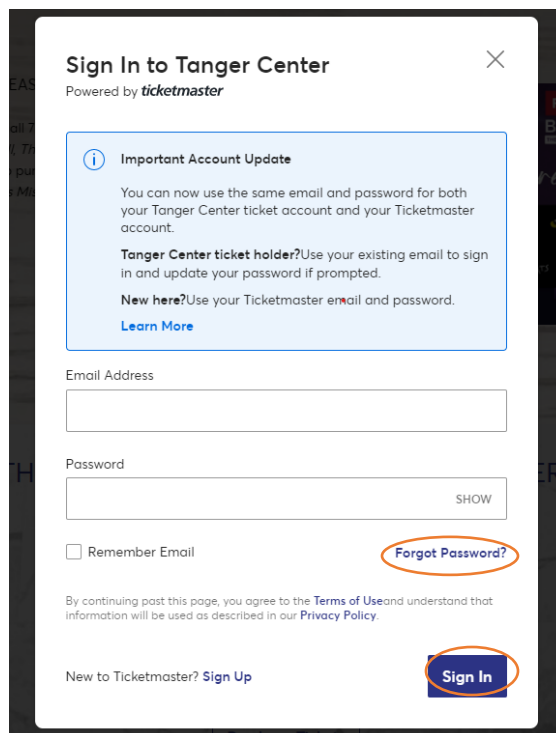
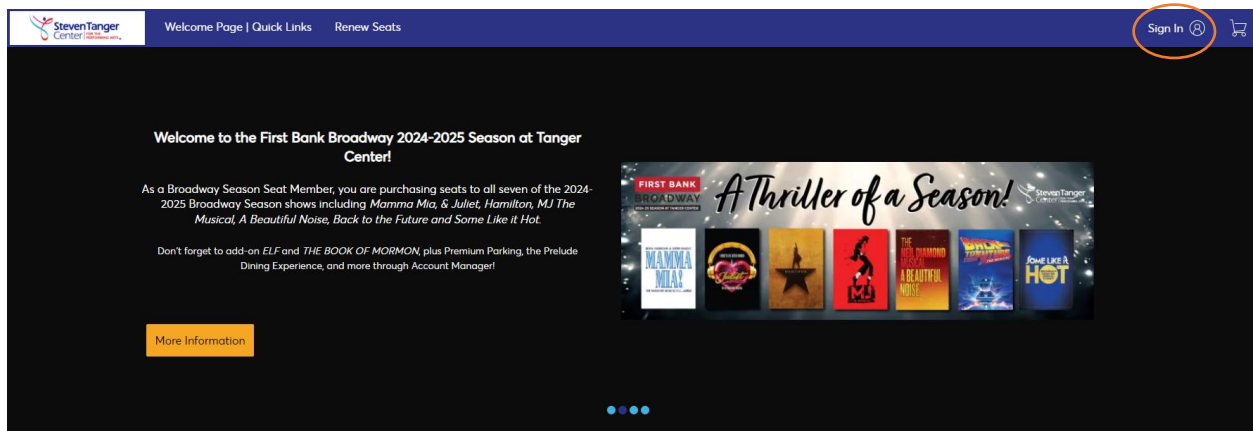
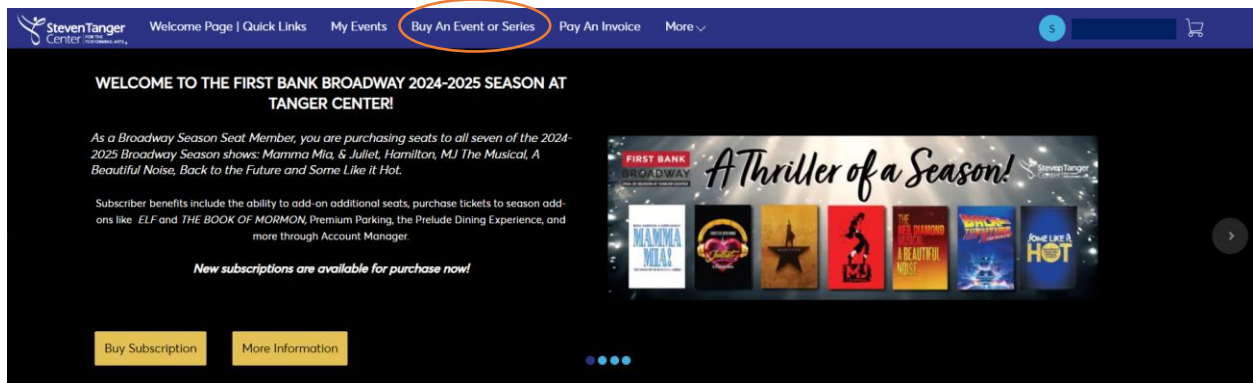


