



Steps to Purchase Seats

- 1) Visit <https://bit.ly/2QNkhLi>.
- 2) Click on the hyperlink **Caliber Awards**. Do not select box.
- 3) Select your seats choosing the Row and Seat Numbers from the dropdown menu. To view seating chart (also attached), right click on the image and click '**Open image in new tab.**'
** If purchasing more than one seat, update quantity. The total number of seats remaining at the table is displayed in red, below the **Add to Cart** button.*
- 4) Click **Add to Cart** button to add this item to your shopping cart.
- 5) Click the **Checkout** button to complete the payment.
If you wish to purchase more seats, select the **Continue Shopping button; select **Office of Communications** from the **Departments** drop-down menu and return to step 2.*
- 6) If you are not already logged in, the system will redirect you to the **Sign In** page. You will be asked to login if you've used the system before, or to create an account if you are a new user.
- 7) Click the **Next** button.
- 8) On the **Address** page, type in your billing information.
** Ensure that you enter the billing address associated with your credit card.*
- 9) Click the **Next** button.
- 10) Check the **Order Review page** ensuring that the order is correct.
- 11) Select the **box** to agree to the **Terms and Conditions**, and then select the **Next** button.
- 12) Complete transaction by entering credit card information and clicking **Place Order**. Once the transaction is successfully completed, a **Thank You message** with the **Order Number** will display.
*NOTE: Two emails are sent from ospadmin@osmsinc.com. Your **payment receipt, attached to the first email**, is also stored in your Online School Payments account under the Your Account tab. Your **ceremony ticket(s) are attached to the second email.***
- 13) Print ticket(s) and bring to ceremony.

For ticket purchase assistance, contact Candida Lockett in the Business Support Center at 754-321-0606.