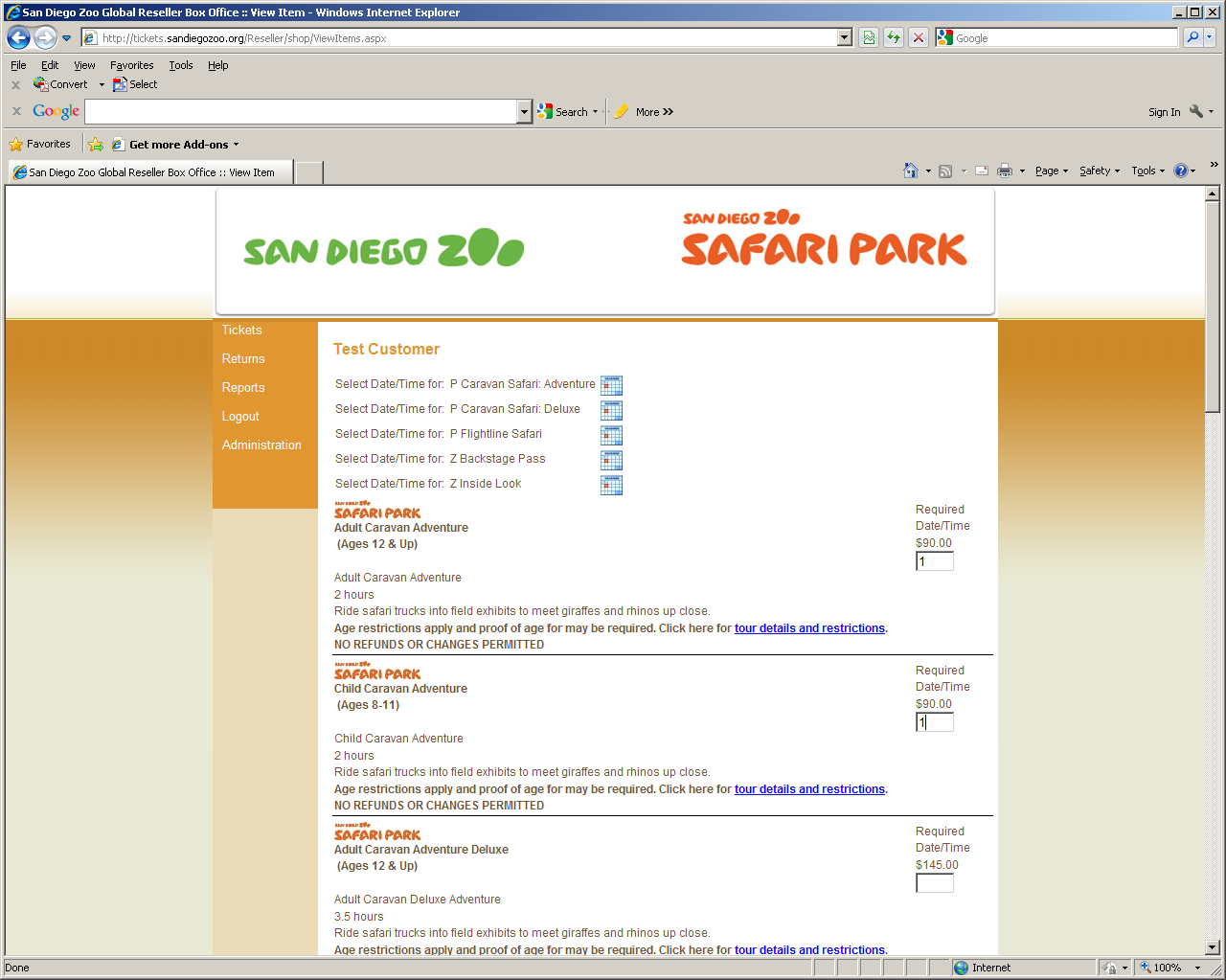
**Selling Tours in Reseller Box Office**

