**Usher Bulletin Board**


2. Scroll to the bottom of the page and click on “Opportunities.”

3. Scroll down to the Ushers section and click on “Current Ushers.”

4. You are now on the Usher Bulletin Board!

**Usher Bulletin Board**

Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email usher@arenastage.org.

**Helpful Links**

- USHER FAQ
- ADD A SHIFT
- CANCEL A SHIFT FORM
- ONLINE USHER EXCHANGES
- MY SCHEDULE

From here, you can add a shift, cancel a shift, view your schedule and make online exchanges.
Logging into My Account

1. Click on “My Schedule.”

USHER BULLETIN BOARD

Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email usher@arenastage.org.

Helpful Links
- USHER FAQ
- ADD A SHIFT
- CANCEL A SHIFT FORM
- ONLINE USHER EXCHANGES
- MY SCHEDULE

2. Login with your email and password. You do not need to enter a promotion code.

Login To Your Account:

Enter your email address, password and optional promo code below to log in to your account.

If you do not know your password click on the Account Lookup tab.

Having difficulty? Call our Sales Office at 202-488-3300 (Tuesday - Sunday, noon - 8 p.m.). A sales associate will be able to assist you.

Email:  
Password:  
Promotion Code:  

* = Required Field
Viewing Your Schedule

1. You are now logged into your account and have been redirected to “My Account.” To view your usher schedule, scroll down to “My Performances” and click “View All Performances.”

My Performances

Thu 9/27/2018, 8:00 PM

TURN ME LOOSE

Kreeger
USHER27

Show Details

Complete Your Experience with our onsite Parking and Dining! Click “Show Details” in any performance listed below for more information.

Attention: Some items or performances may not be exchanged online. Please call the Sales Office at 202-488-3300 to exchange if this option is not available for a listed performance.

View All Performances

2. Scroll down to the bottom of “Upcoming Performances” and click “View More.” Now you can see your entire usher schedule.

Wed 11/28/2018, 12:00 PM

ANYTHING GOES

Fichandler
USHER24

View More >
3. If you have reserved parking for a performance, you will see a “Show Details” option below your listed performance.

When you click “Show Details,” it will show you the details of your reservation.

Parking and/or cafe have been reserved for this performance! Click “Show Details” for more information.

Parking has been purchased

2018/19 Season Parking

9/27/2018 8:00 PM
Making Exchanges

1. On the Usher Bulletin Board, click “Online Usher Exchanges.”

**USHER BULLETIN BOARD**

Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email usher@arenastage.org.

Helpful Links

- USHER FAQ
- ADD A SHIFT
- CANCEL A SHIFT FORM
- ONLINE Usher EXCHANGES
- MY SCHEDULE

2. Locate the performance that you need to exchange. Click the red “Exchange” button, located to the right of the performance listing.

**Thu 9/27/2018, 8:00 PM**

**TURN ME LOOSE**

Kreeger

USHER27

3. If you have reserved parking, a message will pop up to ask if you would like to exchange your addons along with your performance. You should click the option “Exchange Performance and Addons.” If you have not reserved parking, click “Exchange Performance Only.”
4. Select the number of usher seats you are exchanging. If you are a single, there will only be one box to select. Then select from the list of available dates, which is on the right.

1. Select Seats to Exchange
   - Usher: USHER27 - Thu, Sep 27, 2018 08:00 PM

2. Select a New Performance
   - Turn Me Loose - Thu, Sep 06, 2018 08:00 PM
   - Turn Me Loose - Fri, Sep 07, 2018 08:00 PM
   - Turn Me Loose - Sun, Sep 09, 2018 07:30 PM
   - Turn Me Loose - Tue, Sep 11, 2018 07:30 PM

5. Next you will select your seating section. The only option will be “Ushers.”

Select Your Seating Section

Wed, Oct 03, 2018 07:30 PM
-  [6] Ushers

Kreeger Theater

RESERVE
6. After clicking “Reserve,” you will be brought to your Shopping Cart. Review your order and click “Checkout.”
7. Choose your delivery method, “Hold at Box Office.”

8. Review your order again and click “Complete Your Order.”
Thank You

Thank you for your order! You will receive an email confirmation shortly. If you selected Print at Home you will receive a second email with your tickets. Please contact our Sales Office at 202-408-3300 should you have any questions regarding your order.

Order Details
Order Number: 1754658
Order Date: 9/6/2010 4:23:53 PM
Customer Number: 1133020
Customer Name: Sabrina Clark
Shipping Information: Hold at Box Office

Your order has been processed. Please remember that adjustments may not be made to your order after completing your transaction. If you have any questions, please contact our Sales Office at 202-408-3300. To plan your trip to Arena Stage or learn more about the Mead Center, please click here.

Click here for more information about making a tax-deductible gift by becoming a member.

CLICK HERE TO RETURN TO USER SCHEDULE
Adding a Shift

1. On the Usher Bulletin Board, click “Add a Shift.”

USHER BULLETIN BOARD

Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email usher@arenastage.org.

Helpful Links
- USHER FAQ
- ADD A SHIFT
- CANCEL A SHIFT FORM
- ONLINE USHER EXCHANGES
- MY SCHEDULE

2. Choose the production that you would like to add a shift.

Add a new usher shift to your schedule
Select a production:

Turn Me Loose

Anything Goes
3. Click on the Date you would like to add to your schedule.

Select a shift below for *Anything Goes*:

<< Select a different production

![Image of sailors]  

*Friday Nov 23, 2018 Matinee  [2 Ushers Needed]*

*Saturday Nov 24, 2018 Evening  [3 Ushers Needed]*

*Tuesday Nov 27, 2018 Evening  [3 Ushers Needed]*

4. Select the number of usher shifts.

**Add usher dates to your schedule**

*Anything Goes*

*Nov 24 2018 8:00PM*

![Image of sailors]  

Select a number of ushers ▼
5. Review your order and click “Complete Your Order.”