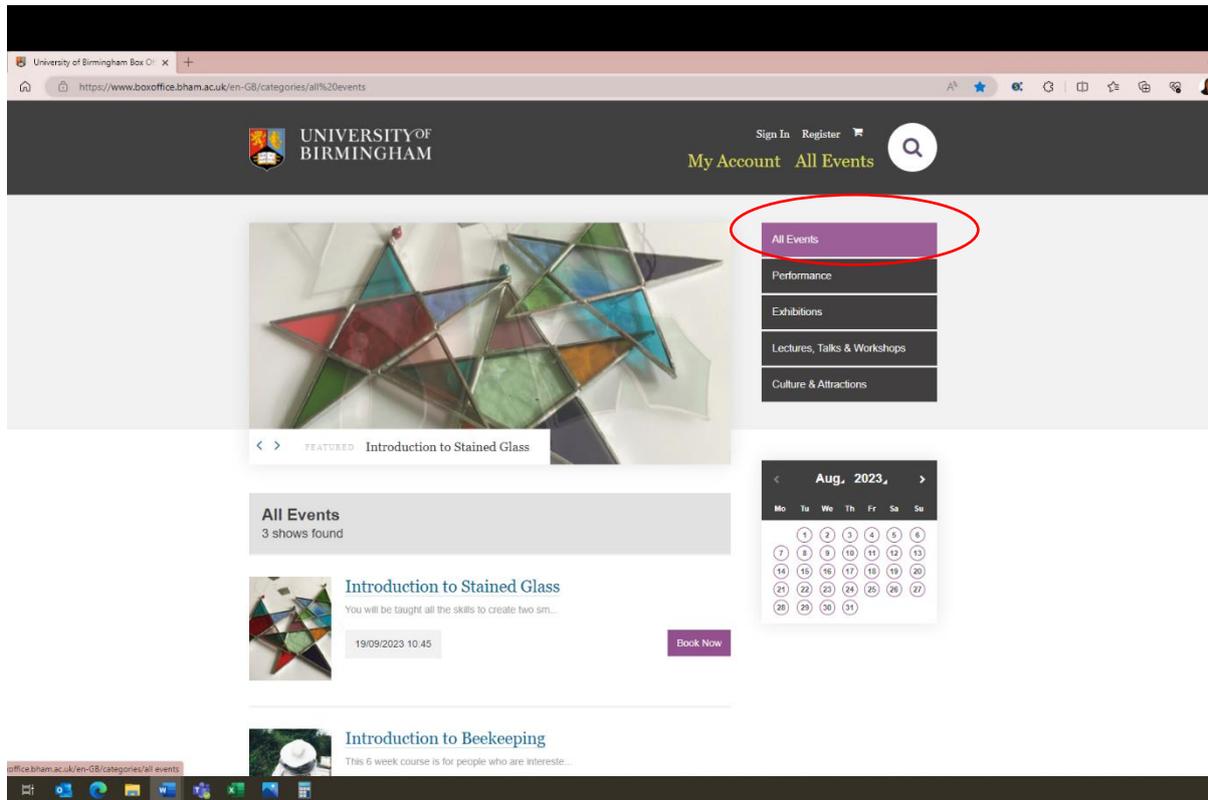
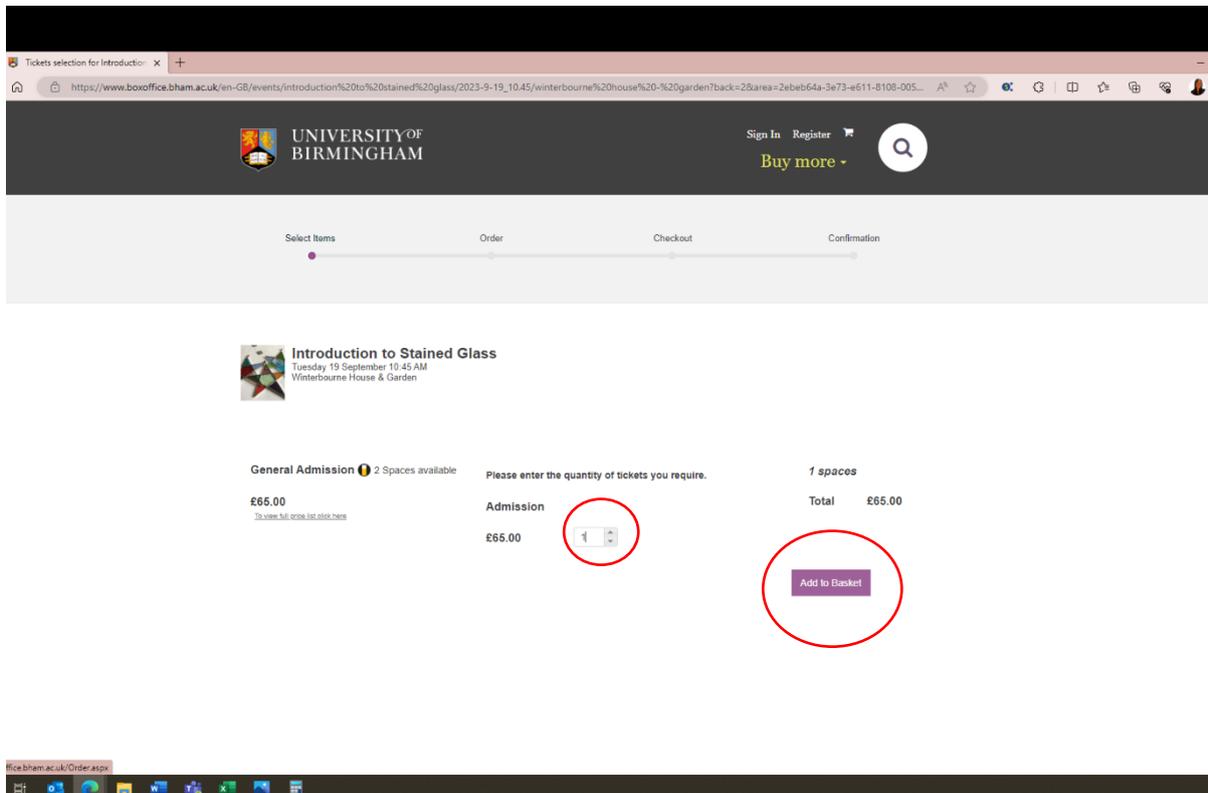


