Online Booking Guide



Our guide to helping you book your tickets online.

YVONNE-ARNAUD.CO.UK | 01483 44 00 00

Millbrook, Guildford, GU1 3UX

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Logging In



What's On

Your Visit

Food & Drink

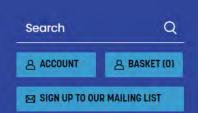
Support Us

Our Venue

Take Part

Producing

Play Your Part



Members

If you hold a valid Friends' membership, or are a Vanbrugh supporter, you will need to log in to your account before you select your tickets in order to access any pre-sales or discounts which you may be entitled to, depending on the production.

To log in, select the 'Account' button on the bottom-left of your screen.

You will be taken to a screen where you can enter your email address and password.

If you haven't got an account with us, select the 'Register Now' button and fill in the details to create your account.





Logging In

YVONNE ARNAUD THEATRE

Forgotten password at login

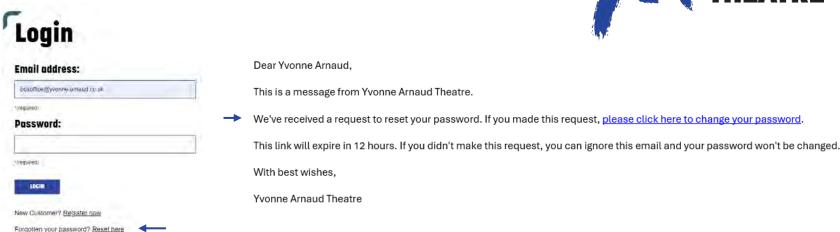
Click the 'Reset here' button under the 'Login' button and you will be emailed a link to reset your password.

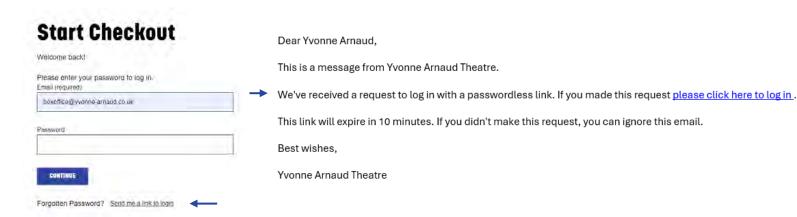
If you can't remember which email address you've used, or have any other issues, email us on boxoffice@yvonne-arnaud.co.uk

Forgotten password at checkout

If you have not logged in prior to choosing your seats, you will be prompted to do so at checkout.

If you have forgotten your password at this stage of your booking, you can request to be sent a passwordless link to login to your account by selecting the 'Send me a link to login' button.





Logging In



Express Checkout

If you have not entered your email address or logged in prior to choosing your seats, you will be prompted to do so at checkout.

If you are booking for the first time with an email address, you will automatically be taken to our Express Checkout option.

Here you will be asked to fill out some personal details but will not be required to setup a password for your account.

When making any future bookings with the same email address, you will be prompted to create a password.



Checkout

Personal Details

Ticket Delivery

Donations

Contact Preferences

Order Summary

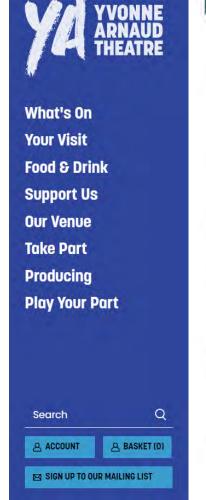
Billing Details

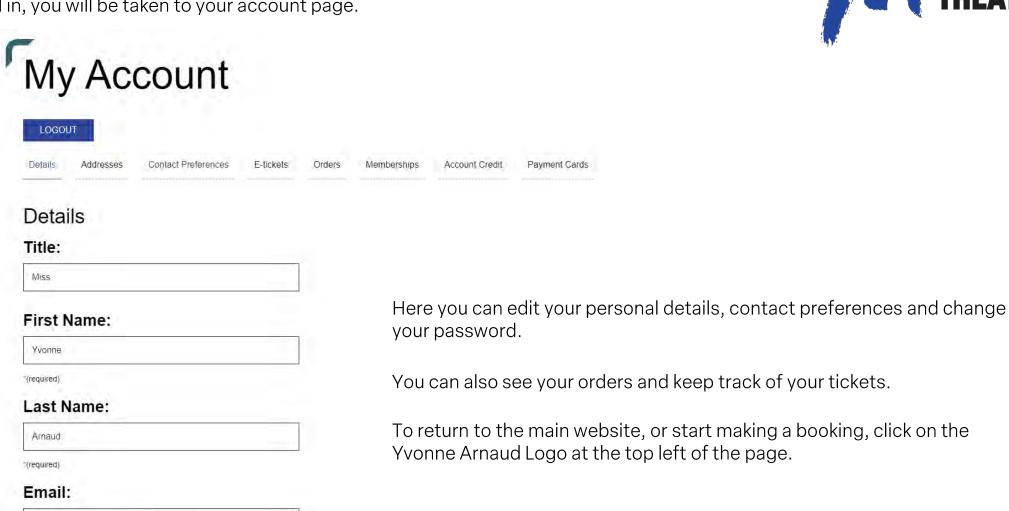
Payment

Your Account

Once you've logged in, you will be taken to your account page.