Instructions for Adding-On Broadway Season Seats through Account Manager

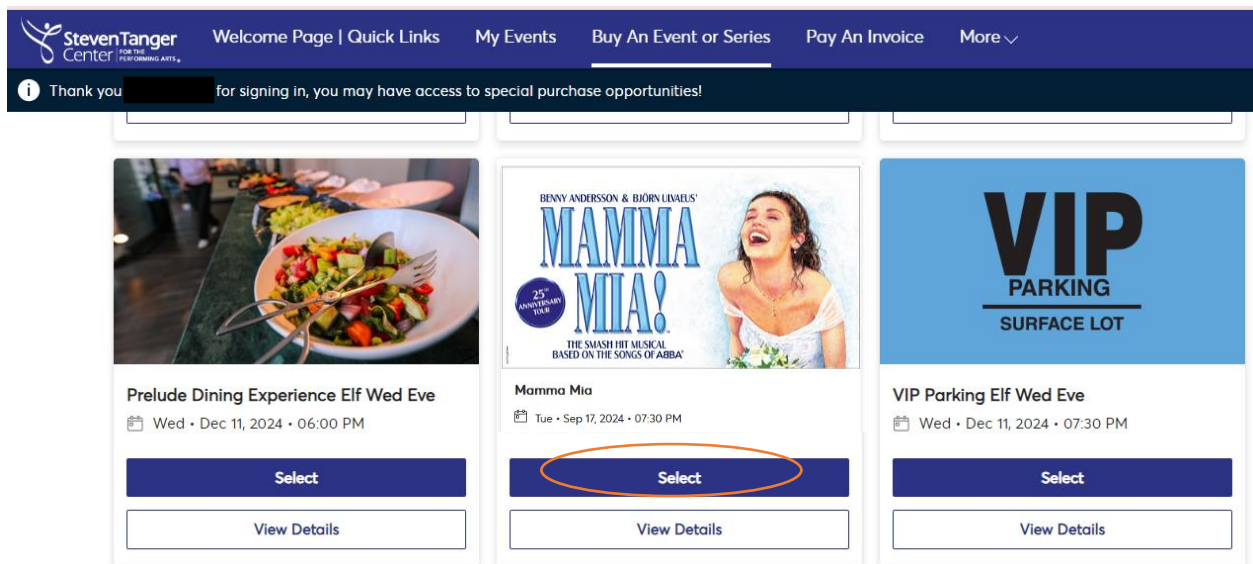
- 1.) Navigate to <https://am.ticketmaster.com/tangercenter/> and sign into your Account Manager in the upper right hand corner of the screen.
 - a. Your email address used to log in should match the one on file for your Tanger Center account. This is also the email at which you should be receiving communications from the Tanger Center regarding upcoming events.
 - b. If you have never accessed your Account Manager before, select “Sign Up” at the bottom of the sign in page.
 - c. If you have forgotten your password, click “Forgot Password” and follow the steps to reset your password through an email or text message link.



2.) Click “Buy an Event or Series” in the top navigation bar of the website.