Login to Reseller Box office

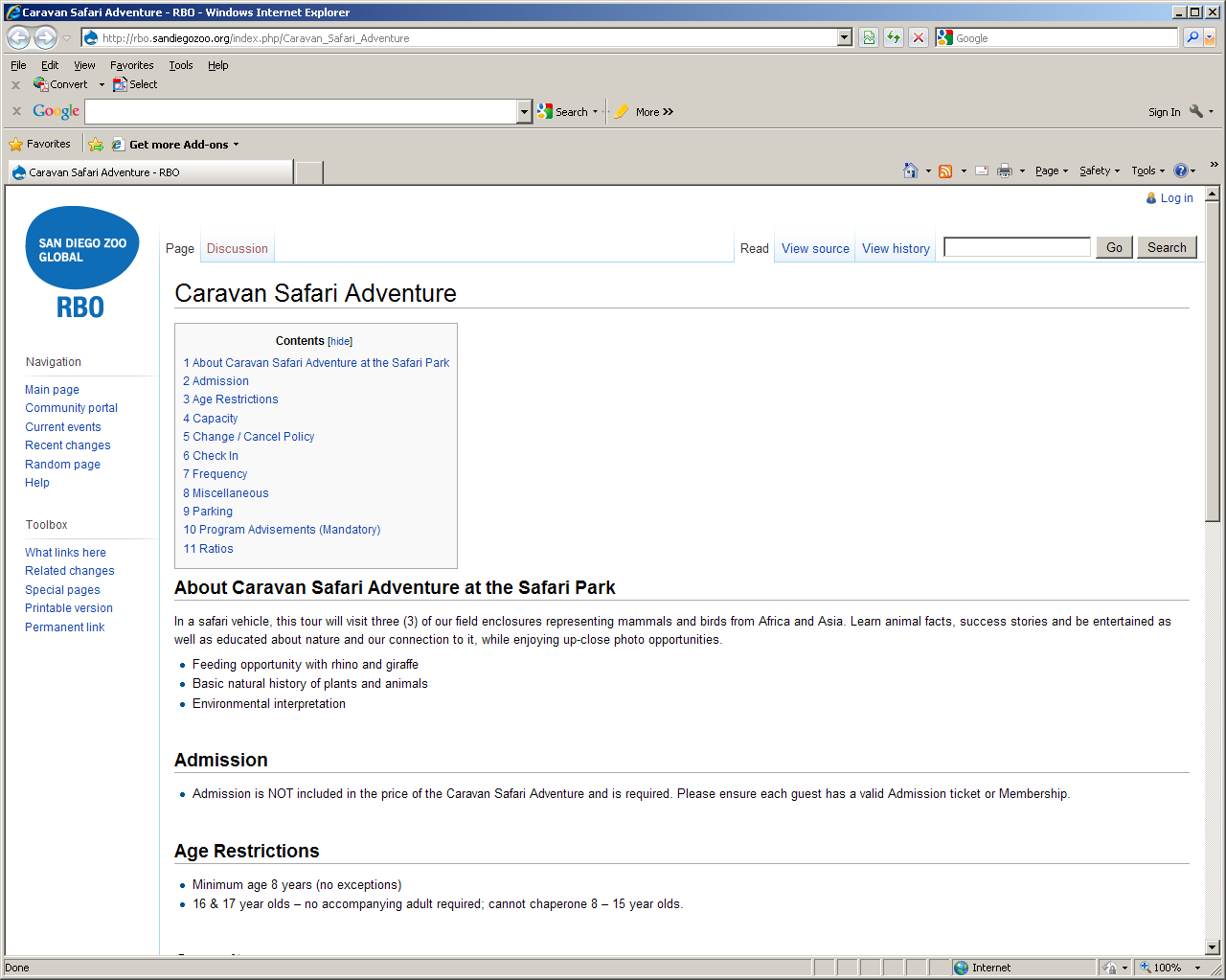


Enter the applicable number of Adults and Children for the desired tour (Green Arrow)

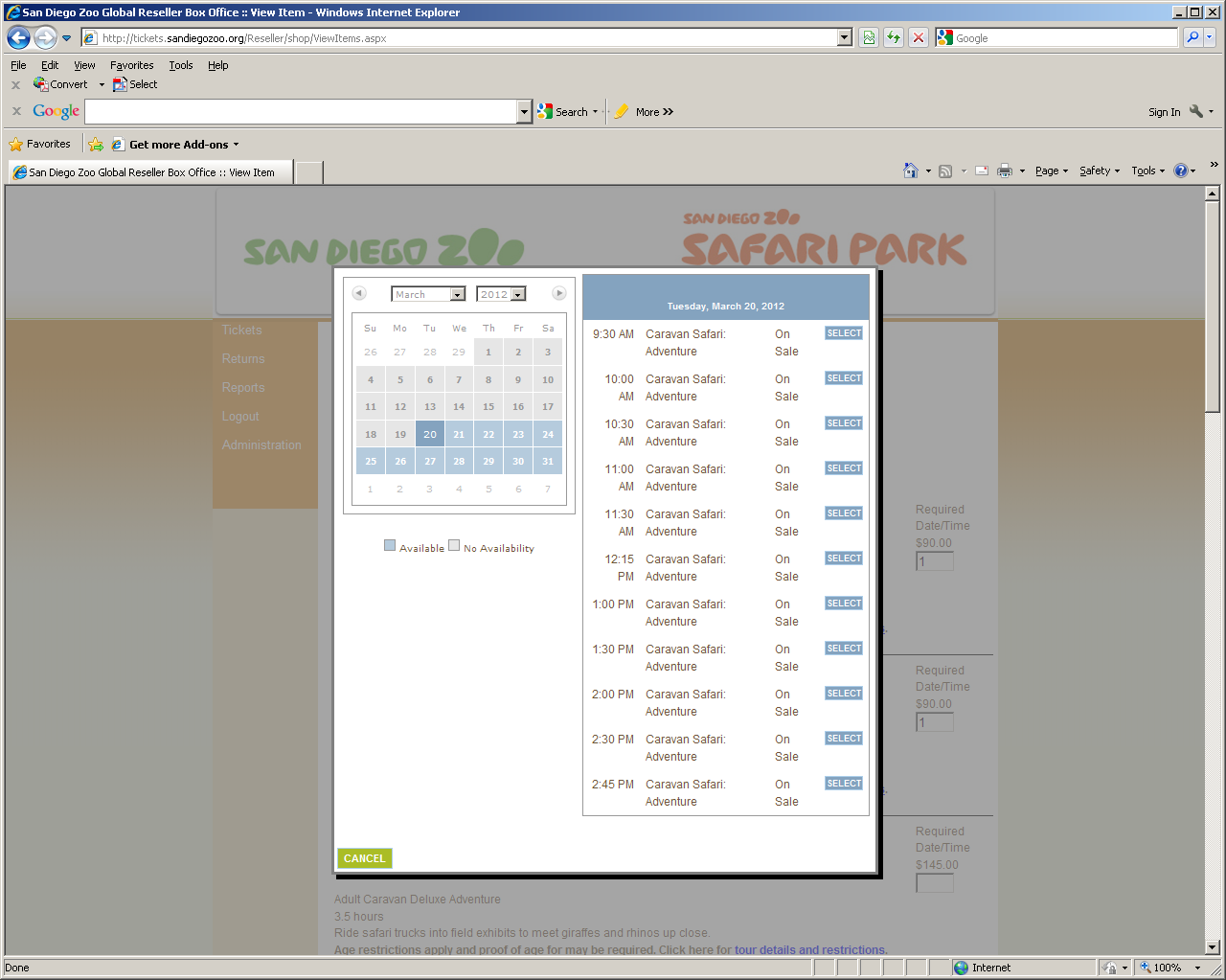
Click on the applicable event calendar (Red Arrow)

