



HELP WITH ONLINE BOOKING

Our new online booking system is easy to use and allows you to save your details for a quicker booking process next time – it also sends email confirmation of your booked seats.

To use this system please follow these steps;

SIGN UP/LOG IN/REGISTER

1. Click on any of the ‘Click here to book tickets’ or ‘Inspiration Theatre’ hyperlinks by rolling your mouse of the words – you will then be directed to our box office website.
2. Click on ‘Register’
3. Fill in your details and click the ‘Register’ button
N.B. – We do not share your details with anyone – we respect your privacy highly
4. You will then be emailed a validation number so please check the email account you signed up with.
5. Once you have received this validation number click on Login
6. Type in your username and password and enter your validation number.

You are now logged into the system and ready to book tickets whenever you like.

BOOKING YOUR TICKETS

1. Select the event you want to book on the left hand side
2. Select a date you wish to book on the right hand side
3. The system will now check availability as it stands, all seats with a red cross through them are booked, empty squares are available for purchase.
4. Type the number of adult tickets and concessions required on the right.
5. Select seats that you want to book by clicking on the empty squares.
6. Click ‘Book’
7. Click ‘Checkout’
8. Click on ‘Pay for Tickets’ and follow the checkpoint process.

You will receive an email confirming your booking and your tickets will be waiting for collection as normal from the box office or will be dispatched if you have requested them to be.