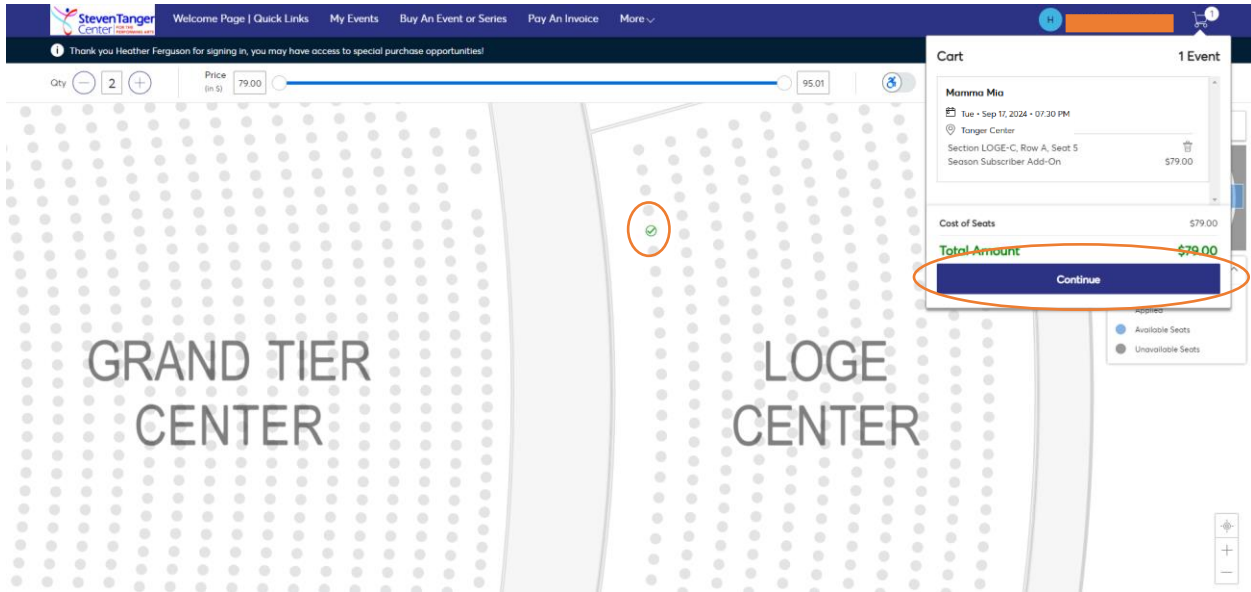
3.) Search the name of the event you would like to add-on or scroll down to see a list of all add-on options.
a. Click “Select” under the name of your preferred event.



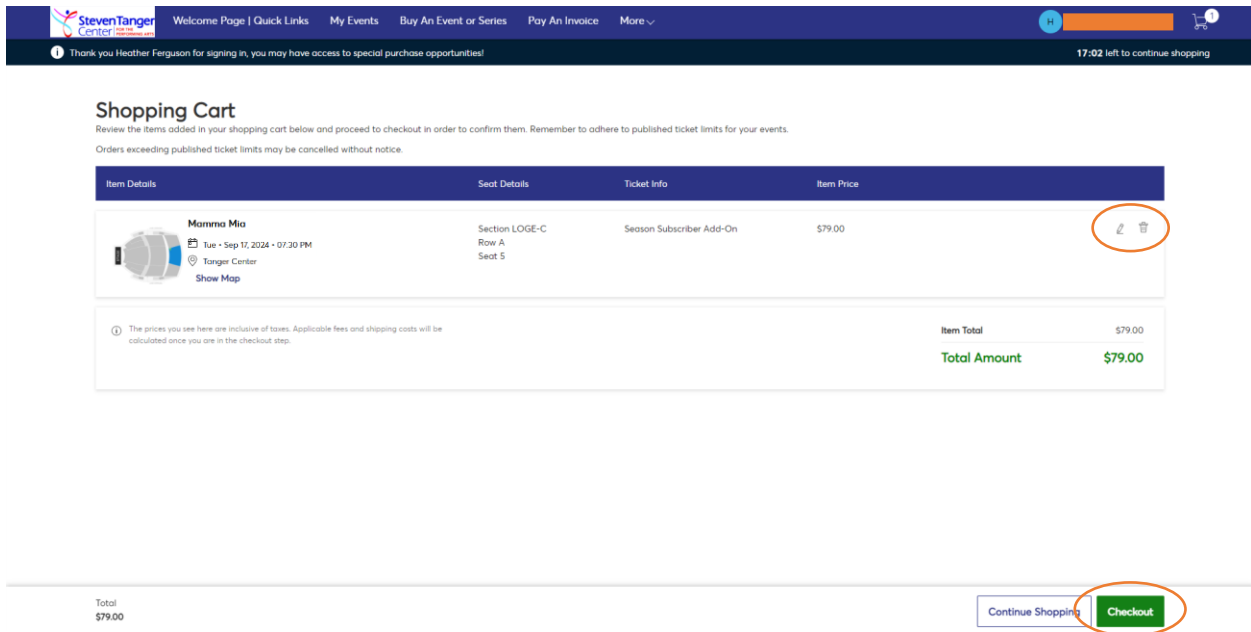
continue to next page



- 4.) Select any section of the map to begin viewing the available seating inventory.
 - a. Drag the map to view available seats in different sections of the auditorium.
 - b. Blue circles on the map indicate open seats. When a seat is added to your cart, a green check mark will take the place of the blue circle.
 - c. Ticketmaster will not allow you to leave a single seat in a row. Please select seating in a different row or reduce the number of seats being purchased if you are given an error in this case.
 - d. Once all desired seats have been added to your cart, select "Continue."



