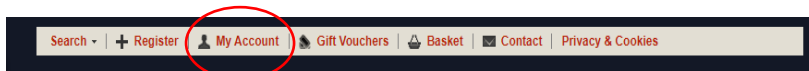


## How to book Wheelchair Seats Online

In order to access wheelchair and carer seats online, please ensure that you have completed our Access Requirement Register. This can be found on our website at [www.belgrade.co.uk/your-visit/access-information/](http://www.belgrade.co.uk/your-visit/access-information/). Alternatively, please call us on 02476 553055 and a member of our Box Office team will be happy to talk you through the registration process.

- Visit [www.belgrade.co.uk](http://www.belgrade.co.uk)
- Before you begin your booking, you will need to log in to your account using the details provided on your application. You can do this by selecting the icon below:



- You will then be asked to enter your email address and password:

Login

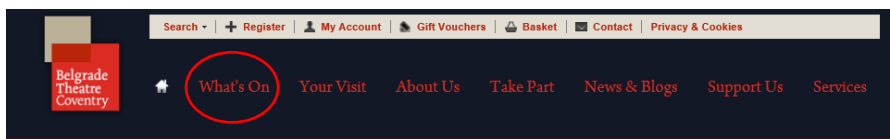
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We upgraded our Box Office system in July 2011. If you have not logged in since that date please click the "Forgotten Your Password" link and you will be emailed a new password immediately. We apologise for any inconvenience.

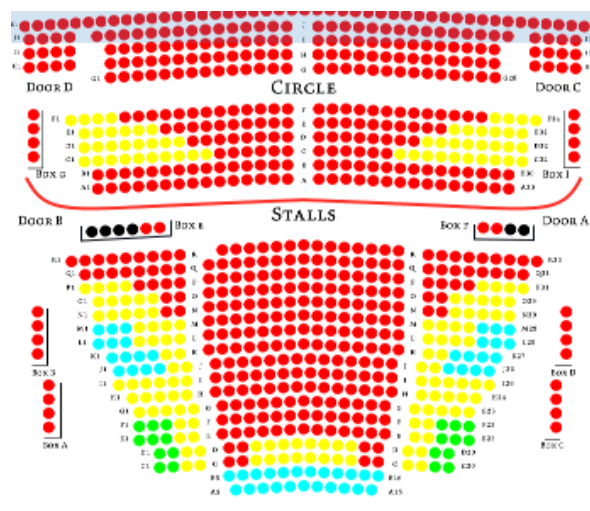
Email address:  (required)

Password:  (required)

- Once you have logged in to your account, you can then begin to start your booking by selecting the shows you would like to book for by clicking on WHAT'S ON.

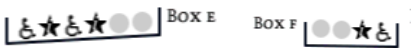


- Having selected the performance, you will see a version of the seating plan below on your screen.



**\*PLEASE ONLY SELECT SEATING IN THE ACCESSIBLE BOXES FOR WHEELCHAIRS, HIGHLIGHTED ON THE SEATING PLAN BY A WHEELCHAIR SYMBOL. CARER SEATS ARE HIGHLIGHTED BY A STAR. ALL OTHER SEATING IS UNSUITABLE TO ACCOMMODATE A WHEELCHAIR.**

The seats available to book in our accessible boxes will appear as shown below. If these do not appear, it may mean that we do not have availability for that particular performance:



- When selecting your seats, you will need to click on ONE wheelchair symbol and ONE star symbol ensuring that they are next to each other. Once your selection has been made, click on the continue button at the bottom of the seating plan
- The following page will then be displayed:

Change My Seats

Area	Seat	Type	Delete	Information
Boxes	Box E1	Wheelchair++ - £32.00 ▼	<input type="checkbox"/>	Wheelchair User
Boxes	Box E2	Wheelchair++ - £32.00 ▼	<input type="checkbox"/>	Wheelchair Companion

[Continue](#)

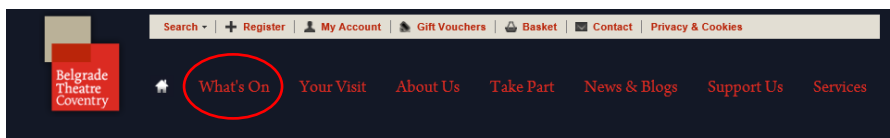
- Using the drop down boxes, select WHEELCHAIR++ next to the WHEELCHAIR USER seat and CARER++ next to the WHEELCHAIR COMPANION seat.

Change My Seats

Area	Seat	Type	Delete	Information
Boxes	Box E1	Wheelchair++ - £32.00 ▼	<input type="checkbox"/>	Wheelchair User
Boxes	Box E2	Carer++ - £30.00 ▼	<input type="checkbox"/>	Wheelchair Companion

[Continue](#)

- If you wish to book for another performance, select the WHAT'S ON tab at the top of the screen:



- Follow the booking process shown above for any other bookings
- Once you are ready to confirm your booking, select CONTINUE on the confirmation page:

Change My Seats

Area	Seat	Type	Delete	Information
Boxes	Box E1	Wheelchair++ - £32.00 ▼	<input type="checkbox"/>	Wheelchair User
Boxes	Box E2	Carer++ - £30.00 ▼	<input type="checkbox"/>	Wheelchair Companion

[Continue](#)

- The next page will ask you if you would like to add TicketPlan protection to your order.



TicketPlan Refund Protection is available for your booking. We recommend that you include this option. Your tickets are non refundable and this will protect you against cancellation resulting from accidents, unexpected illnesses or other unforeseen circumstances.

Full details are included in the TicketPlan terms and conditions. By adding it to your basket you are confirming that you have read and accepted these terms and conditions, which we advise you to retain.

TicketPlan Ticket Protection is an optional service administered by TicketPlan on behalf of the Belgrade Theatre. It is not an insurance policy.

Please note: TicketPlan must be purchased for all tickets in the transaction and cannot apply to individual tickets.

Please click ADD TO BASKET to apply

28 January 2020 00:00

Ticket Protection £1.50

Add To Basket

Continue To Basket

- Select ADD TO BASKET if you would like to add to your order. Alternatively, if you do not want to add this, select CONTINUE TO BASKET
- The page below will then be displayed:

Basket

Item	Saving	Qty	Total
Joseph 2020	£28.00	2	£32.00
19:30 Tuesday 28 January 2020 1 Wheelchair++, 1 Carer++			
<a href="#">View details</a>		<a href="#">Edit</a> <a href="#">Delete</a>	

**Savings**

Your tickets have been discounted as part of the offer **Wheelchair and Carer Free**

Enter a promotion code here if you have one

[Apply Code](#)

**Grand Total: £32.00**  
Total Saving: £28.00

**The free carer ticket has now been applied to your booking.**

- Please check the details of your booking before selecting checkout. Once you are happy with your order, click CHECKOUT and you will then be taken to the payment screen.

**\*Please note that you are only able to book ONE wheelchair and ONE carer ticket per performance**

If you experience any problems with your booking, please contact a member of the Box Office team:

Telephone: 02476 553055

Email: [BoxOffice@belgrade.co.uk](mailto:BoxOffice@belgrade.co.uk)