Note: By entering the number in the party first, only the events with the available capacity for the size of your group will be provided

For up to date tour details and restriction, please use hyperlinks located in the description for each tour (Blue arrow)

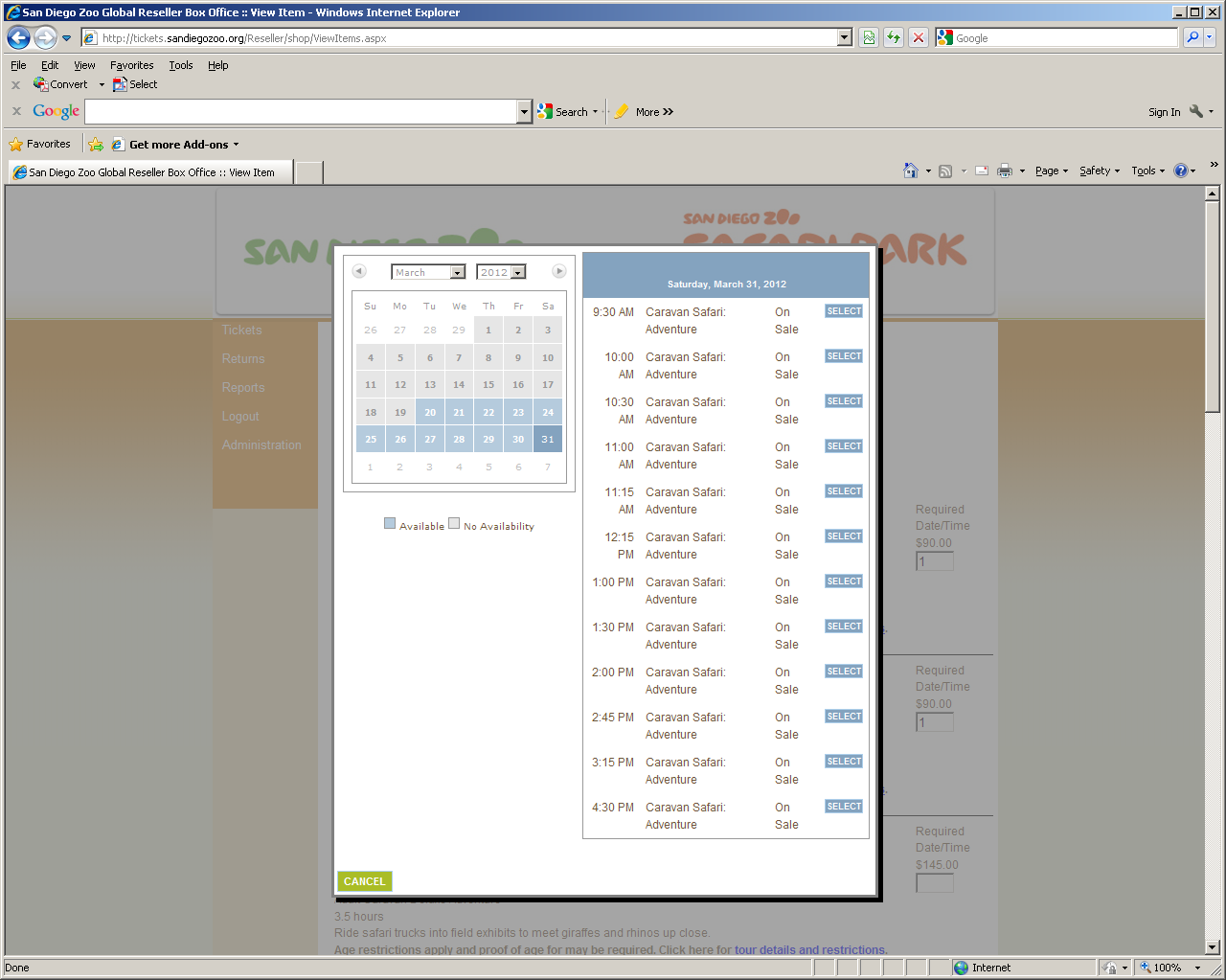


Please review tour details and restrictions



