



# Missouri State

U N I V E R S I T Y

## Online Season Ticket Renewal Instructions

**\*\*We encourage you to please, read through this tutorial in its entirety before you begin, in case you have questions or concerns.\*\***

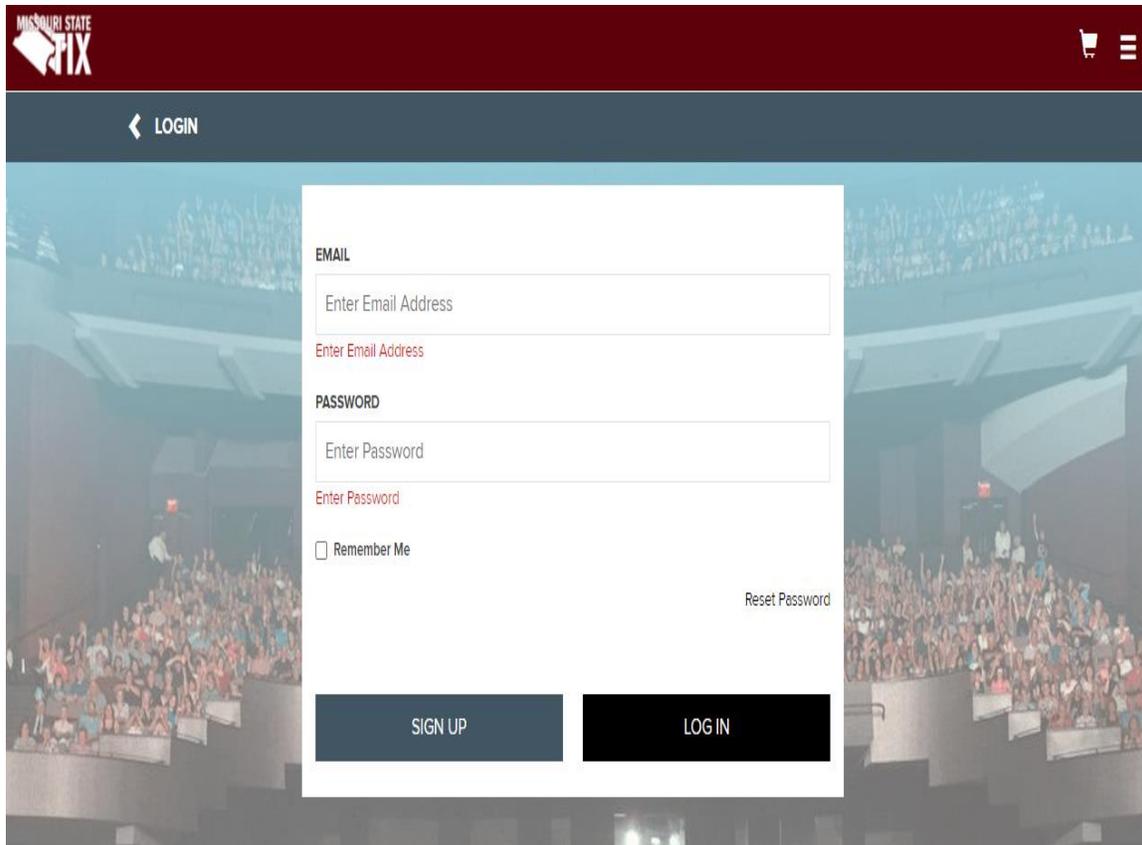
- When you are ready, go to [www.missouristatetix.com](http://www.missouristatetix.com) and under "Purchase Athletic Tickets" select "MSU Athletics Season Renewals" or "Broadway Season Renewals"

The screenshot shows a navigation menu with three main categories: "Purchase Athletics Tickets", "Purchase Performance Tickets", and "View Event Schedule".

- Purchase Athletics Tickets**
  - [Baseball](#)
  - [Basketball - Men's](#)
  - [Basketball - Women's](#)
  - [Football](#)
  - [Softball](#)
  - [Volleyball](#)
- Purchase Performance Tickets**
  - [Juanita K. Hammons Hall for the Performing Arts](#)
  - [Great Southern Bank Arena](#)
  - [Tent Theatre](#)
  - [Theatre and Dance](#)
- View Event Schedule**
  - VIEW COMPLETE EVENT SCHEDULE
  - ACCESS "MY TICKETS"

Red arrows point from the "Purchase Athletics Tickets" and "Purchase Performance Tickets" sections to two boxes at the bottom: "MSU ATHLETICS SEASON RENEWALS" and "BROADWAY SEASON RENEWALS".

