



Thursday 4th October 2018

Dear Parents/carers,

House Music at the Alban Arena – Thursday 18th October at 7pm

As mentioned in our letter on the 27th September, this year we are using an online ticketing system called 'Your Box Office'. Please click the link below to be taken to the Your Box Office website to purchase tickets for the event. You will need to locate the **RPS House Music 2018** 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 'Events' select 'RPS House Music 2018' 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 or use your account from last year 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 or contact Mrs Vallance on 01582 714016.

