the University Box Office to confirm your order at 919-684-4444 or click 'my account' above to review your confirmed orders.  
Any discounts or promotions your order is eligible for will appear on this screen.  
For the ADF Pick 4 or Pick 7 discount, please select the Adult price when choosing your seats, as these discounts cannot be combined with other already reduced prices (Duke Employee, Senior). If you believe your order to be incorrect, please do not submit your order as all sales are final, please call the University Box Office for assistance M-F 10a-5p.  
Thank you.

My Ticket Basket

**Event:** El Greco to Velazquez: Art during the Reign of Philip III **On:** Sun 11/09/08 [Remove Item](#) | [View Seats](#)  
4:00 PM **at:** Nasher Museum

AREA	TICKET TYPE	PRICE
General Admission	~ Duke Faculty/Staff (Limit 2 per ID)	\$5.00

Service Charge

	TOTAL
Order Service Charge	\$3.00
Internet Transaction Charge	\$0.35

**Total:** 3 Items, \$8.35

[New! Buy Parking Online](#)  
*(For events on West Campus Only)*

[Make a Donation to Support the Arts at Duke!](#)

- Once you have completed your selection and are ready to complete your order, please select the **“Proceed to Checkout”** button

**NOTICE:**  
The Total reflects the amount your credit card will be charged.

If this amount does not appear correct, please **do not** proceed to Checkout. Please call the University Box Office at **660-1701** for assistance.

- You will be directed to the 'Account Log-In' page

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

home page | view cart | search | my account | contact us

# Duke UNIVERSITY BOX OFFICE

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show  
Choose Day  
Choose Hour  
ORDER

Home Page \ View Cart \ My Details

## Account Log-In

To complete your transaction, please log-in to your account using your e-mail address and password.

If you do not have an account, please click "New User" below to create a new one!

**Please Note: All Sales Are Final--No Refunds or Exchanges.**

E-mail Address :

Password :  [Forgot password ?](#)

[New user?](#)

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERSONAL BASKET

4 Tickets	\$20.00
2 Service Charge	\$4.40
<b>Total</b>	<b>\$24.40</b>

OVERVIEW | CHECK OUT

- If you already have an account with the Duke University Box Office, please enter the **email address** associated with your account and your **Password**.
- Click "Log In".

Duke Homepage | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show  
Choose Day  
Choose Hour  
ORDER

Home Page \ View Cart \ My Details

Account Log-In

To complete your transaction, please log-in to your account using your e-mail address and password.

If you do not have an account, please click "New User" below to create a new one!

**Please Note: All Sales Are Final--No Refunds or Exchanges.**

E-mail Address :

Password :  [Forgot password ?](#)

[New user?](#)

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERSONAL BASKET

4 Tickets	\$20.00
2 Service Charge	\$4.40
<b>Total</b>	<b>\$24.40</b>

If you are a new user and do not have an account, select **"New User,"** to create a new account and complete your order.

- If you have forgotten your password select **"Forgot Password."** Then, enter your email address and your password will be sent to your email address from [tickets@duke.edu](mailto:tickets@duke.edu).

## To Create a new account:

Home Page \ Create Account

Create Account

Fill your data for creating an account

Personal Details

\* First Name :

\* Last Name :

\* Telephone :

\* E-mail :

\* Retype E-mail :

\* Address 1 :

Address 2 :

\* Town / City :

\* State :

\* Zip Code :

ID Number :

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show   
Choose Day   
Choose Hour

