

Instructions on How to Book an Audition Slot

1. Go to www.phoenixtheatre.com.
2. Select **About** on the top right menu bar.
3. Select **Auditions** and casting information.
4. Please read through the whole casting page and the FAQ before you start to book.
5. Toward bottom of page select **TO BOOK YOUR AUDITION, CLICK HERE**.
6. Please read all of the next page before you select the time you want and then click **Purchase**.
7. If a slot is full, it may still appear on the website as an option; however, when you go to book that slot, you will get an error message at the top of the page that reads "Sold Out" in red, and you will have to start over again and select another slot.
8. Select **Purchase** at the bottom of the page once you have your slot and select number of tickets (should be 1).
9. Select **Proceed** to checkout .
10. Put in account info or, if you don't have an account, select **Register**. (Please note that if you are booking a slot for someone else, you need to create an account for that person because your account info will be the name on the audition slot along with contact info. Also, if you have a family account, please create a new account that is just for the person auditioning.)
11. Log in to your account if you already have one.
12. Select your printing option.
13. Select **Continue** in the bottom right of the page.
14. Select **Complete Your Order**.

Your booking will be complete, and you will receive an email confirmation!