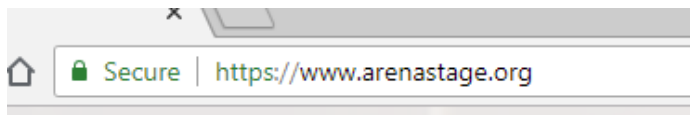
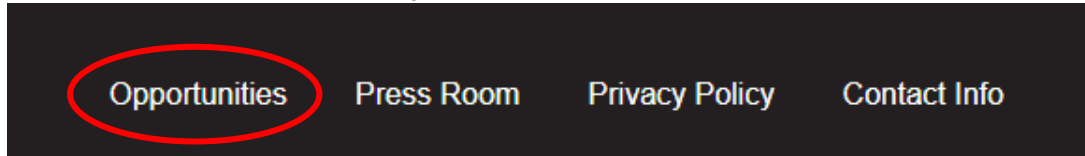


## Usher Bulletin Board

1. Go to [www.arenastage.org](http://www.arenastage.org).



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



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

## Ushers

Arena Stage's volunteer ushers make up the largest part of the theater's staff and, after the actors, are the staff members most visible to the public. You are often the first face a patron sees when attending a play at Arena Stage. You are responsible for the comfort, safety and overall experience our patrons each time you're here. As an Arena Stage usher, each of you contributes personally to Arena Stage's professional reputation by making every patron feel welcome and by doing all you can to make their time with us a pleasant and memorable one. There are over 1,500 members of Arena Stage's ushering staff.

**CURRENT USHERS**

**BECOME AN USHER**

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](mailto:usher@arenastage.org).

## Helpful Links

- [USHER FAQ](#)
- [ADD A SHIFT](#)
- [CANCEL A SHIFT FORM](#)
- [ONLINE USHER EXCHANGES](#)
- [MY SCHEDULE](#)

WE'RE HERE TO HELP

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

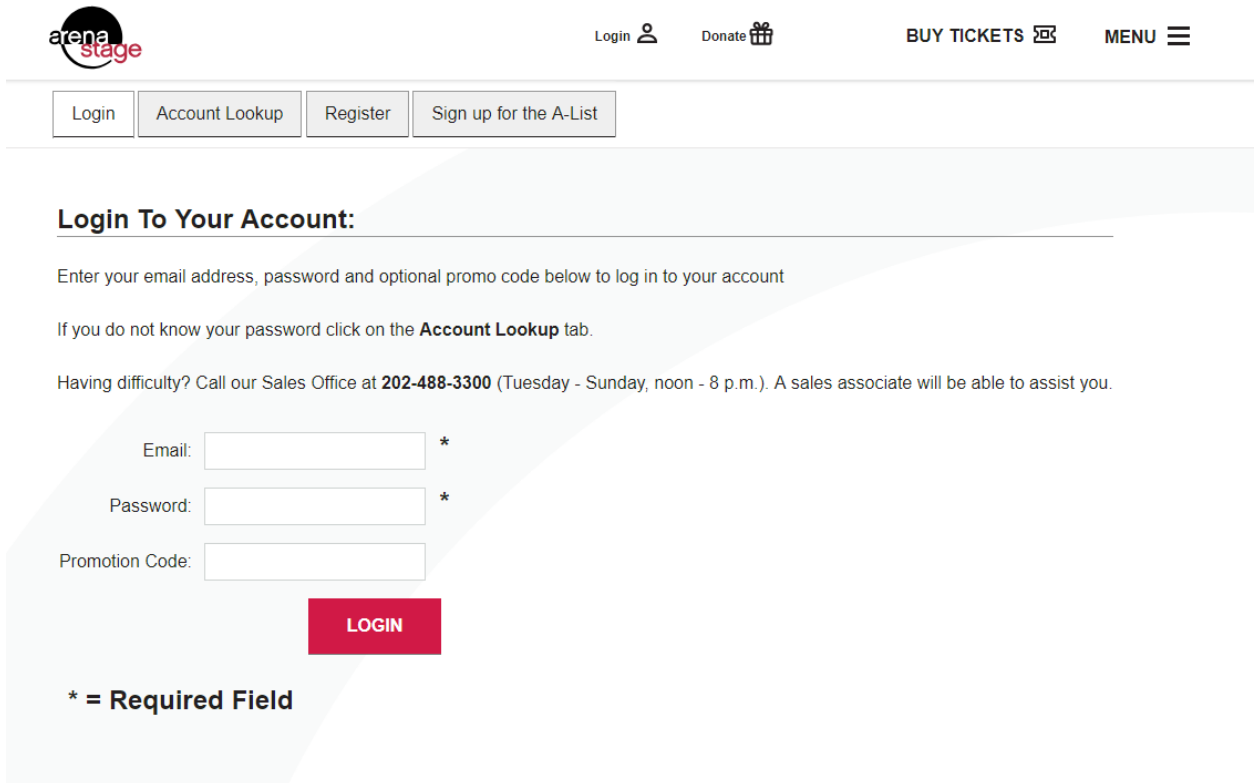
Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email [usher@arenastage.org](mailto:usher@arenastage.org).