- Click "Sign Up" and be sure to enter the email address listed at the bottom of your invoice so your new account can be linked with your existing one. Or if you have created an account already just login.



**\*\*When you log in for the first time, you will be asked to accept the terms of the My Tickets website\*\***

- Please review your contact information by clicking on the “My Account” tab in the top right-hand corner. This will help ensure we have accurate records.
  - Once you have done the above, please click on the “Renew/Make Payments” on the right of the screen where you will find your reservations and you can renew your season ticket orders here:
  
- Select which package(s) you would like to renew, or click the box just left of “Order” to select all. Then use the drop-down menu to select the Payment Plan you would like to use for the package(s) you are renewing.

**BOOMER BEAR: ITEMS NEEDING YOUR ATTENTION**

Pending Renewals/Payments

On this page you can claim reservations, schedule payments, and make manual payments on orders that are not yet paid in full.

**Reservations**

Listed below are the pending reservations on your account.

**2020 FOOTBALL SEASON**

The orders in this renewal group can be renewed in any desired combination. After selecting the orders to renew in this transaction and choosing your payment option, click the Renew button to renew the selected orders.

Click the View Statement button to get a combined statement for any selected orders in this renewal group.

<input type="checkbox"/>	ORDER	ACTION	PENDING ITEM	FINANCIAL
<input type="checkbox"/>	23253701		2020 Football 2020 Football Section F, Row 1, Seat 17/18	Order Total: \$116.00 Must be renewed by: August 28, 2020

Payment Options: -- Select Payment Plan --

[VIEW STATEMENT](#) [RENEW](#)

- Once you click "Renew," you will be forwarded to your cart screen:
- Please verify the Package, number of seats and seat location as well as your Address for ticket delivery. If any account information is incorrect, you can use the "My Account" tab to make changes before continuing but your renewal transaction will start over.
- The prices listed for each package seat is the full dollar value of that seat, which should correspond to the correct discount you have received in the past.
- If the prices are incorrect, we will need to fix them for you in the system before you can process your renewal online. Use the red "Cancel Order & Exit" button at the very bottom of your page to avoid payment and then choose "Log Out" at the top of the page to exit MyTickets completely. Please call the ticket office at 417-836-7678 so we can update this information for you (if applicable).
- If the prices and seat assignments listed above are correct, please continue to the payment screen:

INSTALLMENT SCHEDULE				
#	Installment Amount	Payment Method	Due Date	Amount
1	\$116.00	Split Payment	-- Select Payment --	Due Now
	<input type="text" value="116.00"/>			
				Payment Due Now: \$116.00
				Balance Due: \$0.00
<b>Additional Information</b>				Tickets Total: \$110.00
Email Address: msubearsfan2020@gmail.com				Convenience Fee: \$6.00
To change your email address, enter your new email address in the two boxes below.				Delivery Fee: \$0.00
* Required Fields				Subtotal: \$116.00
Email Address* <input type="text" value="msubearsfan2020@gmail"/>				Previously Paid Amount: \$0.00
Confirm Email* <input type="text" value="msubearsfan2020@gmail"/>				Credit Applied: \$0.00
Mobile Number* <input type="text"/>				Total Amount Due: \$116.00
				Remaining Balance: \$0.00
<p>Note: Fees are only charged with your initial payment. However, they are displayed here for all payments for your reference.            Clicking Submit Payment will charge your credit card.            All sales are final. There are no refunds or exchanges.</p>				
<p>Note: By entering payment information above and submitting payment, you agree to be bound by the terms of your selected payment plan, including payment plans set up with an auto-renewal option. You agree to pay the amounts shown on the dates indicated. If you have selected an auto debit payment plan, you agree that the payment entered will be automatically charged on the dates indicated for the amount due for each installment.</p> <p><input type="checkbox"/> I agree to the above terms and conditions</p>				
<a href="#">CANCEL ORDER &amp; EXIT</a>		<a href="#">GO BACK TO DELIVERY OPTIONS</a>		<a href="#">SUBMIT PAYMENT</a>

- The above image is your "Payment" screen, which is where you will enter your credit card information for payment. Any cards you have used in the past may be available in the "Select Card" drop-down menu, but you may choose to "Add Credit Card." You can also "Split Payment" if you wish to make partial payments on additional cards at the same time. You can also split payments and/or use different card numbers if you had chosen a Maroon or White payment plan.
- Once you have completed entering and selecting your payment arrangements, be sure to click the check-box that affirms "I agree to the above terms and conditions" so you can "Submit Payment." You will receive an email confirmation receipt of your transaction.