

## Instructions to use the new online Booking system

We are using the new Traverse Theatre box office system this year and have created this set of instructions to help you navigate it with ease. If you are experiencing any problems, or for group bookings, please contact the box office staff on +44 (0)131 228 1404 or [boxoffice@traverse.co.uk](mailto:boxoffice@traverse.co.uk).

### How to book

- [Download the delegate programme](#) and decide the shows and events you'd like to attend.
- [Click on the delegate registration link](#) to start your booking.

### Payment by card

We strongly encourage you to book by card.

However, if you need to pay by invoice, please request a special code here: [invoices@imagine.org.uk](mailto:invoices@imagine.org.uk). You will need to enter this code in your basket under "Promotion Code".

Enter a promotion code here if you have one

Apply Code

### Delegate Registration

The system refers to delegate registration as "memberships". Please ignore the message about holding and renewing a membership and just add one registration to your basket. Once the registration is in your basket, click Continue Browsing.

#### Step 1

TRaverse THEATRE

SCOTLAND'S NEW WRITING THEATRE

EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

What's on at the Festival  
Delegate Booking  
Public Ticket Booking

### Edinburgh International Children's Festival

#### MEMBERSHIPS

If you hold a membership and wish to renew it, please log in to your account before adding the item to your basket.

Edinburgh International Children's Festival  
26 MAY – 3 JUNE 2018

Festival delegates: Please disregard the information above and follow these instructions:

- Add your delegate registration below
- Once it is in your basket, please select Delegate Booking from the menu on the left to book tickets for festival shows and delegate-only events

#### FESTIVAL DELEGATE REGISTRATION

- Open ended
- Price: £10.00

Add to basket

#### Step 2

TRaverse THEATRE

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What's on at the Festival  
Delegate Booking  
Public Ticket Booking

### Edinburgh International Children's Festival

#### BASKET

Enter a promotion code here if you have one

Item Qty Total

Membership Imagine Delegate 2018 - £10

Total: £10.00

Delete

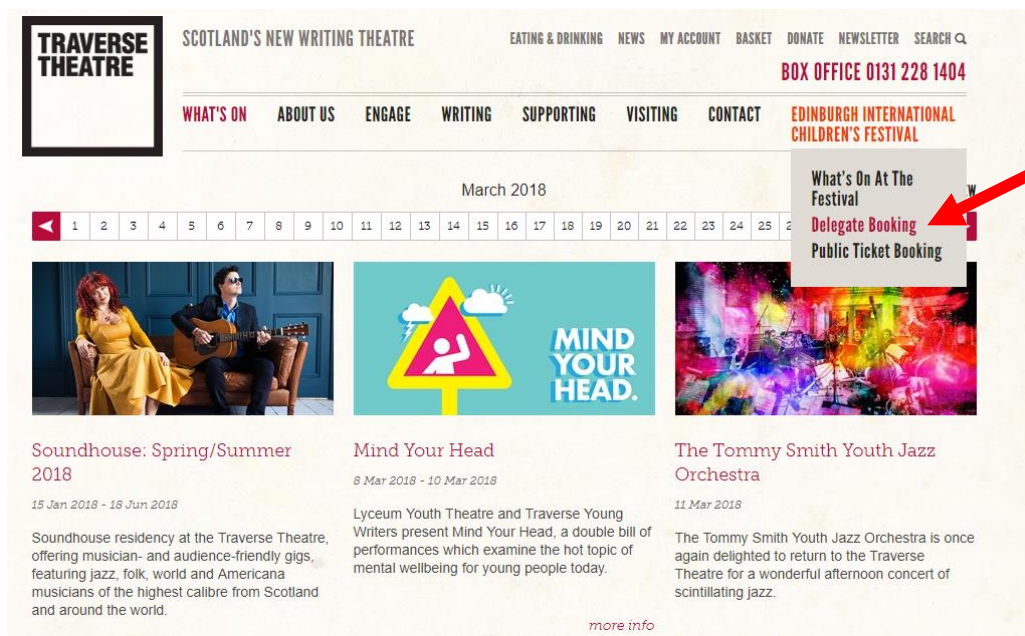
Total £10.00

Continue browsing Checkout

## Booking Tickets

The system will then redirect you to the generic Traverse Theatre home page. Go to **Delegate Booking** using the **Edinburgh International Children's Festival** drop down menu (top right) to see a list of all shows and delegate events.

