

## Instructions on how to purchase athletic event tickets on Local Level

- Follow the link that was provided for the athletic event. Once doing so, it will take them to whichever registration page that the link was for-
- They will want to click on Yellow Button on the bottom right that says “Click Here!”



- Purchaser will have option:
  - o Select Guest Check Out-
  - o Or, they can Log In if they already have a Local Level Account

Once they are logged in or have selected Guest Check Out, they will be taken to the Order Page

Options

0 Ticket - \$7.00 (# Available: :)

First Name \*

Last Name \*

Continue

- This is where they will select quantities to purchase.
- They will then go down and fill out each required field.
- They will then hit continue and you will review your order
- Once they click ‘Continue to Payment’, they will be prompted to supply their personal/credit card information to process payment.
- If signing out as a guest, they will be required to enter an email, first name and last name. If they made an account, this will not be necessary.

Once their order is submitted, they will be emailed their registration confirmation (ticket).

**\*\*Please remember to be ready to show your printed ticket at the gate or electronically from your device so our gate workers can scan it. Thank you and enjoy the athletic event!**