

Online Renewal Instructions

For assistance, please call or email the box office 414-278-0765 or boxoffice@nextact.org.



Step 3. Log in using your email address and password. If you can't remember your password, click "reset here" at the bottom of the page. The system will send you an email link to change your password. Follow the prompts to change your password and start again at Step 1.





Step 4. Click "yes" to renew your subscription for the 25-26 season.

Step 5. Your "pricing" should already be selected based on your last season's subscription. If not or if you want to change it, please choose one. Then enter the quantity of subscription packages you would like. Each subscription has 1 ticket to each play, so one subscription=3 tickets, 2 subscriptions= 6 tickets and so on. Click Next.



Step 6. Your dates should already be chosen based on your last season's subscription, if not or if you want to change it, please choose one. Click Next.



Step 7. Your seat(s) should already be chosen based on your last season's subscription, if not or if you want to change it, please select seat(s). Click Next.



Step 8. Review your cart to make sure the dates and seats are correct, add a donation if you'd like or use a promo code if you have one. Then click Continue to Checkout.

Ticke	ets			Cart Summary	,
Switzi ND	ERLA SWITZERLA Wednesday, Octobe	ND r 22, 2025 at 7:30 PM		3 x Subscriber Add A Donation	\$123.99
Seat	Ticket Type	Seat Information		Support Renaissance Th	eaterworks by ur order
D11	Subscriber - \$41.33	Section 2	remove	\$35 \$50	\$100
CARDE D PIANO	BOAR CARDBOARI	D PIANO 14, 2026 at 7:30 PM		\$250 Or enter a custom amount: \$ 0	
Seat	Ticket Type	Seat Information		Enter Promo Code	
D11	Subscriber - \$41.33	Section 2	<u>remove</u>		
BAREF	BAREFOOT I	IN THE PARK 25, 2026 at 7:30 PM		Apply Code Grand Total	\$123.99
Seat	Ticket Type	Seat Information		Buy More Tickets	
D11	Subscriber - \$41.33	Section 2	remove	Continue to checkout	

Step 9. Follow the prompts though checkout. Click continue as you complete each step.

- a) Update personal details
- b) Choose delivery method
- c) Add access needs and/or a will call name if you chose to pick up your tickets at the box office.
- d) One more review of your order and a place to enter a gift certificate/voucher if you have one.
- e) Update billing details
- f) Enter Payment information and click Confirm Payment.

Personal Details	Checkout		
Ticket Delivery Please choose a delivery option for your tickets Receive my tickets as e-tickets - (no charge) Receive my tickets at the box office - (no charge) Continue Additional Details Will Call Name Access Need Continue Order Summary Subscriptions Subscriptions Subscriptions Subscriptions CARDBOARD PLAND, January 14, 2025, 7:30 PM In Subscripter - 541.33 RECEVET Centert Centert Centert Centert 	Personal Details		
Additional Details Will Call Name Access Need CONTINUE	Ticket Delivery Please choose a delivery option for your t Receive my tickets as e-tickets - (no ch Receive my tickets by post - (no charge Collect my tickets at the box office - (ne) CONTINUE	tickets harge) e) ho charge)	
Order Summary Subscriptions 25-26 Fixed Subscription SWITZERLAND, October 22, 2025, 7:30 PM I * Subscriber - \$41.33 CARDBOARD PIANO, January 14, 2026, 7:30 PM I * Subscriber - \$41.33 BAREFOOT IN THE PARK, March 25, 2026, 7:30 PM I * Subscriber - \$41.33 EDIT CART Credit Gift Voucher Code REDEEM VOUCHER	Additional Details Will Call Name Access Need CONTINUE		
Credit Gift Voucher Code REDEEM VOUCHER Summary	Order Summary Subscriptions 25-26 Fixed Subscription • SWITZERLAND, October 22, 2025, 7: • 1× Subscriber - \$41.33 • CARDBOARD PIANO, January 14, 20 • 1× Subscriber - \$41.33 • BAREFOOT IN THE PARK, March 25, • 1× Subscriber - \$41.33	:30 PM 126, 7:30 PM 2026, 7:30 PM	
Total \$123.99	Credit Gift Voucher Code REDEEM VOUCHER Summary Total \$123.99		

Billing Details				
Payment method				
Store my card for future purchases (card details will be taken at the final stage of the checkout)				
Billing Address				
Please choose your billing address				
DIT ADDRESS				
 Use another address 				
CONTINUE				
Doursont				
rayment				
Card Type	(required)			
	•			
Card Number:	(required)			
Expiry Date:	(required)			
(mm/w)				
((in)))				
Security Code:	(required)			
CONFIRM PAYMENT				

Step 10. Check your email for an order confirmation from rtwtickets@rtwmke.org.

- a) If you chose to receive paper tickets in the mail (post), you can expect to receive them in August.
- b) If you chose E-tickets, look for another email from rtwtickets@rtwmke.org.
 - i. Print your tickets at home or
 - ii. Save the email for scanning at the theatre the night of your performance or
 - iii. NEW!! Use Apple or Google Wallet to store your tickets for scanning at the theater, by clicking the wallet icon at the bottom of the ticket email.



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