- 5.) Verify the contents of your shopping cart.
 - a. Use the tools on the right hand side of the line item to edit or delete the seats in your cart.
 - b. Click "Checkout" when ready to proceed.



6.) Verify your "Account Details" as listed.

The screenshot shows the Steven Tanger Center checkout interface. At the top, the logo and 'Time Remaining 14:29' are visible. The main heading is 'Complete the checkout steps and submit your payment'. Below this, a sub-heading reads: 'Below are the steps you will need to complete in order to submit your payment. On the right rail, your summary will automatically update based on the options you select under each step. Once you complete each step, click "Submit".'

The 'Account Details' step is highlighted with a red box. It includes a 'Manage your account details.' section with the following fields:

- Address *
- Address 2 (with placeholder 'Enter Address 2')
- City * (pre-filled with 'Greensboro')
- State * (pre-filled with 'North Carolina')
- ZIP Code *
- Country * (pre-filled with 'United States')

A 'Save' button is located at the bottom right of this section.

To the right of the account details, there is an 'Order Summary' for \$79.00 with a 'Pay Today - \$79.00' button. Below that is a 'Cart items' section showing one item, 'Mamma Mia', for \$79.00, with a 'Total Value' of \$79.00.

7.) Select a card on file and verify the three digit CIN number OR click "Add/Edit Payment Method."
a. Account Manager is compatible with Visa, Mastercard, American Express, and Discover cards.

The screenshot shows the Steven Tanger Center checkout interface. At the top, the logo and 'Time Remaining 13:56' are visible. The 'Account Manager' section is expanded, showing 'Chicago: ManageOnline'.

The 'Payments' section is active. It includes 'Payment Options' with 'Pay In Full' selected. Under 'Payment Method', the 'Card' option is selected. Two Visa cards are listed:

- Visa - 8558 (Heather Ferguson | Exp. 05/27) - This card is selected. It has a 'Security Code *' field with a 'CVV' placeholder and a 'Payment Amount' field with '\$79.00'. A red box highlights the 'CVV' field.
- Visa - 2835 (Heather Ferguson | Exp. 05/25)

A red box highlights the 'Add / Edit Payment Method' button at the bottom of the card selection area.

To the right, the 'Order Summary' and 'Cart items' sections are visible, showing a total value of \$79.00.

continue to next page



- 8.) Read and accept the Terms and Conditions of purchasing tickets through the Account Manager.
a. Click "Pay Today" to complete your purchase.

The screenshot displays the checkout process on the Steven Tanger Center website. At the top, the logo and a "Time Remaining 14:29" indicator are visible. The main heading is "Complete the checkout steps and submit your payment". Below this, a note states: "Below are the steps you will need to complete in order to submit your payment. On the right rail, your summary will automatically update based on the options you select under each step. Once you complete each step, click 'Submit'." An orange arrow points from this text to the "Pay Today" button.

The checkout process is divided into two main sections:

- Account Details:** This section is marked as complete with a green checkmark. It includes fields for "Address *", "Address 2", "City *" (pre-filled with "Greensboro"), "State *" (pre-filled with "North Carolina"), "ZIP Code *", and "Country *" (pre-filled with "United States"). A "Save" button is located at the bottom right of this section.
- Delivery & Shipping:** This section is also marked as complete with a green checkmark. It shows "Chicago: ManageOnline" with a dropdown arrow and a note: "View and transfer tickets in your online Account Manager."

On the right side of the page, there are two summary boxes:

- Order Summary:** Shows a total of "\$79.00". Below this is a checkbox for "I accept the Terms and Conditions" and a prominent green button labeled "Pay Today - \$79.00", which is circled in orange.
- Cart items:** Shows "1 Items Summary" for "\$79.00". The item is "Mamma Mia" with a date and time of "Tue - Sep 17, 2024 - 07:30 PM" and a location of "Tanger Center". The "Total Value" is also listed as "\$79.00".

- 9.) An automatically generated order confirmation will be emailed to you.

Add-on tickets are subject to additional taxes and service fees that must be paid in full at the time of purchase along with the face value of the ticket.