Step 1: Visit [University of Birmingham Box Office: University of Birmingham Box Office \(bham.ac.uk\)](https://www.boxoffice.bham.ac.uk/en-GB/categories/all%20events)

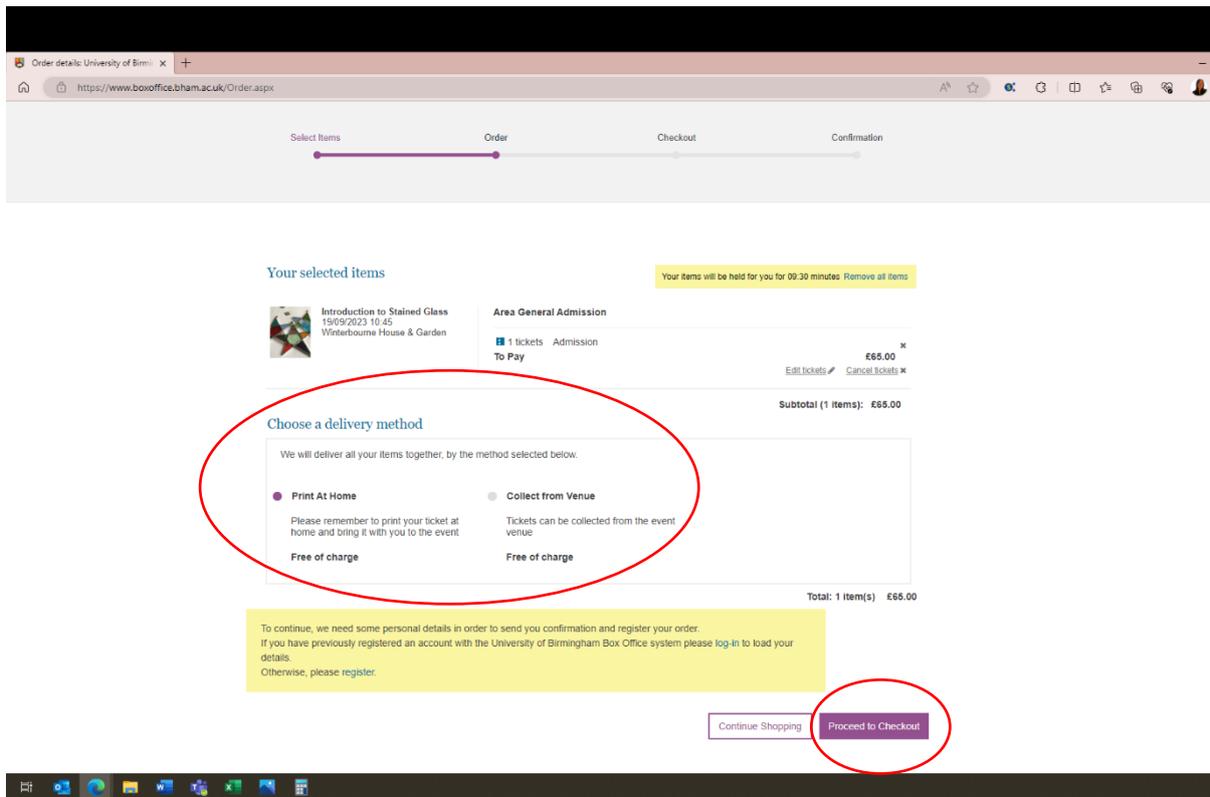
Step 2: Click 'all events' and find the event you would like to book then click 'book now'