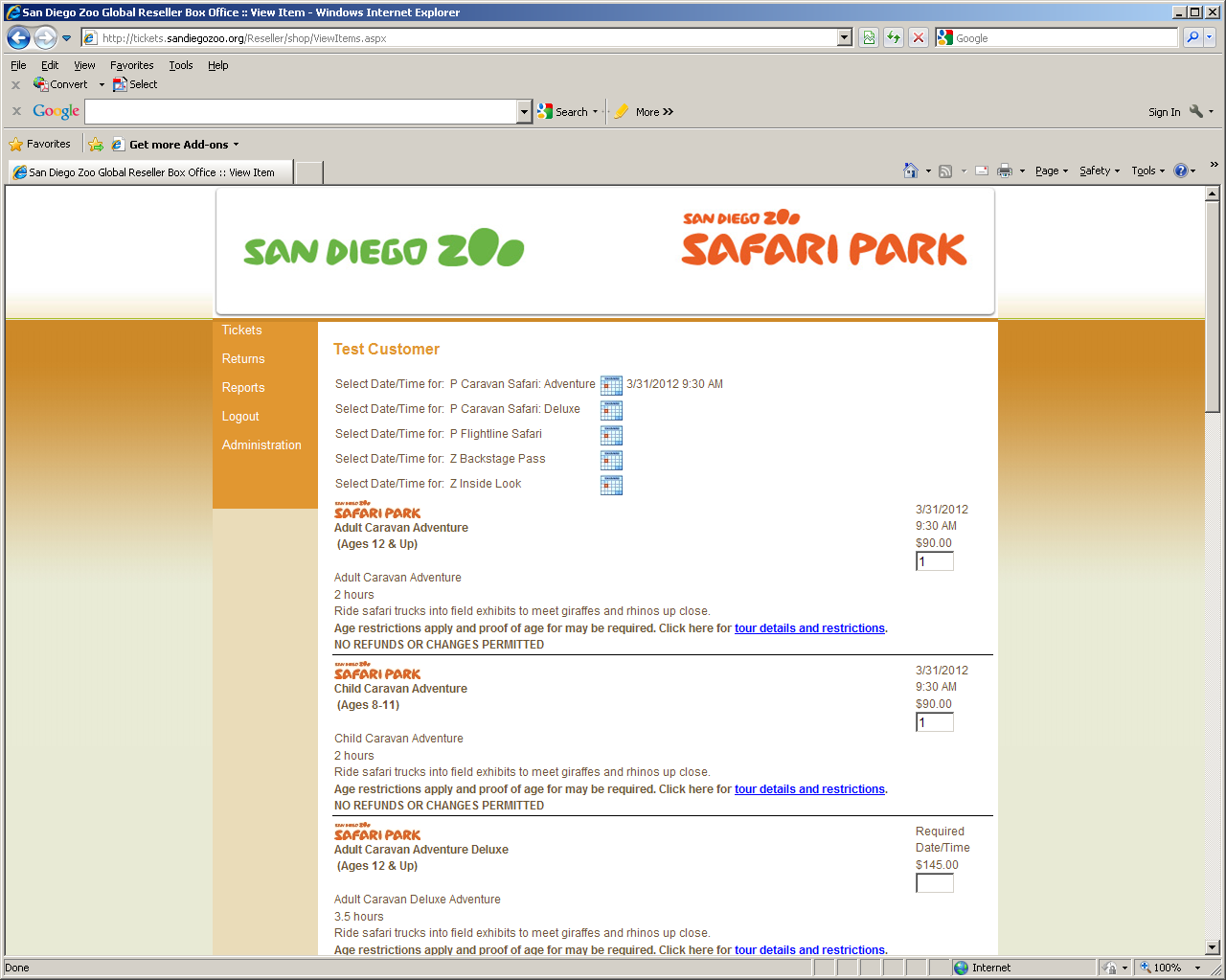
The calendar defaults to the first available tour. If tours are not available today, the next applicable date and time will be displayed. Calendar dates highlighted in blue have available tour dates. The calendar will only show availability one month at a time.

