Step 1: Visit University of Birmingham Box Office: University of Birmingham Box Office (bham.ac.uk)



Step 2: Click 'all events' and find the event you would like to book then click 'book now'

Step 3: Select the quantity of tickets you would like to purchase and click 'add to basket'.



Step 4: Choose your delivery method and click 'proceed to checkout'. You will then be asked to either register a new account if you are a new customer or sign in to your existing account.

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	Choose a delivery method We will deliver all your items together, by the	method selected below.	Sut	itotal (1 items): £65.00						
	Print At Home Please remember to print your ticket at home and bring it with you to the event	Collect from Venue Tickets can be collected from the venue	event							
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Step 5: Once you have logged in or created your new account, you will be presented with this screen. Now select 'Pay'

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Step 6: You will be presented with the following screen, if you have an existing PayPal account you can now login or click 'Pay by Debit or Credit Card' if you do not wish to create a PayPal account.

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Step 7: You will now see the check out as guest screen as below, please enter your email address and click continue to payment

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Step 8: Enter your details as requested and untick the bar that says 'save information and create your PayPal account' if you do not wish to create a PayPal account.

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	Pay with debit or credit card		
	Your financial details won't be shared with the seller. You can also pay later with options from PayPal.		
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Step 9: Once you've deselected the bar to continue as guest, the screen will look like this and you can click continue

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	Card number
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	Save information & create your PayPal
	You acknowledge the terms of the service PayPal provides to the seller, and the Privacy Statement. No PayPal account required.
	We'll pre-authorise up to E55.00 GBP on your card, then send you back to the setter to complete your purchase. If you don't complete I or the purchase amount changes, any pending re-authorisations inwally drap of the thirth + voniting day.
	Continue
	Already got a PayPal account? Log In
	Cancel and return to merchant

Step 10: This will take you back to our website to complete the purchase by clicking 'pay'. You will then receive an email confirmation to say you have bought the tickets, please check this carefully and any issues you can call our Box Office helpline on 0121 414 58670 between 10am-12pm, Monday to Friday.