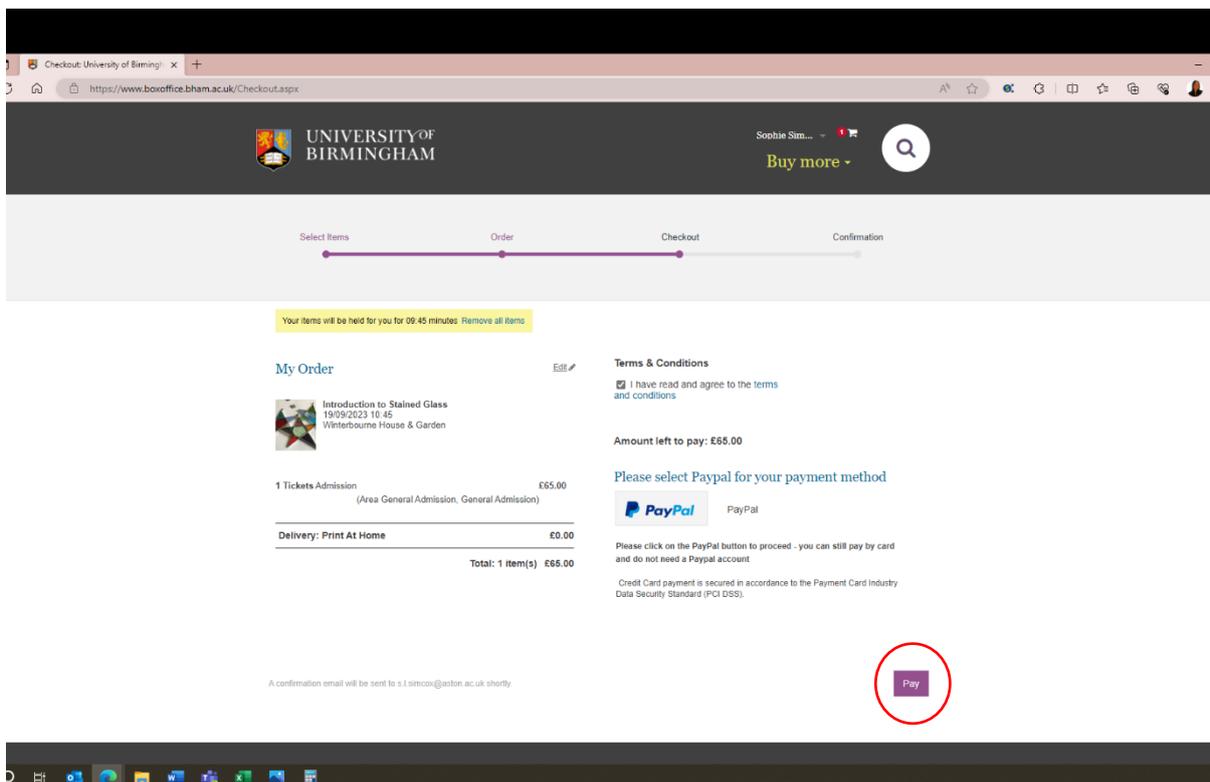
Step 3: Select the quantity of tickets you would like to purchase and click 'add to basket'.