### Step 3



TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE

EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT

EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

March 2018

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

What's On At The Festival  
Delegate Booking  
Public Ticket Booking

Soundhouse: Spring/Summer 2018  
15 Jan 2018 - 18 Jun 2018  
Soundhouse residency at the Traverse Theatre, offering musician- and audience-friendly gigs, featuring jazz, folk, world and Americana musicians of the highest calibre from Scotland and around the world.

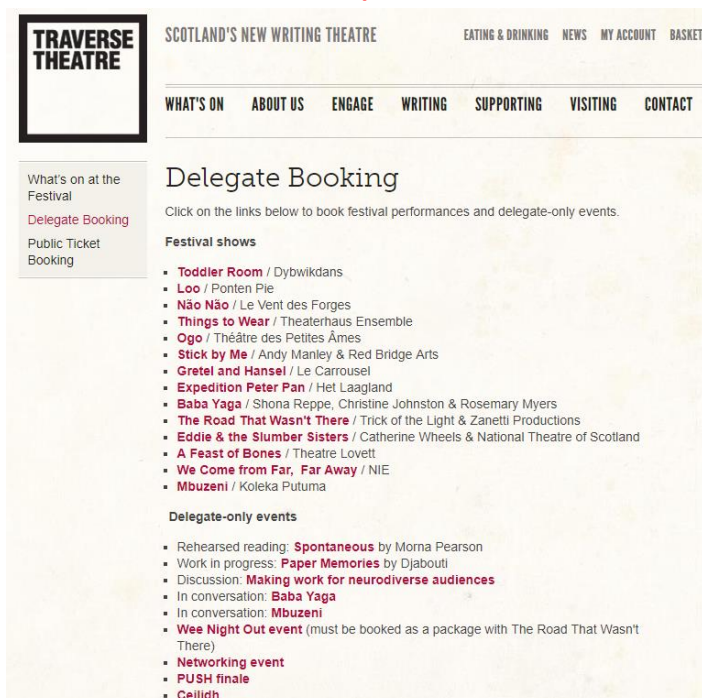
Mind Your Head  
8 Mar 2018 - 10 Mar 2018  
Lyceum Youth Theatre and Traverse Young Writers present Mind Your Head, a double bill of performances which examine the hot topic of mental wellbeing for young people today.

The Tommy Smith Youth Jazz Orchestra  
11 Mar 2018  
The Tommy Smith Youth Jazz Orchestra is once again delighted to return to the Traverse Theatre for a wonderful afternoon concert of scintillating jazz.

more info

Click on the first show you would like to book. Select the month (either May or June – the system only shows dates within one month), then select a suitable time & date and click **Book Now**. Please ignore the message about priority booking.

### Step 4



TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE

EATING & DRINKING NEWS MY ACCOUNT BASKET

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT

What's on at the Festival  
Delegate Booking  
Public Ticket Booking

## Delegate Booking

Click on the links below to book festival performances and delegate-only events.

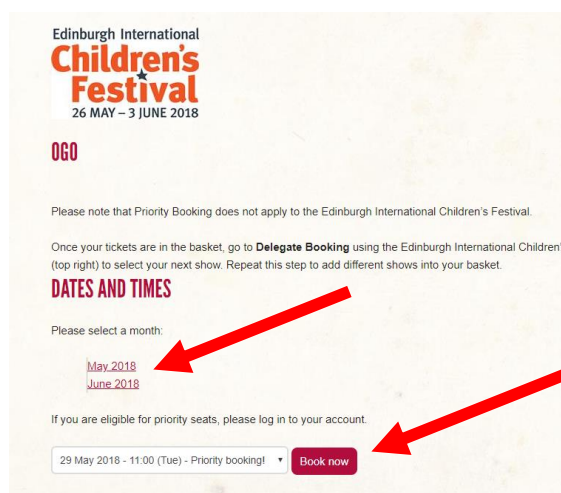
**Festival shows**

- Toddler Room / Dybwikdians
- Loo / Ponten Pie
- Não Não / Le Vent des Forges
- Things to Wear / Theaterhaus Ensemble
- Ogo / Théâtre des Petites Âmes
- Stick by Me / Andy Manley & Red Bridge Arts
- Gretel and Hansel / Le Carrousel
- Expedition Peter Pan / Het Laagland
- Baba Yaga / Shona Reppe, Christine Johnston & Rosemary Myers
- The Road That Wasn't There / Trick of the Light & Zanetti Productions
- Eddie & the Slumber Sisters / Catherine Wheels & National Theatre of Scotland
- A Feast of Bones / Theatre Lovett
- We Come from Far, Far Away / NIE
- Mbuzeni / Koleka Putuma