Choose the desired date of the tour. For this example, we are picking March 31



Verify the date chosen on the calendar matches the dates for the available tours

Click the “Select” button for the desired time



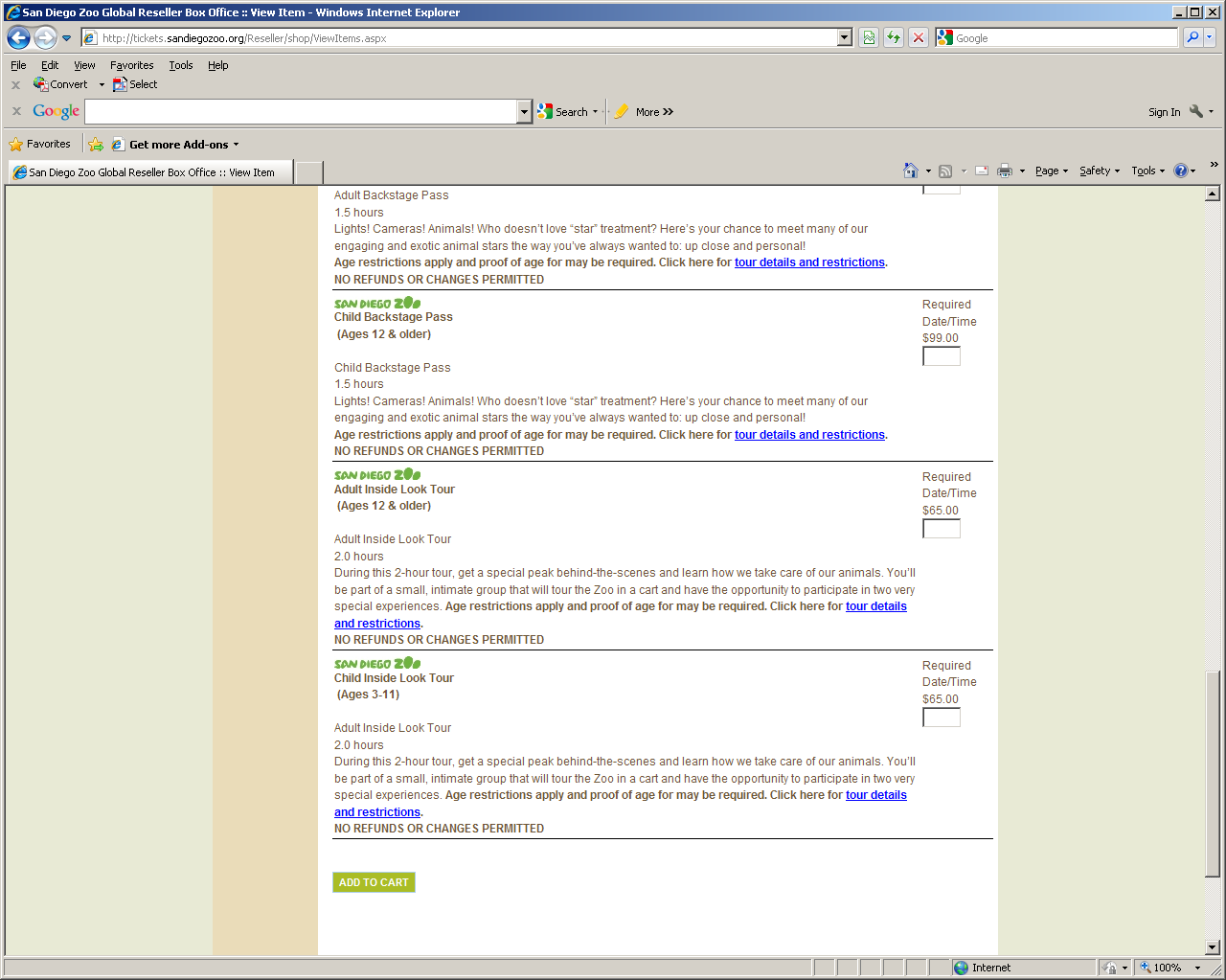
Verify the date and time for each PLU match the desired time chosen

If you need to change the date or time, click on the calendar icon again and repeat the process