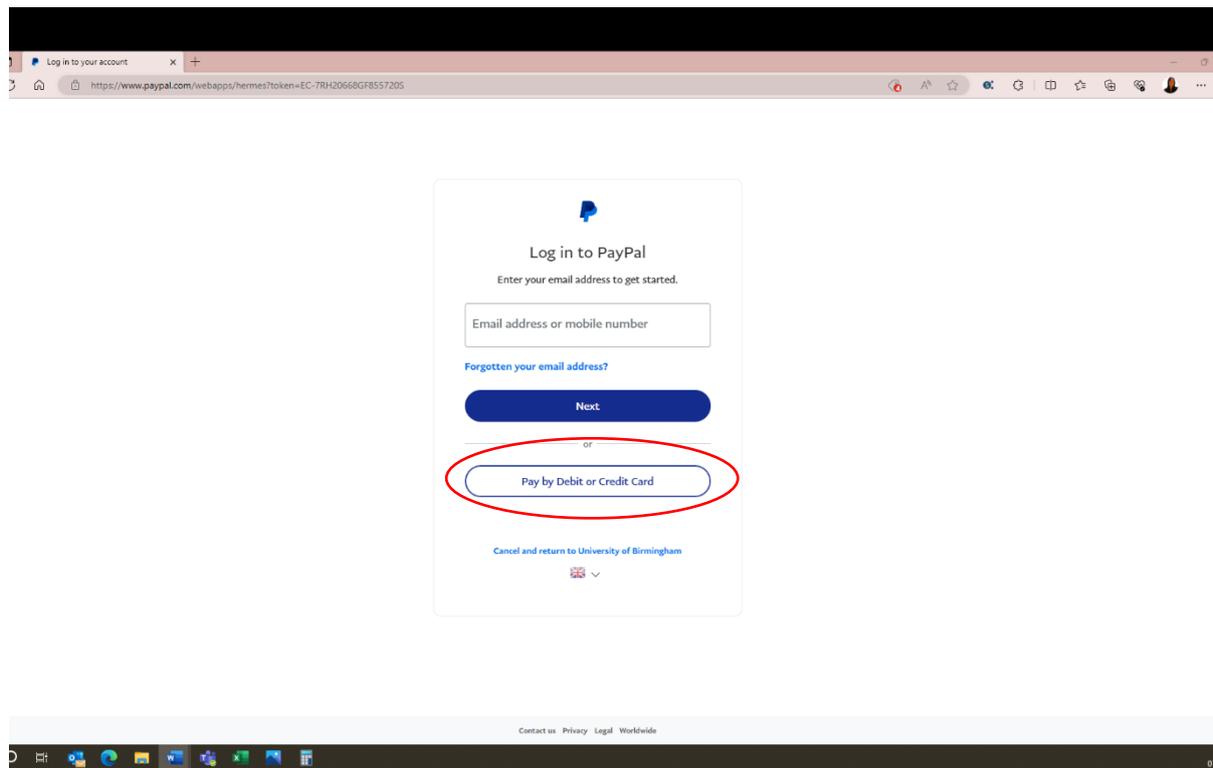
Step 4: Choose your delivery method and click 'proceed to checkout'. You will then be asked to either register a new account if you are a new customer or sign in to your existing account.



