

**Thank you for being a member!**

*This guide will help you navigate Ex Fabula’s ticketing system.
You must be logged in to access your member benefits and discounts.*

**How to log in**

* Go to [www.exfabula.org](http://www.exfabula.org)
* Click the blue “Login” button in the upper right corner.
* Forgot your username or password? After you click the blue button, there’s a reset option.
	+ Click on ‘Lost your password’ and you can search by username or email.
* Still having trouble? Contact us!

***Sorry, your benefits are not transferable****.*

You can use your credit to bring guests to some events but there may be limitations.

Want guest tickets? Get a Duo instead of a Solo or upgrade to a higher membership level.

**How to see your member information**

* Visit [www.exfabula.org/my-account](http://www.exfabula.org/my-account)
* Once you’ve logged in you can view:
	+ how much credit you have
	+ your membership level and expiration date
	+ your orders

**How to Reserve Tickets using Member Credit**

1. After logging in (see reverse), click on Tickets ([www.exfabula.org/tickets)](http://www.exfabula.org/tickets%29) to see the list of upcoming events.
2. Click the link for the show you want to attend.
3. On the event page, click the up/down arrows until you see the number of tickets you want to “Add to cart”
4. 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.
5. You can then: repeat steps 2-4 for any additional items you’d like or click “View cart” (button at top of page).
6. When you’re done shopping, apply any applicable coupons or member credit by clicking on them.
7. Click ‘Proceed to Checkout’
8. Billing address should already be saved. Add credit card if you do not have enough credit to apply.
9. Finally, scroll down to the bottom of the page, click the “terms and conditions” box and place your order!

Have problems along the way or a suggestion for how we can improve the system?
Please don’t hesitate to contact us at info@exfabula.org or 414-530-3503