

## Information for Governors and Old Owenians – March 2014

**Note! We now have a new electronic booking system**—if you wish to buy tickets for any of our major concerts, they are now available for you to purchase directly online via our electronic payment system, **WisePay** – just follow these instructions:

1. Create an account (or login if you already have one from a previous purchase) on our Electronic Payments page on our website at:  
<http://www.damealiceowens.herts.sch.uk/wisepay.html>
2. When you are logged on to Wise Pay, click on the **Tickets** icon.
3. A **Calendar** will open up; select the date of the Concert (use the right arrow above the Calendar to scroll if the event is in a different month than the one that appears).
4. A new window will open up with the **Seating Plan** of the **Edward Guinness Hall**. Click on the seat(s) that you would like to book, they should become ticked as you click them. If a seat is folded down it has already been sold. Once you have chosen your seat(s) click the **Save Seats** button.
5. This will take you to the **Payment Screen** where you can enter your payment details (credit or debit card) and go through to pay for your seat(s).
6. You will be sent an **Email Confirmation** with your seat numbers which confirms you have booked the seats. Please bring this email confirmation as your ticket. **We do not produce paper tickets.**

If for any reason you lose this email, there will be a list of who has booked which seats at the front of house for each performance.

Note: If you don't have your Wise Pay login and password or have any other specific Wise Pay queries please email our dedicated email account, [wisepay@damealiceowens.herts.sch.uk](mailto:wisepay@damealiceowens.herts.sch.uk) or contact the School Office on 01707 643441.