

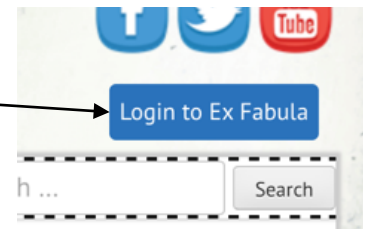
Using your Ex Fabula membership credit

A guide to Ex Fabula's ticketing system, aka e-commerce platform

Updated June 5, 2017

1. Go to www.exfabula.org and log in using the blue button in the upper right corner.

- Forgot your username or password? After you click the button, there's a reset option.
- Having trouble? Email info@exfabula.com and we'll be glad to assist 😊



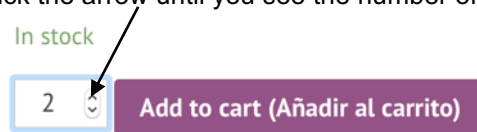
2. Click on Tickets.

3. Click on the button for the item(s) you want. For example:

Purchase General Public Tickets (

Member ticket reservation

4. On the event page, click the arrow until you see the number of tickets you want and click "Add to cart"



5. The screen will refresh and show a message like "2 × Event Name Tickets have been added to your cart" at the top of the event page, along with a "View cart" button.

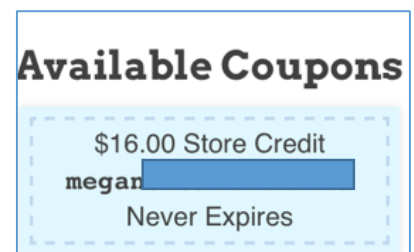
You can then:

- repeat steps 2-4 for any additional items you'd like
- or click "View cart" (button at top of page).

6. On the cart screen, review your order.

- Need to adjust the number of tickets?
Click the up or down arrows and then "Update Cart".

7. When your order is correct, click on any applicable coupons. Your member credit is issued in increments of \$10 (\$40 = 4 free tickets, for example).



8. Then click "Proceed to checkout".

9. Checkout also has an option to use credit if you didn't before: "Click here to... see your credits".

10. Your billing address should already be in the form. Add a credit card if you don't have enough credit left.

11. Finally, scroll down to the bottom of the page, click the "terms and conditions" box and place your order!

Want to see an account overview or change your password? Visit www.exfabula.org/my-account.

Have problems along the way or a suggestion for how we can improve the system? Please don't hesitate to contact us! 😊