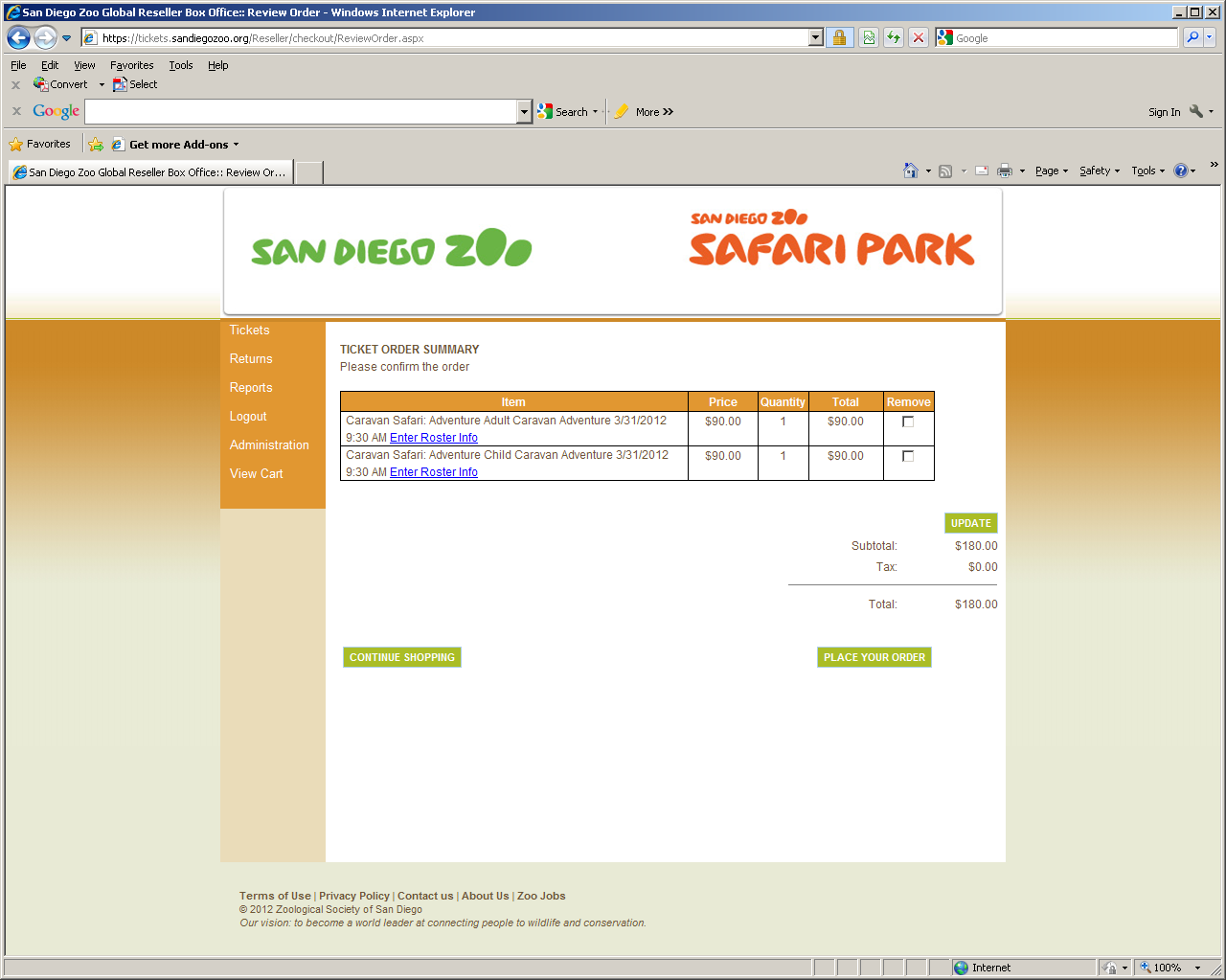
Repeat process for any additional tours



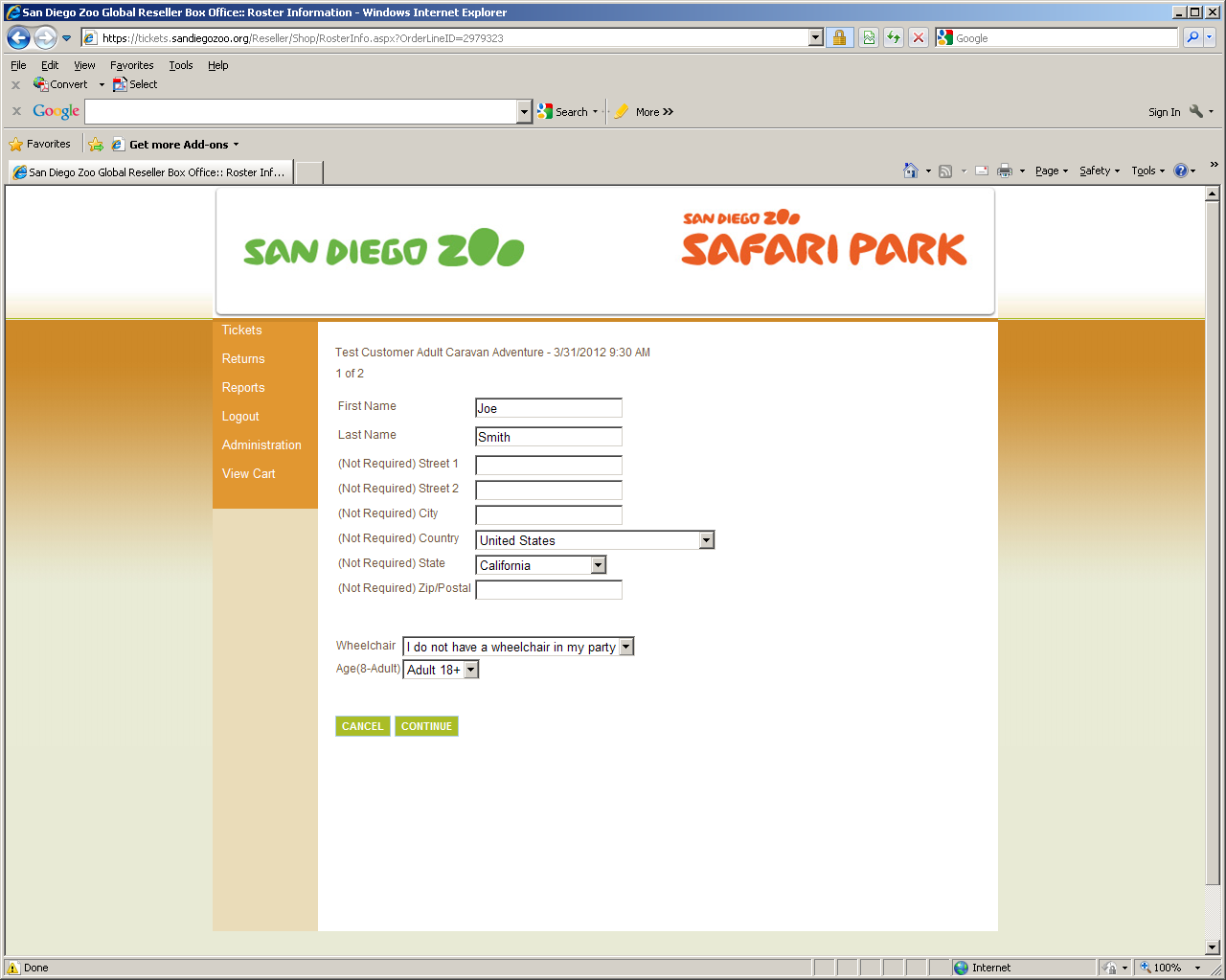
Select applicable admission tickets



Scroll to the bottom of the screen and click “Add to Cart”