boxoffice@yvonne-arnaud.co.uk





Selecting Your Event



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There are several ways to view the events which are on sale, and to filter these events to find the ones you want.



What's On

To view all the shows which are on sale, select 'What's On' from the sidebar. You may need to navigate between pages if we have lots on sale. You can move through the listings by clicking the numbers or using the arrows at the bottom of the page.

Search Bar

You can search for a show using the search bar which is located at the bottom left of every page.

Filters

You can also find the event you want by using one of the three filters at the top right of your screen.

Clicking 'By Date' opens a calendar to let you choose the events you wish to view. You can select options such as 'Today', 'Tomorrow', 'Next 7 Days' or 'Next 31 Days'. You can also select your own timescale by clicking on two dates and then 'I've picked my dates' to see all events between your two chosen dates.

Click on 'By Venue' to select whether you wish to view events in the Main House, or the Mill Studio.

Clicking on 'By Genre' allows you to filter events, depending on what kind of show you would like to come and watch!



Selecting Your Event

Once you have found the event you wish to find out more about, or book for, you have two options.



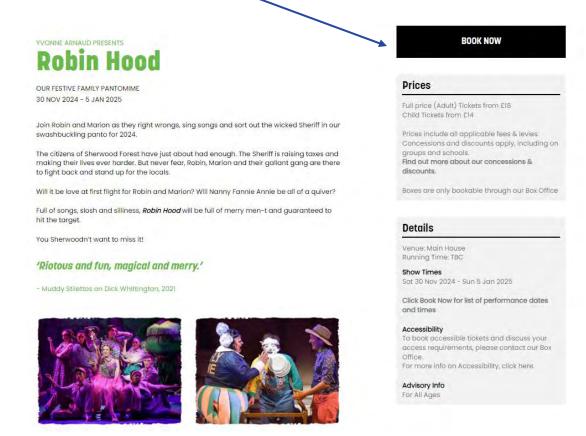


If you wish to view more information about the event, click on the image or title to go to that event's webpage.

When you are ready to book your tickets, you can select the 'Book Now' button either from the 'What's On' page, or the show's webpage.

This will bring up a list of all performance dates and times, simply select 'Book Now' next to the performance you wish to book for.





Choosing Your Seats

When you have selected 'Book Now', you will be presented with this screen, which allows you to choose where you wish to sit in the auditorium.





You can see the prices for tickets in each section by looking at the table of prices on the bottom of the page.

Seats are colour coded.

Grey seats are unavailable and different prices are different colours.

