



Wednesday 4th October 2017

Dear Parents/carers,

House Music at the Alban Arena - Monday 16th October at 7pm

As mentioned in our letter on the 28th September, this year we are using an online ticketing system called '**Your Box Office**'. A link to the RPS House Music 2017 event is below. Please click this to be taken to the page to purchase tickets for the event. **Please remember there is a limit of 2 tickets per household and that all children's tickets must be accompanied by an adult ticket. Tickets will go on sale at 7pm today.**

- 1) Click the following link – <https://yourboxoffice.co.uk/>
- 2) Under 'Upcoming Shows' select 'RPS House Music 2017' and select 'Buy Tickets'.
- 3) Under 'Book tickets' fill in the Data & Time and the number of tickets you require and then click 'Submit'.
- 4) Click 'Go to your Cart' at the pop up.
- 5) You will need to create an account with 'Your Box Office' so please fill in the required details. *Please make sure you tick the boxes to 'Unsubscribe' from emails if you do not wish to receive these. These emails come directly from 'Your Box Office' and are unrelated to school events.*
- 6) Then Click 'Proceed to Payment'.
- 7) Select 'ParentPay'.
- 8) Please ensure you have your card details to complete the purchase. **Please note this is a one off payment and will NOT show in your ParentPay account and you do NOT need a ParentPay account to purchase tickets.**
- 9) Review and confirm payment.
- 10) Confirm your payment. **You should then receive a receipt from ParentPay and also an email from Your Box Office containing your e-tickets which you will need to print off and bring along to the event.**

If you require any further information, please email housemusic@roundwoodpark.co.uk