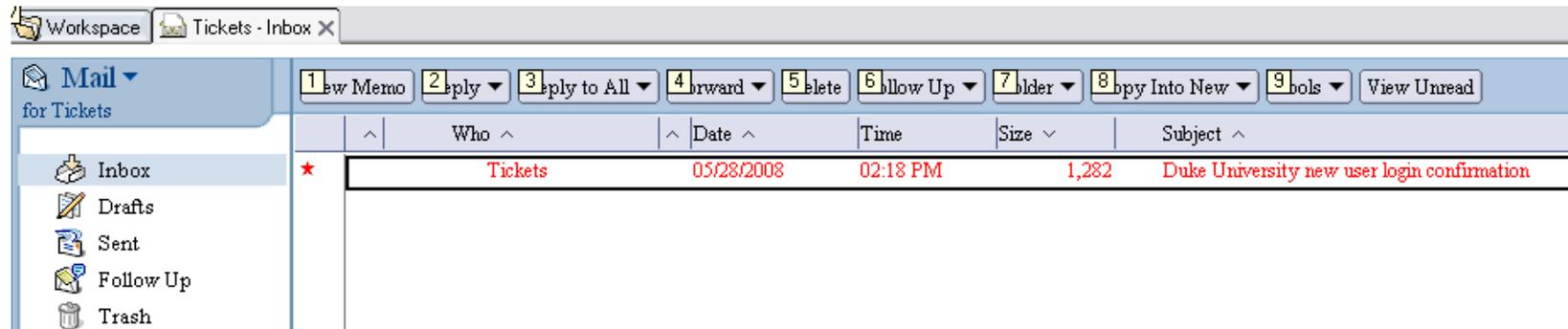
MAY 2008  
S M T W T F S  
1 2 3  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

PERSONAL BASKET  
Total \$0.00

- Fill out all areas with an asterisk (\*) and double-check your information to make sure it is correct.

- Click **CREATE ACCOUNT**

## Check your e-mail for Account Login Information



- In a few minutes, you will receive an email from [tickets@duke.edu](mailto:tickets@duke.edu) with the subject line: *Duke University new user login confirmation*.
  - This will give you your login name (email address) and password.
- The system will generate a random and secure password.

The screenshot shows a user's account page with a sidebar on the left containing navigation links like 'ALL EVENTS', 'SEARCH BY DATE', and 'QUICK BUY'. The main content area is titled 'Home Page \ My Account' and includes an 'Actions' section with links for 'Save all changes', 'Change password', 'Print confirmation form', 'Membership Renewal', 'Log Out', and 'Update Preferences'. Below this is an 'Account Details' section with fields for 'FULL NAME', 'CUSTOMER DETAIL', and 'Account History'. A pop-up window titled 'Change password' is overlaid on the page, containing fields for 'E-mail Address' (pre-filled with 'jdoe1971@hotmail.com'), 'Password', and 'Confirm', along with 'OK' and 'CANCEL' buttons. Red boxes highlight the 'Change password' link in the Actions section and the 'OK' button in the pop-up window. Red arrows point from these elements to the corresponding text in the list on the right.

- If you would like to change your password, sign in with the information from the confirmation email, go to 'my account' and click on **“Change Password”**
- A pop-up window will appear. Type in new password twice and click **“OK”**
- Click **“Save all changes”** above the Change Password link

Duke University Box Office

[Duke Homepage](#) | [Duke Today](#) | [Event Management](#) | [Arts at Duke](#) | [Athletic Tickets](#) | [Duke Map](#)  
[home page](#) | [view cart](#) | [search](#) | [my account](#) | [contact us](#)

[DIRECTIONS](#) | [VENUES](#) | [PRODUCERS](#) | [PARKING](#) | [DONATIONS](#) | [FAQ](#)

Hello Misty

**ALL EVENTS**

SEARCH BY DATE

AMERICAN DANCE FESTIVAL

DUKE PERFORMANCES

OTHER EVENTS

FREE EVENTS

QUICK BUY

Choose Show

Choose Day

Choose Hour

ORDER

Home Page | My Account

Actions

- Save all changes
- Print confirmation form
- Log Out
- Change password
- Membership Renewal
- Update Preferences
- Subscription Renewal

Account Details

<b>FULL NAME</b>	Misty Donathan	<b>PHONES LIST</b>	910-639-4821
Full Name		Home Phone	
<b>CUSTOMER DETAILS</b>	mistydonathan@hotmail.com	<b>ADDRESSES LIST</b>	PO box 2311, Asheboro, NC,...
	mistydonathan@hotmail.com	Main	

Account History

Select ALL EVENTS once you have made all necessary changes.

Duke Home page | Duke Today | Event Management | Arts at Duke | Athletic Tickets | Duke Map

# Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

**ALL EVENTS**

SEARCH BY DATE

AMERICAN DANCE FESTIVAL

DUKE PERFORMANCES

OTHER EVENTS

FREE EVENTS

QUICK BUY

Choose Show

Choose Day

Choose Hour

ORDER

Duke Performances American Dance Festival Department of Music more...