## Helpful Links

- [USHER FAQ](#)
- [ADD A SHIFT](#)
- [CANCEL A SHIFT FORM](#)
- [ONLINE USHER EXCHANGES](#)
- [MY SCHEDULE](#)

WE'RE HERE TO HELP

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



The screenshot shows the arena stage website's login page. At the top left is the arena stage logo. To the right are links for 'Login' (with a person icon), 'Donate' (with a gift icon), 'BUY TICKETS' (with a ticket icon), and 'MENU' (with a hamburger icon). Below these are four tabs: 'Login', 'Account Lookup', 'Register', and 'Sign up for the A-List'. The main heading is 'Login To Your Account:'. Below this, there is a text prompt: 'Enter your email address, password and optional promo code below to log in to your account'. A note says: 'If you do not know your password click on the **Account Lookup** tab.' Another note says: '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.' There are three input fields: 'Email:' with an asterisk, 'Password:' with an asterisk, and 'Promotion Code:'. A red 'LOGIN' button is positioned below the fields. At the bottom left, a legend states '\* = 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

EXCHANGE

[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

EXCHANGE

[View More >](#)

PRINT SCHEDULE

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



Thu 9/27/2018, 8:00 PM

## TURN ME LOOSE

Kreeger  
USHER27

EXCHANGE

[Show Details](#)

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

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



Thu 9/27/2018, 8:00 PM

## TURN ME LOOSE

Kreeger  
USHER27

EXCHANGE

[Hide Details](#)

*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](mailto:usher@arenastage.org).

### Helpful Links

- [USHER FAQ](#)
- [ADD A SHIFT](#)
- [CANCEL A SHIFT FORM](#)
- [ONLINE USHER EXCHANGES](#)
- [MY SCHEDULE](#)

I'M HERE TO HELP

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

EXCHANGE

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.”

If you would like to exchange any parking, café or other previously purchased items for this performance time, select “Exchange Performance and Addons.”

**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.

Click “Show Details” for more information.

EXCHANGE PERFORMANCE ONLY

EXCHANGE PERFORMANCE AND ADDONS

Wed 11/28/2018, 12:00 PM

EXCHANGE

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.



Thu, Sep 27, 2018 08:00 PM

## TURN ME LOOSE

Kreeger Theater

### 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

## TURN ME LOOSE

Kreeger Theater

[ 6 ] Ushers



RESERVE

6. After clicking “Reserve,” you will be brought to your Shopping Cart. Review your order and click “Checkout.”

# SHOPPING CART

×

**Ticket Exchange**

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**New**

**Turn Me Loose**

Wed 10/03/2018 7:30 PM  
Usher USHER-7

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**Returned**

**Turn Me Loose**

Sat 9/15/2018 2:00 PM  
Usher USHER-8

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Please continue to checkout. Once your exchange is complete your tickets will be held at Will Call or can be printed at home through My Account. If you have any questions, please contact the Sales Office at 202-488-3300 or at [arena@arenastage.org](mailto:arena@arenastage.org).

Order Subtotal	\$0.00
Taxes & Fees	\$0.00
<b>Total</b>	<b>\$0.00</b>

7. Choose your delivery method, "Hold at Box Office."

The screenshot shows the top navigation bar with the 'arena stage' logo, 'My Account', 'Logout', 'Donate', 'BUY TICKETS', and 'MENU'. Below the navigation bar, there are breadcrumb links: 'Checkout Options » Review & Pay » Receipt'. A red banner at the top states 'Your cart contains items which will expire in 14 minute(s)'. The main heading is 'Where should your order be shipped?' followed by the instruction 'Select your shipping method and address (if necessary):'. A dropdown menu is open, showing 'Hold at Box Office' as the selected option. A red circle highlights this dropdown. To the right, a red 'CONTINUE' button is also circled in red.