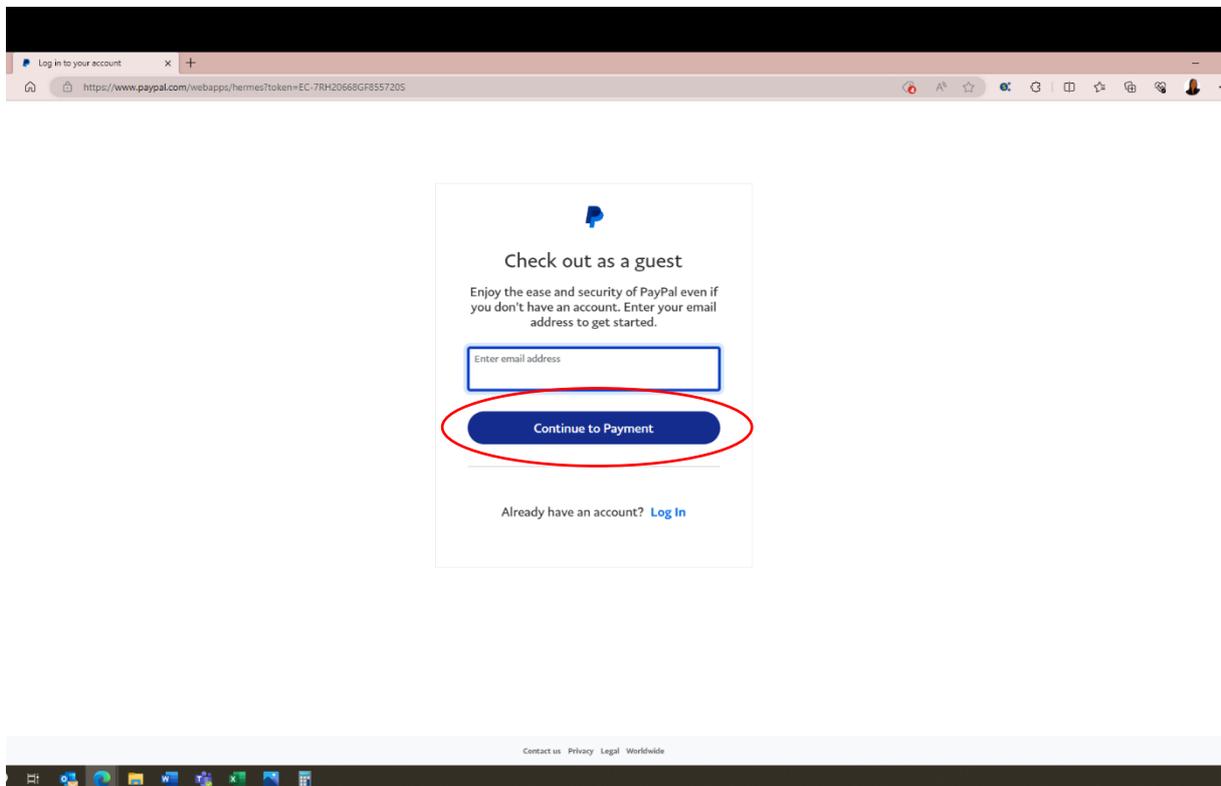
Step 5: Once you have logged in or created your new account, you will be presented with this screen. Now select 'Pay'



