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.

Step 5: Once you have logged in or created your new account, you will be presented with this screen. Now select ‘Pay’
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.

Step 7: You will now see the check out as guest screen as below, please enter your email address and click continue to payment.
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.
Step 9: Once you’ve deselected the bar to continue as guest, the screen will look like this and you can click continue

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.