

ONLINE RENEWAL INSTRUCTIONS

- Go to www.wagnernoel.com and click on the **BROADWAY** tab in the navigation bar, click the "**Subscription**" feature. Or click the "**Renew My Subscription - Online**" button on the email you received from Wagner Noël PAC (info@wagnernoel.com)

Log In or Create an Account:

- On the Invoice you received, you will find your **USERNAME** at the top Right. Enter your **USERNAME** and password. If you forgot your password or have never set one up, click "**Having trouble logging in?**" and enter your **USERNAME** in appropriate box and click "**Reset Password**".
 - Username and passwords are case sensitive
- You will be sent password reset instructions via email that will include a temporary password. This password will expire in 10 minutes. You'll now be able to login to your account.
- ****If you have trouble logging in, please call the box office at 432.552.4437 for assistance.**

Review Your Account:

- After logging into your account, you will be on your Account Overview Page.
- Click on the **Order ID #** listed under **My Invoices** (A) to verify order details.

My Invoices

Order ID	Item	Amount	Actions
237410324	Total Invoice Amount	\$227.00	Past Invoices
A	Amount Paid To Date	\$0.00	Payment History
	Overdue Amount	\$0.00	
	Next Payment Amount	\$227.00	Pay Now

- Look over the Invoice you received to verify your information is correct. (B)
 - If any contact information needs to be changed or updated, click on **Account** (at the top right of the page) (C) to make changes.
 - ****Please note** It is recommended for you to change your temporary password to one that you will remember. (C).**

Overview **My Tickets** ▾ Membership... Browse Events Help Account ▾ **Make a Payment** **F**

Details for Order: 237410324

[View All Orders](#)

Customer User Name: lori.proffitt@wagnernoel.com **Confirmation Code:** 73686848

Organization: University of Texas of the Permian Basin (UTPB) **Balance:** \$227.00 [Transaction History](#)

Customer Name: Lori Proffitt **Total:** \$227.00

Address1: 1310 N Fm 1788 **Order Fee:** \$7.00

Address2: **Delivery Fee:** \$0.00

City, State/Province: Midland, TX 79707 **Delivery Method:** Regular Mail

Country/Territory: United States **Last Printed Time:**

Passcode or Member Code: **Order Date:** August 23, 2021 10:16:47 AM EDT

B

Order Tickets:

REQUEST CHANGE **E**

Status	Package	Performance	Venue	Section/Row/Seat	Price Code	Total
RESERVED	BROADWAY IN THE BASIN 2021-2022 SUBSCRIPTION	AN OFFICER AND A GENTLEMAN (BROADWAY) (Nov 28, 2021 2:00 PM)	Wagner Noel Performing Arts Center	GALLERY•J•11	PACKAGE RENEW	\$220.00

D

- Verify Package & Seat Information under **Order Tickets** (D).
 - If you wish to change seats or change to a different subscription package, click on the **REQUEST CHANGE** button (E) and fill out the change form. Someone from the box office will contact you within 3-5 business days to take your request. No further action is needed at this time.
 - If everything is correct and you are ready to renew your seats as listed with no change, click on the **MAKE A PAYMENT** button (F) to complete your renewal.
- Once your renewal is complete, you will receive an email confirmation from confirmation@etix.com that will serve as your receipt of purchase.
- Your Broadway Season Tickets will be mailed to the address on the account in October 2021.
- If you have any questions or need help with the online renewal process, please contact the box office at 432-552-4437 during normal business hours.

**** Please Note **** If you call, please expect a delay in response.