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

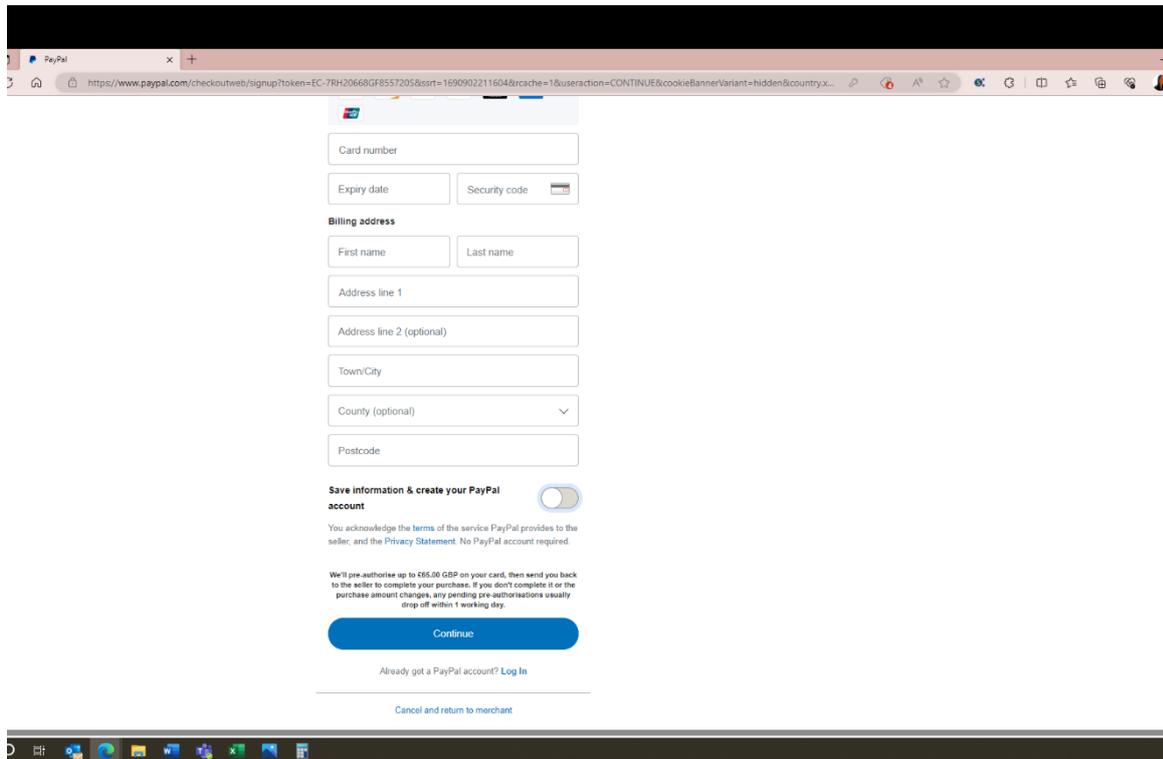


Step 8: Enter your details as requested and untick the bar that says 'save information and create your PayPal account' if you do not wish to create a PayPal account.

The screenshot shows the PayPal checkout page. At the top, the PayPal logo and the amount £65.00 GBP are visible. The main heading is "Pay with debit or credit card". Below this, there is a message: "Your financial details won't be shared with the seller. You can also pay later with options from PayPal." The form includes a "Country/region" dropdown set to "United Kingdom", an "Email address" field, a "Phone type" dropdown set to "Mobile" and a "Phone number" field with "+44" as a prefix. There are icons for various payment methods: Mastercard, American Express, Discover, Visa, and Debit. Below these are fields for "Card number", "Expiry date", and "Security code". The "Billing address" section contains fields for "First name", "Last name", "Address line 1", "Address line 2 (optional)", "Town/City", "County (optional)", and "Postcode". To the right of the form, there is a graphic with a shield and the text: "PayPal is the safer, easier way to pay. No matter where you shop, we help keep your financial information more secure."

The screenshot shows the PayPal account creation page. At the top, there are "Country (optional)" and "Postcode" dropdowns. The "Save information & create your PayPal account" checkbox is highlighted with a red circle and is currently checked. Below this are three icons with text: "Shop more easily with PayPal", "Shop millions of sellers", and "Save big with great deals". There is a "Create password" field with a strength indicator, a "Date of birth" field, and a "Nationality" dropdown set to "United Kingdom". A message states: "You agree to PayPal's User Agreement and Privacy Statement. For more information, see your Right of Withdrawal." Below this is a checked checkbox for "You agree to receive marketing communication. You can change this at any time in your settings." A note says: "We'll pre-authorise up to £65.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day." At the bottom, there is a blue "Create Account and Continue" button, a link for "Already got a PayPal account? Log In", and a link for "Cancel and return to merchant". The footer includes "Legal", "User Agreement", "Privacy", and "© 1999-2023".

Step 9: Once you've deselected the bar to continue as guest, the screen will look like this and you can click continue



The screenshot shows the PayPal checkout page for a card payment. The browser address bar displays the URL: <https://www.paypal.com/checkoutweb/signup?token=FC-7RH20668GF8557205&sr=1690902211604&rcache=1&useraction=CONTINUE&cookieBannerVariant=hidden&country.x...>

The form includes the following fields:

- Card number
- Expiry date
- Security code
- Billing address**
  - First name
  - Last name
  - Address line 1
  - Address line 2 (optional)
  - Town/City
  - County (optional)
  - Postcode

Below the address fields, there is a toggle switch for "Save information & create your PayPal account". Below the toggle, there is a disclaimer: "You acknowledge the terms of the service PayPal provides to the seller, and the Privacy Statement. No PayPal account required." Below the disclaimer, there is a note: "We'll pre-authorise up to €50.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day." Below the note, there is a blue "Continue" button. Below the button, there is a link: "Already got a PayPal account? Log In". Below the link, there is a link: "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.