**CIOMPI QUARTET WITH YOUNGERMAN, THROH, AND JACOBOWITZ** Wed 05/28/08

ADD TO BASKET MORE INFORMATION

**SHEH WEI DANCE ARTS, DAVID PARSONS, AND AILEY II** Thu 06/05/08 To Sat 06/07/08

ADD TO BASKET MORE INFORMATION

**BEYOND ALL MORTAL DREAM** Sun 06/08/08

ADD TO BASKET MORE INFORMATION

**LIMON DANCE COMPANY & DCDC** Sun 06/08/08 To Tue 06/10/08

ADD TO BASKET MORE INFORMATION

**MALLARME CHAMBER PLAYERS** Wed 06/11/08

ADD TO BASKET MORE INFORMATION

MAY 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**PERSONAL BASKET**

2 Tickets	\$20.00
2 Service Charge	\$4.40
<b>Total</b>	<b>\$24.40</b>

OVERVIEW CHECK OUT

- On the right side of the page your **"PERSONAL BASKET"** shows a summary of your order.

- If you are ready to pay for your tickets click **"CHECK OUT"** and you will be directed to the payment screen.

**Duke UNIVERSITY BOX OFFICE** home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

ALL EVENTS  
SEARCH BY DATE  
\*  
AMERICAN DANCE FESTIVAL  
\*  
DUKE PERFORMANCES  
\*  
OTHER EVENTS  
\*  
FREE EVENTS

QUICK BUY  
Choose Show   
Choose Day   
Choose Hour

Home Page | View Cart | My Details

Account Log-In  
Hello John Doe.  
Please check your delivery address details below before submitting your credit/debit card details.  
**Please note: The zip code you enter in BILLIING ADDRESS field below must match with your credit card billing information for your order to process. If you request your tickets be delivered by mail, you may select a different shipping address at that time. If you experience problems, please call the Box Office at 919-684-4444.**  
Any change made to your delivery address details below will only be valid for this transaction. To permanently change your address details, please go to the My Account link after you complete your order.

**YOUR DELIVERY DETAILS :**

\* First Name :   
\* Last Name :   
\* Telephone :   
\* E-mail :

**BILLIING ADDRESS :**

\* Address 1 :   
Address 2 :   
\* Town / City :   
\* State :   
\* Zip Code :   
Country :

**DELIVERY (PLEASE CHOOSE ONE) :**  
Your tickets will be held in Will Call at the Box Office. You may pick up your tickets at the University Box Office during regular business hours (Monday-Friday 10am - 5pm) and also at the venue beginning one hour prior to the performance. **If you have purchased Student or Employee tickets, please bring your ID badge to pickup your tickets.**

**CREDIT/DEBIT CARD DETAILS :**

\* Card Number :  Please enter card number without spaces.  
\* Expiration Date (mmyy) :  /

**PERSONAL BASKET**

1 Tickets	\$5.00
2 Service Charge	\$3.35
<b>Total</b>	<b>\$8.35</b>

- Here you can select if you would like your tickets held in Will Call for you to pick up or if you would like them mailed to you . Tickets can be mailed only if event is more than 10 days away.

- If you have picked a Student or Employee rate, your tickets will be held in Will Call for ID verification. Student and Employee tickets will not be mailed.

- Type in your Credit Card number and expiration date

*Note:* Your Billing Zip Code must match the zip code on file with your credit card company

- Click "Submit".

[Duke Homepage](#) | [Duke Today](#) | [Event Management](#) | [Arts at Duke](#) | [Athletic Tickets](#) | [Duke Map](#)  
[home page](#) | [view cart](#) | [search](#) | [my account](#) | [contact us](#)

# Duke UNIVERSITY BOX OFFICE

[DIRECTIONS](#) | [VENUES](#) | [PRODUCERS](#) | [PARKING](#) | [DONATIONS](#) | [FAQ](#)

ALL EVENTS

SEARCH BY DATE

AMERICAN DANCE FESTIVAL

DUKE PERFORMANCES

OTHER EVENTS

FREE EVENTS

---

QUICK BUY

Choose Show

Choose Day

Choose Hour

Home Page \ View Cart \ Confirm

Order Details

Dear John Doe,

Thank you for your order! Your booking has been processed and your order number is 55730. Your tickets can be collected during normal business hours from our Box Office, M-F 10a-5p, or at the performance venue beginning one hour prior to the event. Please arrive at the venue where the performance will take place no later than 30 minutes prior to the start time to avoid delay. Please bring ID if purchasing student or employee priced tickets.

