

INSTRUCTIONS FOR PURCHASING FILMCOLUMBIA 2022 ALL-FILM PASSES & TICKETS FOR FILMS, PANEL & POST-SNEAK PARTY

For the General Public:

- *All-Film Passes and tickets can be purchased online starting Saturday, 10/15 at 9:00am when ticket sales are opened to the general public or in person in the Crandell lobby on 10/15 from 9:30am-12:30pm.*

For Members:

- *Individual memberships can purchase either one All-Film Pass or one ticket per screening of multiple films or events.*
- *Dual memberships allow the purchase of up to two All-Film Passes or tickets per screening of multiple films or events.*
- *All-Film passes and tickets can be bought online or in person in the Crandell lobby on 10/15 9:30am-12:30pm during general public ticket sales.*
- *Members wishing to purchase tickets for friends and family can buy them either online starting Saturday, 10/15 at 9:00am when ticket sales are opened to the general public or in person in the Crandell lobby on 10/15 from 9:30am-12:30pm.*

1. To begin the ticket purchase process for All-Film Passes and/or individual/multiple films, panels or post-sneak party, go to the [FilmColumbia 2022 Schedule](#) or download the [FilmColumbia 2022 Program Guide](#) to find the films you would like to see.

2. **Important:** Using either the schedule or program guide, **make a list of film and event titles and dates for which you would like to purchase tickets before starting the purchasing process to ensure your transaction is completed within the timeframe allowed by our ticketing system.**

If you hit the back button or the shopping cart times out during your purchase, you risk having to restart the process.

3. To purchase passes and/or tickets, go to the All-Film Pass option or program you're interested in and click the **Purchase Tickets** button.

4. Next steps:

- **For the General Public:** Follow the prompts, looking for a ticket type marked **General Public**.
- **For Members:** Enter the password (provided to members in an email sent on Saturday, 10/8 at 8am) and follow the prompts, looking for a ticket type marked **Members**.

5. **If buying only one All-Film Pass or a ticket for just one film or event**, press **Checkout** and follow the instructions to complete the purchase.

6. **If buying tickets for more than one film or event**, click **Continue Shopping**. Using the drop-down menu select the date of your next film, then select the time for your film (please note that films are in alphabetical order, not listed by time). Then click **Continue Shopping** again for each ticket you would like to add.

Until you are finished selecting films, do not leave the **Shopping Cart** window without clicking **Continue Shopping** otherwise you risk having to start the process all over again.

After you add the last item and your shopping cart is complete, select **Checkout** and follow the instructions to complete the purchase.

7. **Bring your purchase confirmation and ID with you to the theater for All-Film Passes* and for your individual or multiple tickets.**

Three options:

- Print out your confirmation for each film by clicking **Print Tickets** *making sure entire small barcode or QR code shows fully.*
- Print out your email confirmation *making sure entire small barcode or QR code shows fully.*
- Show the email on your phone at the door *making sure the small barcode or QR code shows fully.*

***For All-Film Passes—bring your purchase confirmation and ID as stated above to the Crandell Box Office to trade it in for your pass anytime the Box Office is open during FilmColumbia.**