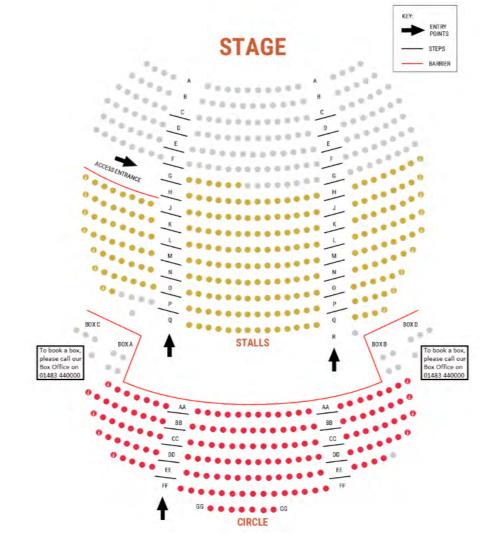
Prices

Full PriceChild/Under 16

Price Band A£28.00 £24.00

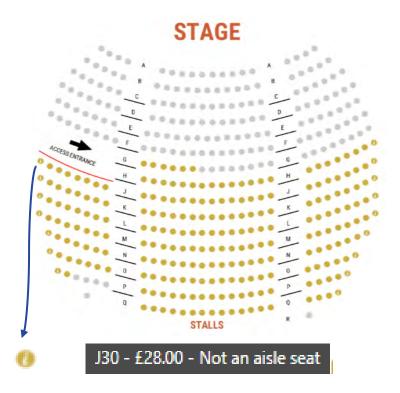
Price Band B£24.00 £20.00

Unavailable

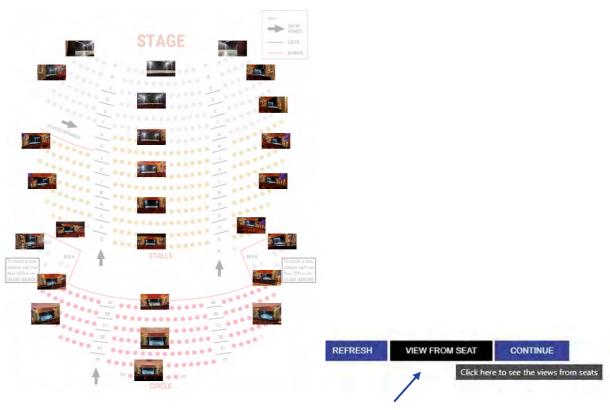


Choosing Your Seats: Understanding the seating plan

There are several elements to the seating plan, here's what they are:



1. Hovering over seats with an 'i' icon will reveal any important information regarding this seat.



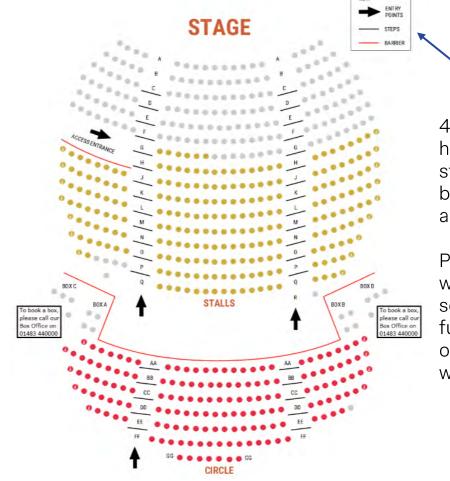
2. Clicking 'View From Seat' at the bottom of the seating plan, will give you an overview of the view from different areas of the auditorium.

Choosing Your Seats: Understanding the seating plan





3. You can also zoom in/out and move around the seating plan by clicking on the magnifying glass.



4. The key on the seating plan highlights all entry points, steps and safety barriers throughout the auditorium.

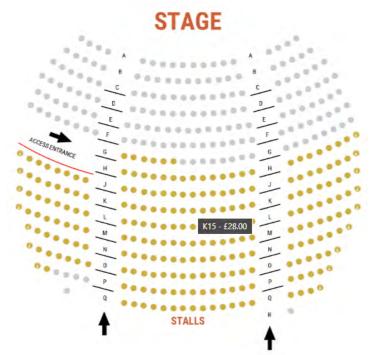
Please take care
when choosing your
seats, ensuring you
fulfil any access requirements
or seating preferences
within your party.

Choosing Your Seats: Adding seats to your basket

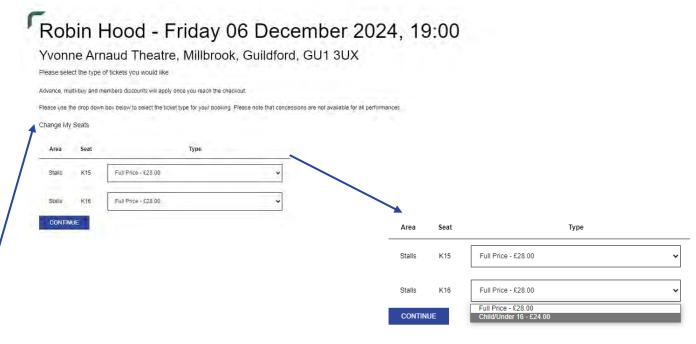


To select your seats, just click on any available seats and press continue at the bottom of the seating plan.

When you hover over a seat, it will tell you the row, seat number and the price.



If you change your mind about the seats you have selected, you can clear them by clicking 'Change My Seats' on the next page.



If there are multiple prices for a seat, for example a concession is available, the next page will allow you to select a price level using the drop-down menu.

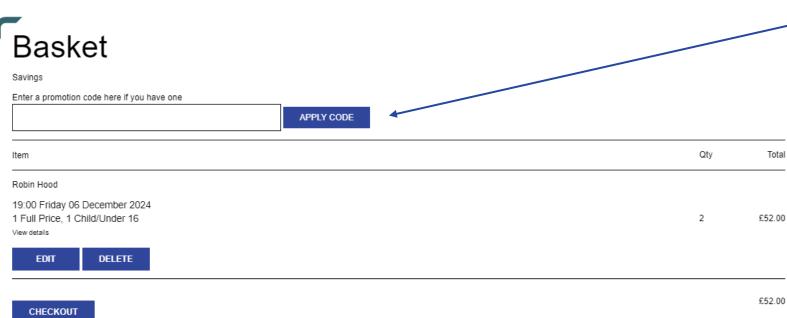
Your Basket

In your basket, you can see a summary of the tickets you are purchasing and edit or cancel them.