A copy of this confirmation will be e-mailed to you, however, for your records, you may wish to print this page out using the print button below.

**PLEASE NOTE: All sales are FINAL. No refunds or exchanges.**

My Ticket Basket

<b>Event:</b> El Greco to Velazquez: Art during the Reign of Philip III		
<b>On:</b> Sun 11/09/08		
<b>4:00 PM at:</b> Nasher Museum		
AREA	TICKET TYPE	PRICE
General Admission	~ Duke Faculty/Staff (Limit 2 per ID)	\$5.00

Service Charge

	<b>TOTAL</b>
Order Service Charge	\$3.00
Internet Transaction Charge	\$0.35

**Total:** 3 items, \$8.35

- Once the credit card payment is authorized you will see a confirmation page appear.
- Print this out for your records.

**Q: Instead of this confirmation screen, I got popped back to the main box office page. What happened??**

A: If left idle too long, your order may have timed out.

First, please check your e-mail account for a confirmation.

If you do not see an e-mail from tickets@duke.edu, please click the 'view cart' link at the top of the page or call the box office at **919-660-1701** for assistance. **DO NOT RE-SUBMIT YOUR ORDER! (See page 20)**

From: **tickets@duke.edu**  
Sent: Fri 5/16/08 3:28 PM  
To: jdoe1971@hotmail.com

Dear Mr./Ms. Doe,

Your ticket order has been received as follows:

Order number : 55573

My Ticket Basket		
<b>Event:</b> GV <b>On:</b> Sat 08/23/08 10:00 AM		
<b>at:</b> Nasher Museum		
Area	Ticket Type	Price
General Admission	eg Duke Faculty/Staff (Limit 2 per ID)	\$5.00
Service Charge		
	Total	
Order Service Charge	\$3.00	
Internet Transaction Charge	\$0.35	

Your tickets can be collected during normal business hours from our Box Office, M-F 10a-5p, or at the performance venue beginning one hour prior to the event. Please arrive at the venue where the performance will take place no later than 30 minutes prior to the start time to avoid delay. Please bring ID if purchasing student or employee priced tickets.

Your credit card will be charged with the amount of \$8.35.

Thank you for you order,

Duke University Box Office

\*\* Please Note: ALL SALES ARE FINAL. No refunds or exchanges. \*\*

- Successful orders will automatically generate a Confirmation e-mail within a few minutes of order completion.

- *\*If you do not see the email in your inbox please check your blocked emails.*

Duke UNIVERSITY BOX OFFICE

home page | view cart | search | my account | contact us

DIRECTIONS | VENUES | PRODUCERS | PARKING | DONATIONS | FAQ

Hello John

ALL EVENTS  
SEARCH BY DATE

AMERICAN DANCE FESTIVAL

DUKE PERFORMANCES

OTHER EVENTS

FREE EVENTS

QUICK BUY

Choose Show  
Choose Day  
Choose Hour

ORDER

Home Page \ My Account

Actions

- Save all changes
- Print confirmation form
- Log Out
- Change password
- Membership Renewal
- Update Preferences
- Subscription Renewal

Account Details

FULL NAME	John Doe	PHONES LIST	919-123-4567
CUSTOMER DETAILS	idoe1971@hotmail.com idoe1971@hotmail.com	ADDRESSES LIST	Main 12 Some Street, Anytown, N...

Account History

121373 | 55730 05/21/2008 01:08 PM | El Greco to Velazquez: Art during the Reign of Philip III | 11/09/2008 04:00 PM | 1 | internet n/p 5

- If you do not receive the confirmation email, click on “My Account” (you may have to sign back in) and all your confirmed orders will appear under “Account History”.

- If the event is listed on this screen, then the order processed.

If the event is not listed, please call the Duke University Box Office at 919-660-1701 for assistance.



## Thank you for using Online Ordering Ticket Tutorial!

Please remember, the Duke University Box Office  
will be open  
Monday—Friday  
10am—5pm

Please call us at 660-1701 if you have any questions or difficulties.