**Delegate-only events**

- Rehearsed reading: **Spontaneous** by Morna Pearson
- Work in progress: **Paper Memories** by Djabouti
- Discussion: **Making work for neurodiverse audiences**
- In conversation: **Baba Yaga**
- In conversation: **Mbuzeni**
- Wee Night Out event** (must be booked as a package with The Road That Wasn't There)
- Networking event**
- PUSH finale**
- Cellidh**

### Step 5



Edinburgh International Children's Festival  
26 MAY - 3 JUNE 2018

OGO

Please note that Priority Booking does not apply to the Edinburgh International Children's Festival.

Once your tickets are in the basket, go to **Delegate Booking** using the Edinburgh International Children's (top right) to select your next show. Repeat this step to add different shows into your basket.

## DATES AND TIMES

Please select a month:

May 2018  
June 2018

If you are eligible for priority seats, please log in to your account.

29 May 2018 - 11:00 (Tue) - Priority booking! Book now

If you experience any problems with booking, please call the box office on +44 (0)131 228 1404

Select 1 ticket for the show (maximum 1 ticket per show per delegate) and click **Continue Browsing**.  
If you need to book more than 1 ticket per show, please call the box office on +44 (0)131 228 1404.

### Step 6

TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH Q

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

### CHOOSE SEATS

This is a General Admission venue.

If you are booking a wheelchair or companion seat, or have access needs, please call our box office on 0131 228 1404 to discuss how we can assist your visit.

Things to Wear - Edinburgh International Children's Festival 2018, 10:45 Tuesday 29 May 2018 **Priority Booking!** The Studio at Festival Theatre, The Studio at Festival Theatre, 22 Potterrow, Edinburgh, EH8 9BL

< 29 May 2018 10:45 >

How many tickets would you like? (maximum 1 for this event per order)

Delegate - £12 (max 1 per event):  @ £12.00

Continue

### Step 7

TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH Q

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

### BASKET

Enter a promotion code here if you have one  **Apply Code**

Item	Qty	Total
Things to Wear - Edinburgh International Children's Festival 2018 10:45 Tuesday 29 May 2018 1 Delegate - £12 (max 1 per event) <b>View details</b>	1	£12.00
Membership Imagine Delegate 2018 - £10 • Total: £10.00		

Continue browsing **Checkout**

This will take you back to the Traverse Theatre home page, i.e. **Step 3**.  
Repeat Steps 3 to 7 to add different shows or events into your basket.

When you have added all the tickets you want to your basket, click on **Checkout** at Step 7.  
This will take you to the log-in page.

## Log-in and checkout

If you already have an account with the Traverse Theatre, log-in as usual, or request a new password if you have forgotten it. If not, create a new account by clicking **Register Now**.

Once you have registered, follow the checkout instructions as normal.

### Step 8

TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH Q

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

### LOGIN

Email address:

Password:

**Login**

New Customer? **Register now**

Forgotten your password? **Reset here**

### Step 9

TRaverse THEATRE SCOTLAND'S NEW WRITING THEATRE EATING & DRINKING NEWS MY ACCOUNT BASKET DONATE NEWSLETTER SEARCH Q

BOX OFFICE 0131 228 1404

WHAT'S ON ABOUT US ENGAGE WRITING SUPPORTING VISITING CONTACT EDINBURGH INTERNATIONAL CHILDREN'S FESTIVAL

### CHECKOUT

**Ticket Delivery** > Billing Details > Summary > Payment

Ticket Delivery

Please choose a delivery option for your tickets:

☐ Post my tickets to me  
(Not available for your choice of tickets)

☒ Leave my tickets at the box office  
(no charge)

**Continue**

box office powered by **SPEKTRIX**

**Thanks for booking**

*If you experience any problems with booking, please call the box office on +44 (0)131 228 1404*