How to Book Using a Library Pass Online

1) Go to our ticketing page: <u>https://tnew.gardnermuseum.org/events</u>.

		Become a Member	Make a Donation
ISABELIA SEWART GARDNER MUSEUM	Visit Programs & Events Explore About Organization Support	🛆 Cart	GET TICKETS
			A Login
	Promo codes need to be entered before adding tickets to the cart to apply the appropriate discourts.		
	Tickets can sell out fast, and may not be available at the door, particularly during popular days of the week and times of Tickets are available up to four weeks in advance (six weeks for members).	of day. PROMO CODE ->	
	Gardner Museum members, please login to access your member tickets.		
	If you are planning a visit for 9 or more people, please contact the Box Office at <u>617.278 5156</u> or <u>boxoffice@isgm.org</u> for further assistance.		
	CALENDAR VIEW	VIEW	
	Filter by Date Range - end date must be after start date		
	AUGUST 4, 2023 🗮 AUGUST 11, 2023 🗮 RESET DATE R	RANGE	

2) Enter the library's promo code into the *Promo Code* box and click the *Submit* button.

ISABELIA SEWART GARDNER. MUSEUM	 a) The promo code is located on the emailed pass or physical green pass card from your library. If you have not received a pass from your library, please contact them.
Brookline Public Library	 b) This promo code begins with MPP followed by numbers and letters; there are no spaces in the code when entering it.
The online promo code i≰MPP	c) A note will appear saying "You'll see your discount applied when you check out."

3) Click Select Tickets under Museum Admissions for the date you would like to visit—it must be within the valid date range noted on the pass. On the next page, select your desired entry time slot. If the day is sold out, please call the Box Office at (617) 278-5156, they will check for any releases—a library pass does not guarantee a ticket.

SEWART GARDNER MUSEUM	Visit Programs & Events Explore About Organization	Support			
	AVAILABLE ENTRY TIMES				
	(11:00 - 11:30 AM) (11:30 AM - 12:00 PM) (12:00	- 12:30 PM			
	12:30 - 1:00 PM	- 2:00 PM			
	2:00 · 2:30 PM 2:30 · 3:00 PM 3:00	- 3:30 PM			
	3:30 - 4:00 PM				
	CHILD (UNDER 18) \$0.00	0 -			
	SENIOR \$18.00	0 -			
	STUDENT W/ VALID ID \$13.00	0 -			

- Beneath the time slots will appear a list of price types. Using the drop-down menus next to each price type, select the number of tickets you need.
 - a) The library pass allows you to get up to four Adult tickets at \$5 each (the discount only applies to Adult tickets). Children under 18 are always free and should be reserved as Child tickets.
 - b) If you add more than four adult tickets, or any other type of ticket, the prices will be their normal rates (not \$5).
 - c) Once the tickets are correct, click the *Add to Cart* button.

5) You will be brought to a login page (if you are not already logged in). Create an account or sign into an existing account. All tickets require an account.

LOG IN TO YOUR ACCOUNT:						
Enter your Email Address and Password below to log in to your account.						
MEMBERS: If this is your first time logging in and you have previously provided us an email address, please click on the "Find Account / Reset Password" link below to get started. If your email address is not recognized, please contact the Box Office at <u>617 278 5156</u> or <u>boxoffice@isgm.org</u> for further assistance.						
You will not be able to access your member benefits	s by creating a ne	w account.				
The contraction of the second states						
LOGIN INFORMATION		DON'T HAVE AN ACCOUNT?				
EMAIL ADDRESS	REQUIRED	Click below to register for a new account. An account is required to purchase tickets online.				
		CREATE ACCOUNT				
PASSWORD (AT LEAST 6 CHARACTERS, INCLUDING: 1 U NUMBER & 1 LETTER)	PPERCASE, 1					
	REQUIRED					
FIND ACCOUNT / RESET PASSWORD						

6) Once logged in you will be brought to a Shopping Cart page. Double check the prices of the tickets in your cart. Then click the *Check Out* button.

Museum Admission August 11, 2023	\$15.00 ×
1:00 - 1:30 PM	
G - A Library Pass	\$5.00
1:00 - 1:30 PM	
G - A Library Pass	\$5.00
1:00 - 1:30 PM	
G - A Library Pass	\$5.00
SUBTOTAL	\$15.00
TOTAL	\$15.00
BACK TO EVENTS LIST	СНЕСК ОИТ

- 7) The next screen should be the Billing Information page. Make sure all your information is accurate then click the *Buy Now* button at the bottom of the screen.
- 8) You will then be brought to a Payment page. Fill in your credit card information and then click the *Buy Now* button again at the bottom.
- 9) You will end on an Order Confirmation page. Your tickets will be emailed to you through the email you used for your account. You will receive a confirmation email and a ticket email with barcoded tickets attached as a PDF. These emails can sometimes take up to twenty minutes to arrive in your inbox.
- 10) When you arrive for your visit, show your tickets and library pass at the Admissions Desk.