8. Review your order again and click "Complete Your Order."

The screenshot shows the payment information page. At the top, there are breadcrumb links: 'Checkout Options » Review & Pay » Receipt'. A red banner at the top states 'Your cart contains items which will expire in 13 minute(s)'. The main heading is 'Please enter your payment information'. Below this, there are instructions: 'Click below to complete your order' and 'Please provide your payment information and shipping preference below to complete your order:'. The 'Shipping Information' section shows 'Hold at Box Office' as the selected method, with a 'Change' link. The 'Order Details' section shows 'Single Ticket(s):'. There are two tables of ticket information. The first table has columns 'Description', 'Location', 'Seat(s)', and 'Total Seats'. It contains one row for 'Turn Me Loose' on 'Wed 10/03/2018 7:30 PM' at 'Kreeger Theater', with 'Ushers' location, 'USHER-7' seat, and '1' total seat. A 'delete' link is next to the total seat count. The second table is for 'Returned Ticket(s):' and contains one row for 'Turn Me Loose' on 'Sat 09/15/2018 2:00 PM' at 'Kreeger Theater', with 'Ushers' location, 'USHER-8' seat, and '1' total seat. A 'delete' link is next to the total seat count. At the bottom right, the text 'Total: \$0.00' is displayed. A red 'COMPLETE YOUR ORDER' button is circled in red.



9. You will receive an email confirmation once the exchange has been processed.

**arena stage** My Account Logout Donate BUY TICKETS MENU

Checkout Options > Review & Pay > Receipt

## Thank You

Thank you for your order! You will receive an e-mail confirmation shortly. If you selected Print at Home you will receive a second e-mail with your tickets. Please contact our Sales Office at 202-488-3300 should you have any questions regarding your order.

**Order Details**  
Order Number: 1750658  
Order Date: 9/6/2018 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 202-488-3300. 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 USHER SCHEDULE](#)

## Adding a Shift

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

# USHER BULLETIN BOARD

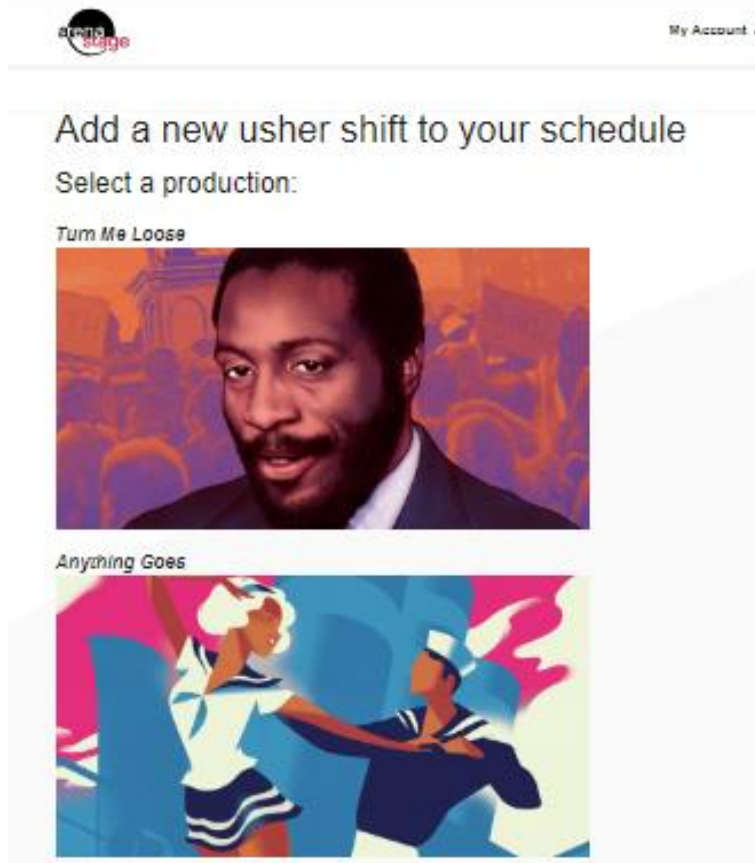
Usher registration for the 2018/19 season has closed. If you are interested in ushering in the future, please email [usher@arenastage.org](mailto:usher@arenastage.org).

## Helpful Links

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- [ADD A SHIFT](#)
- [CANCEL A SHIFT FORM](#)
- [ONLINE USHER EXCHANGES](#)
- [MY SCHEDULE](#)

WE'RE HERE TO HELP

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




arenastage My Account


### 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](#)



[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



Select a number of ushers ▼

## 5. Review your order and click “Complete Your Order.”

[Checkout Options](#) > [Review & Pay](#) > [Receipt](#)

Your cart contains items which will expire in 15 minute(s)

### Please enter your payment information

Click below to complete your order

Please provide your payment information and shipping preference below to complete your order:

#### Shipping Information

##### Hold at Box Office

Your order contains tickets which must be picked up from box office.

#### Order Details

Single Ticket(s):

Description	Location	Seat(s)	Price	Total Seats	Total
Anything Goes Sat 11/24/2018 8:00 PM Fichandler Stage	Ushers	USHER-3	\$ .00	1	\$ .00 <a href="#">delete</a>

Total Single Ticket Cost: \$ .00

Total: \$.00

[COMPLETE YOUR ORDER](#)