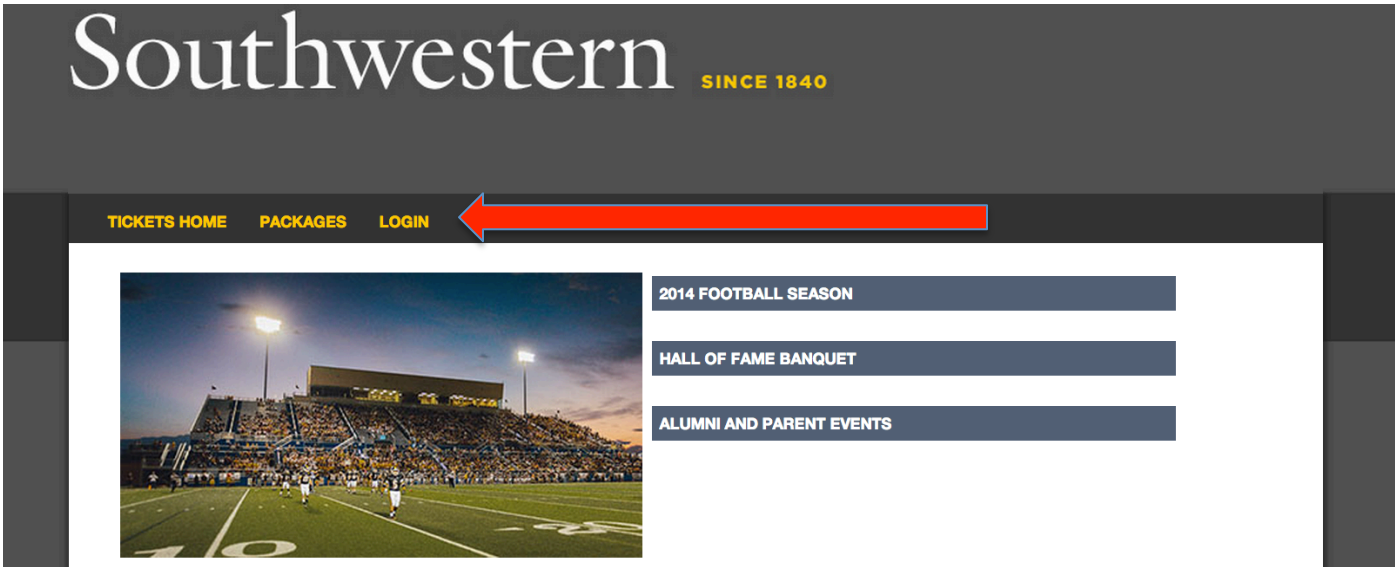
Southwestern University Tickets

# LOGIN INSTRUCTIONS (for first-time users)

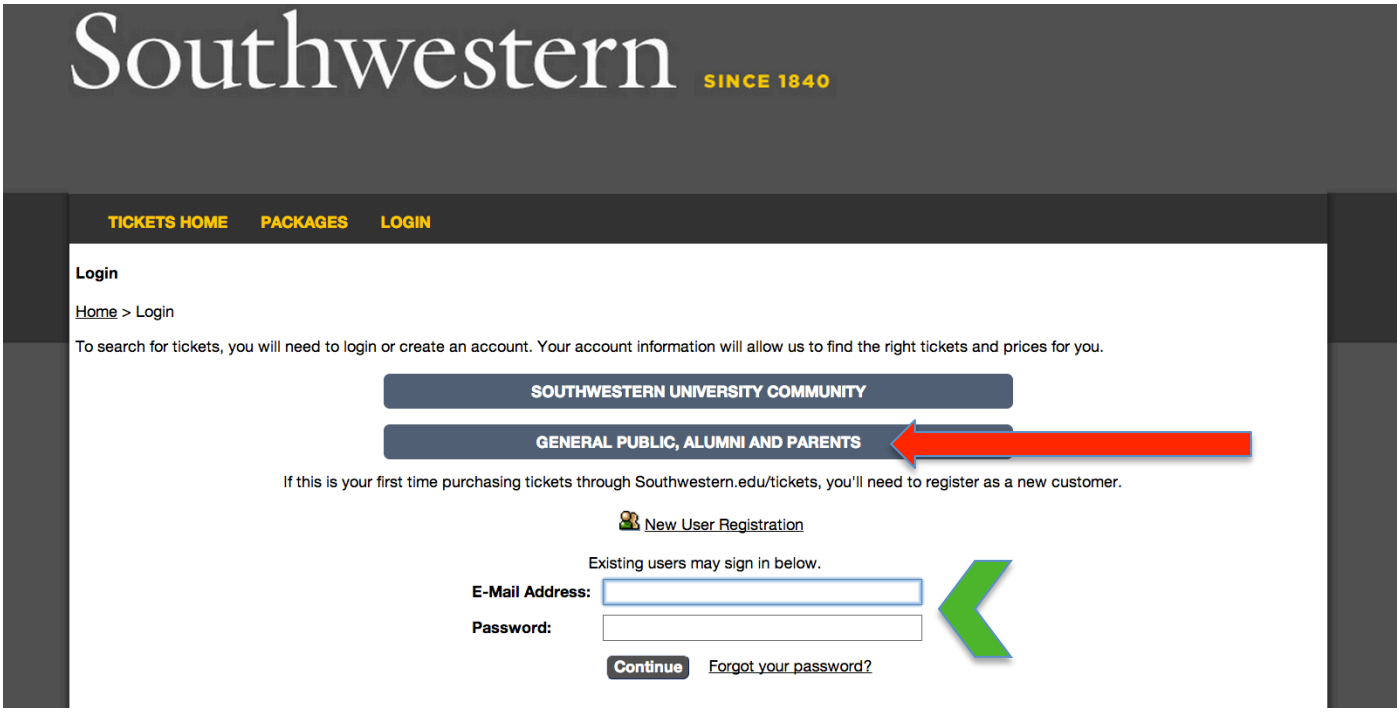
## STEP 1

- Visit http://southwestern.universitytickets.com/
- Click “Login” at the top of the menu bar.



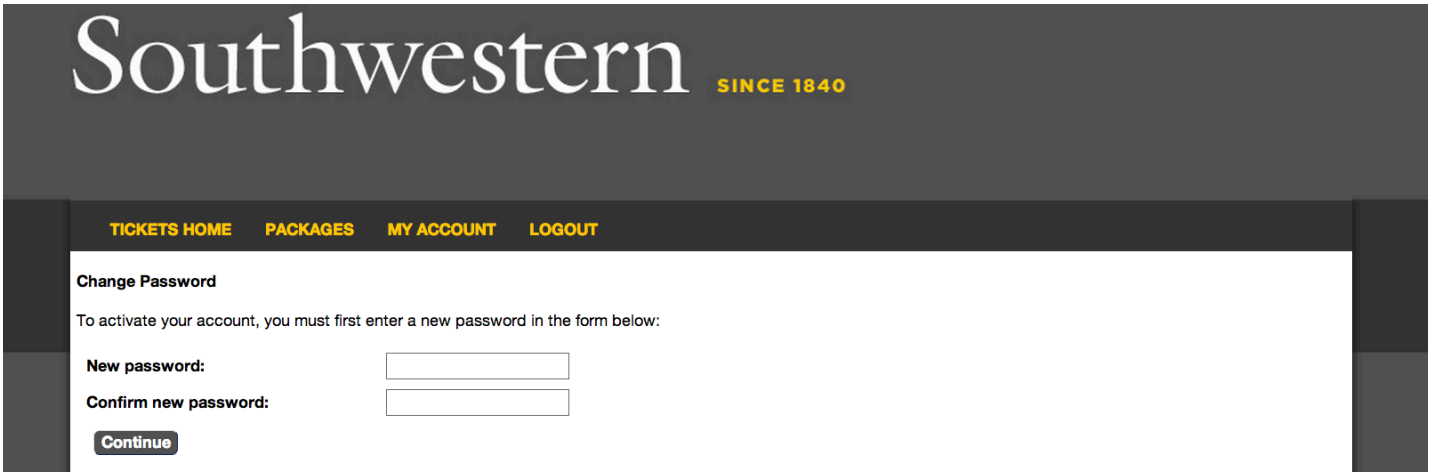

## STEP 2

- Click “General Public, Alumni and Parents” bar.
- Information fields will appear for you to enter your information.
    - **E-mail Address box:** enter the email address to which Southwestern University sends you messages.
    - **Password:** enter your last name (lower case letters).
      *NOTE: In the next step you will be prompted to change your password.*
- Click “Continue.”



## STEP 3

- Enter your new/preferred password then press “Continue.”
  *NOTE: We recommend this be something that you will be able to remember (for future events).*