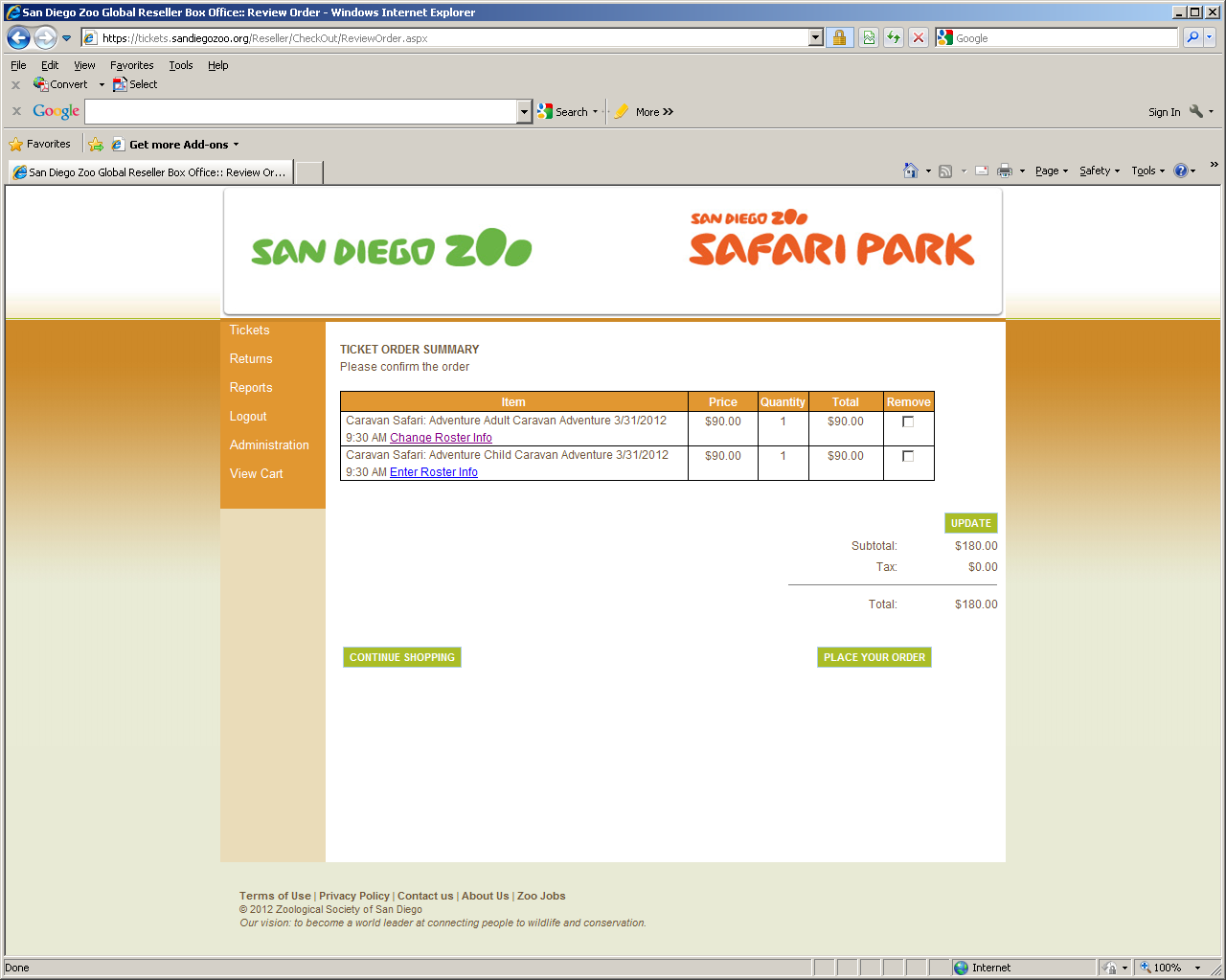


Click “Enter Roster Info”

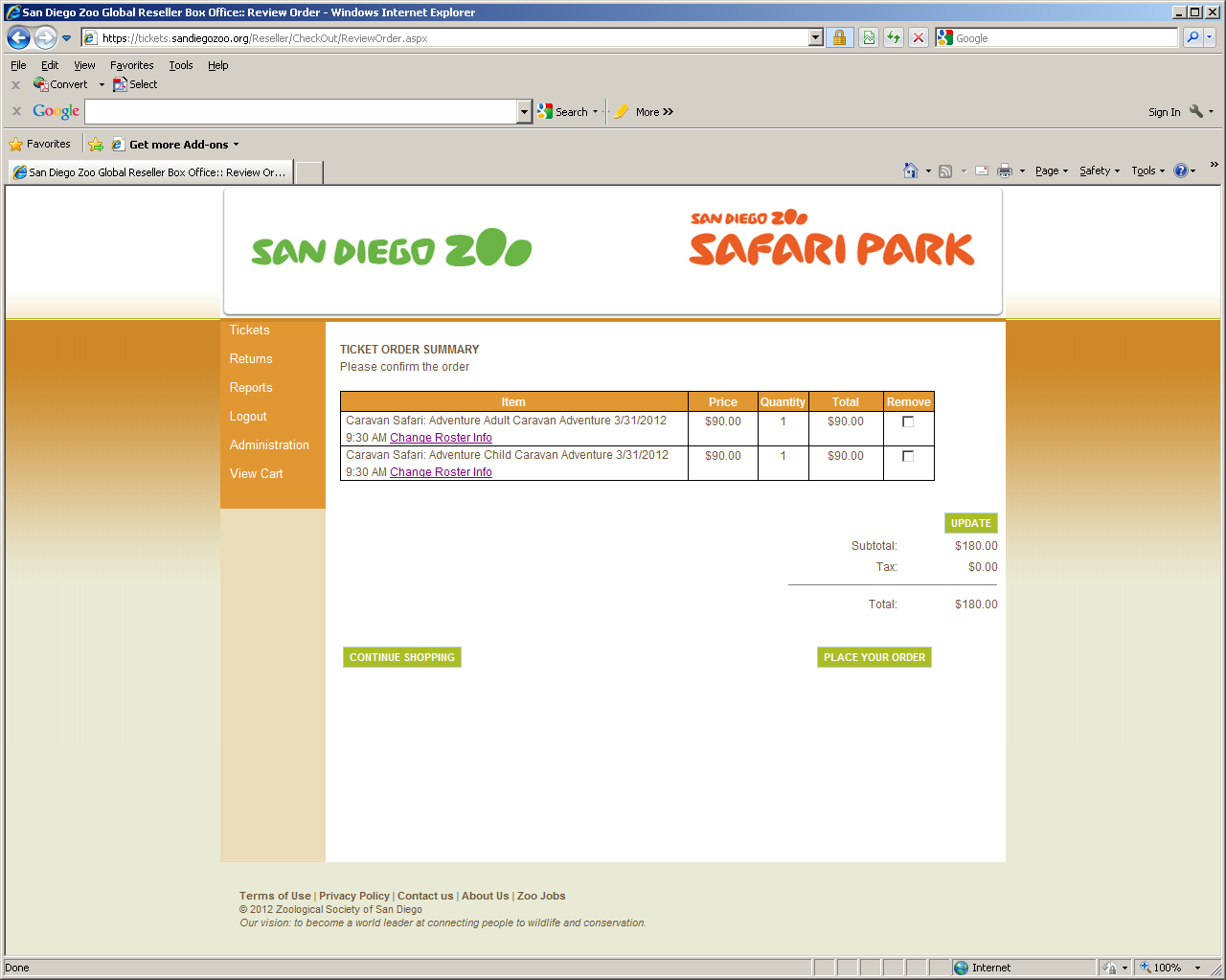


Enter first & last name of the guest along with ADA, age and other required attributes

**Note: Incorrectly entering ADA, Age or other required attributes could deny the guest from attending the tour. NO REFUNDS will be allowed.**



Complete all Rosters for each guest on each tour



Verify date and time

Click “Place your order”

Please print the PDF ticket that generates and provide to your guest. They will need to present it at the time of their tour.