If you wish to add tickets to any other shows, you can either go back to our 'What's On' page, or search for the show in the search bar at the bottom left of your screen.

You can also access your basket at any point via the bar on the left of your screen.







If you have been provided with a Promotion Code to access a special offer, you can enter the code in this box. Your offer will then be applied to your tickets.

Any valid discounts, such as advance tickets and members discounts will also apply here.

Once you are happy with the tickets in your basket, click 'Checkout' to proceed to the next step.

Checkout



Checkout

Personal Details

Edit

boxoffice@yvonne-arnaud.co.uk Yvonne Arnaud

Ticket Delivery

Please choose a delivery option for your tickets

Receive my tickets as e-tickets - (no charge)

Receive my tickets by post - Not available for your choice of tickets

Collect my tickets at the box office - (no charge)

CONTINUE

Donations

Contact Preferences

Order Summary

Billing Details

Payment

- 1. Here you can choose your ticket delivery method.
- 2. At checkout, you can also add a donation to your booking. This donation will go directly to supporting the theatre.

If you are donating for the first time, you will be asked to confirm if you can claim Gift Aid on your donation. If we already have a Gift Aid declaration from you, you will not be asked again.

Donations

Donate to the Yvonne Arnaud Theatre

Surrey's largest arts providers; a registered charity and the only producing theatre in Surrey. Our role as a deliverer and facilitator of theatre and arts activities is critical. Through our work we support good mental health and well-being for Surrey residents, giving a sense of self, place, and pride to those we engage with. Your support is fundamental to our survival and success.

Donation Amount



Checkout



Contact Preferences

Edit

We would like to send you new show announcements, theatre news, updates on our creative learning programme, and opportunities to support us.

Contact me by email - Yes Contact me by post - Yes

Order Summary

Tickets

Robin Hood, 06 December 2024, 19:00

1x Full Price - £28.00 1x Child/Under 16 - £24.00

Donations

Donate to the Yvonne Arnaud Theatre £5.00 Edit basket

Credit

Gift Voucher Code

REDEEM VOUCHER

Current credit available: £0.00

Use available credit to pay for this order

Summary

Tickets Total £52.00 Donations Total £5.00 Total £57.00

By ticking this box you agree to our terms and conditions of sale

CONTINUE

Using a gift voucher

If you have a gift voucher to use, you can enter your gift voucher number in this box to redeem it.

If you already have credit on your account, please tick this box to use the balance towards payment.

Please note, Theatre Tokens cannot be redeemed online, and you will need to contact our Box Office on 01483 44 00 00 to use these against your order.

- 3. You will be asked to confirm your contact preferences with us by ticking the boxes on your screen.
- 4. Please take the time to review your order summary and ensure you have booked the correct performance and date.
- 5. You will then need to tick the box at the bottom of the page to agree to our terms and conditions of sale.

Once you have agreed, select 'Continue' to go to the payment screen to enter your card details.

Paying for Your Order



Billing Details

Payment method

Store my card for future purchases (card details will be taken at the final stage of the checkout)

Billing Address

Please choose your billing address

- Yvonne Arnaud Theatre Millbrook Guildford Surrey GU1 3UX United Kingdom Edit Address
- Use another address

CONTINUE

If you wish for your card details to be stored for future purchases, please tick this box.

You will then need to enter your billing address details.

Please then select 'Continue' to proceed to payment.

Payment

Card T	ype:
	~
*(required)	
Card N	umber:
*(required)	
Expiry D	pate:
(mm/yy) *(required)	
Security	Code:
*(required)	

Next you will need to enter your credit or debit card details and select 'Confirm Payment' to complete your order.

You may be required to authenticate your purchase via your online banking app. Please ensure this has fully processed and your order has been confirmed.

You're all booked!





What's On

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Your tickets are now booked. You should receive an email confirmation and your tickets (if you selected print at home tickets) shortly after your booking is confirmed.

Order confirmation and tickets will come from bookings@ticketoffice.yvonne-arnaud.co.uk.

If these do not come through, check your spam/junk folders because they can sometimes get stuck here!

If you have any further questions, or need help with your booking, email **boxoffice@yvonne-arnaud.co.uk** or you can call the Box Office on **01483 44 00 00**.