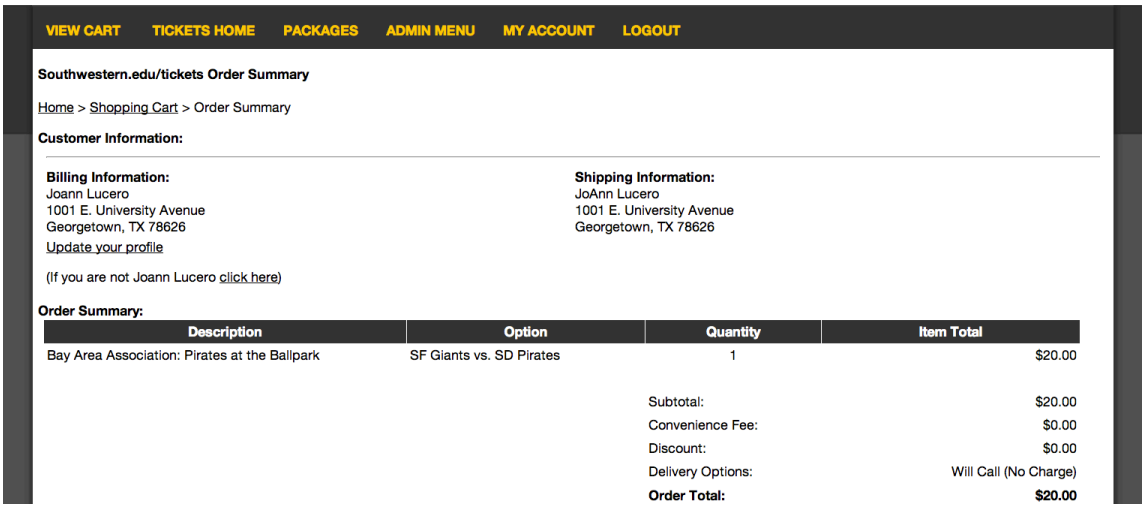


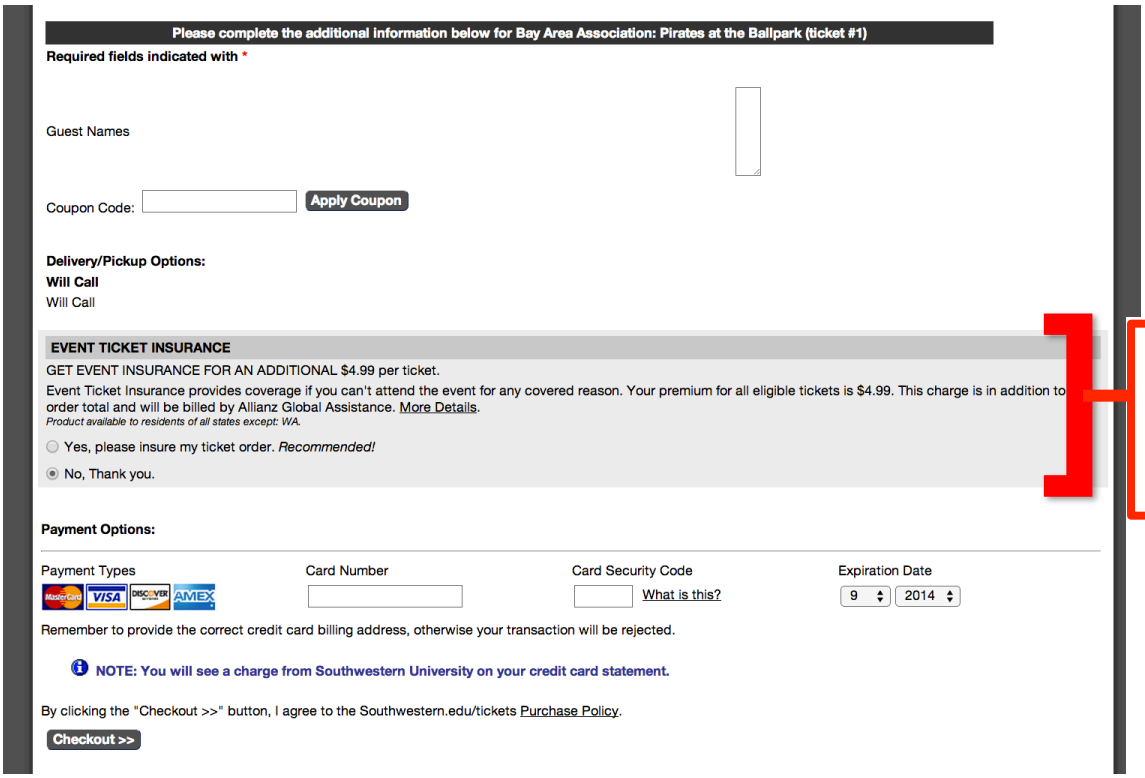

**YOU’RE ALL SET** to register for events that you would like to attend.

- Simply click on the appropriate category, select the event you would like to attend and follow the prompts to complete your registration.

# A WORD OF CAUTION!!!

- In the portion of your registration where you may insert your credit card information, there is a box above titled “Event Ticket Insurance.” PLEASE NOTE: We **DO NOT recommend** that you purchase that option as it suggests.
- See photo below to take note.






**Event Ticket Insurance:**

This option is NOT RECOMMENDED!