Step Sing Sales Instructions

1. Go to https://tickets.samford.edu

2. Click on OK. Then Click on VIEW next to Step Sing. Click on the event you would like to purchase first.
3. Choose the section you’d like to purchase from

4. Colored dots are available seats, grey are not. Click on seats you’d like to purchase. With each seat, choose your price point
5. When finished choosing seats, click ADD TO ORDER

6. To select seats for other performances, click HOME at the top and repeat steps 3-6 for each performance.

7. At the end of each performance, click CONTINUE WITH THESE SEATS
8. Once all of your seats have been selected, create a new account by choosing START NEW

9. Fill out all areas with asterisks. Click CONTINUE
10. Click CONTINUE

11. Choose your credit card type
12. Input your credit card information. Click BUY once

13. Once you see Order Created, you will receive an email. If you do not receive it immediately, check your spam filter. Attached to your email will be a PDF called TICKETS.PDF
14. Your PDF contains all of your tickets.

*Important Notes about Step Sing Sales*

1. You may only use 1 Credit Card per transaction. If you wish to use multiple credit cards, choose all the seats to be purchased on first credit card and complete the transaction. Then begin a brand new transaction for the next Credit Card. Instead of creating a new account, enter your email address and chosen password on the account screen.

2. If you have already established an online ticketing account, you may use that rather than create a new account.