

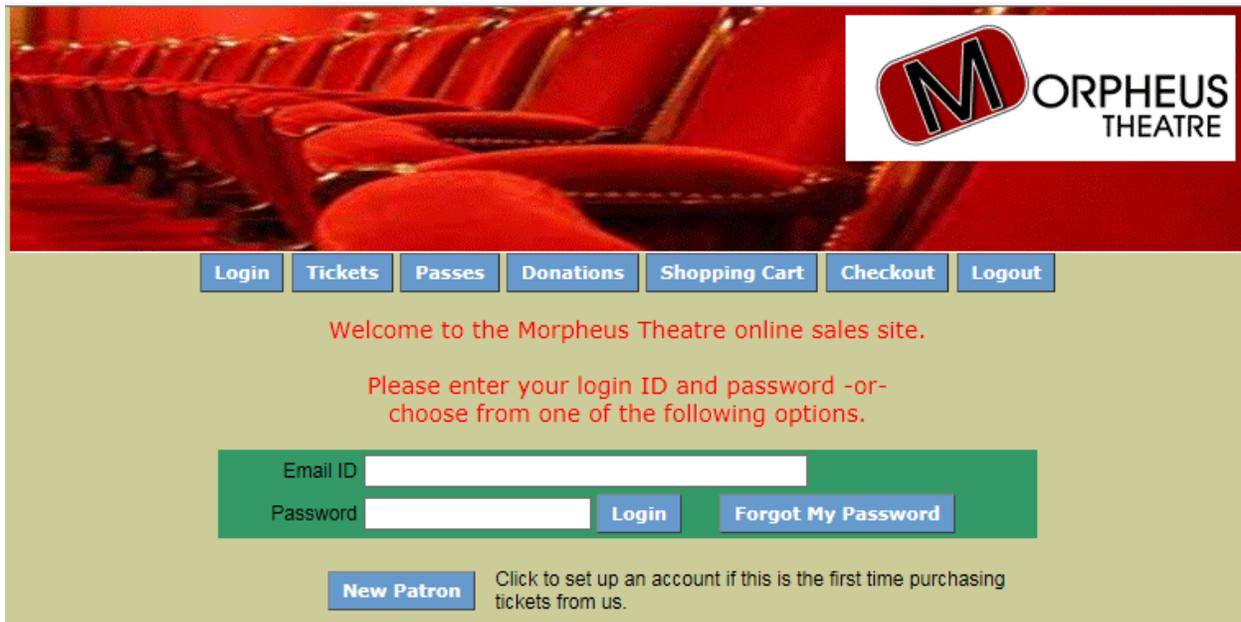
Morpheus Theatre

Quick Reference Guide

Updating Your Mailing List Preferences

1. Start by visiting our Ticketing Website at the address below.

<https://tickets.morpheustheatre.ca/TheatreManager/160/login>



The screenshot shows the Morpheus Theatre online sales site. At the top, there is a navigation bar with buttons for Login, Tickets, Passes, Donations, Shopping Cart, Checkout, and Logout. Below the navigation bar, a red banner features the Morpheus Theatre logo and the text "Welcome to the Morpheus Theatre online sales site." Below the banner, there is a login form with fields for Email ID and Password, and buttons for Login and Forgot My Password. A "New Patron" button is also visible, with a note: "Click to set up an account if this is the first time purchasing tickets from us."

2. Enter your **Email address** and **Password**, click "Login".

If you do not know your password, click "**Forgot My Password**". You will receive instructions emailed to you on how to reset your password.

If you're email address is not registered with us, click "**New Patron**".

3. Click "Account" to review the contact information for yourself and everyone in your household. Your email options can be selected at the bottom of this page.



Note that mailing list preferences can be set individually for each member of your household.

Alternate method for Updating Email Preferences

1. Start by visiting our Ticketing Website at the address below.

<https://tickets.morpheustheatre.ca/TheatreManager/160/login>

2. Enter your **Email address** and **Password**, click "Login".

If you do not know your password, click "**Forgot My Password**". You will receive instructions emailed to you on how to reset your password.

If you're email address is not registered with us, click "**New Patron**".

3. From the Home page, click "**My Email Notifications**" under My Patron Services.



4. Add or Remove the mailing lists that you are interested in receiving emails about. Remove those that you no longer wish to receive. Choose "**6. Do Not Email**" to avoid all emails from Morpheus Theatre.

Select the mail lists you wish to subscribe to.

Notifications you can add	Notifications you already receive
Add the selected Notifications	Remove the selected Notifications
<div style="border: 1px solid #ccc; padding: 5px;"><ol style="list-style-type: none">1. Productions & Special Events2. Volunteer Opportunities3. Auditions4. Workshops & Classes5. General News6. Do Not Email</div>	<div style="border: 1px solid #ccc; padding: 5px;">**Nothing available to select**</div>