



SPONDOOLY
SEATS

Operations Manual

MEMBER

Powered by © Dayties[®] E-Ticketing Software Version 1.75

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MEMBERS

How to Sign-up a Member via Authorize.Net

STEP 1

When signing up *you have two selections*. You can *choose to be a "Member"* or a *"Venue"*. *Click the radio button* next to Member and *fill out* the form below:

MEMBER SIGNUP

Choose Account Type:

Member Venue

Email Address

Confirm Email Address

Password

Confirm Password

Date of Birth (MM-DD-YYYY)

MM - DD - YYYY

I acknowledge that I have read and accept the [Terms and Conditions](#)

Signup

STEP 2

Fill out Registration Form, *Click "Continue to Membership Options"* and *select a payment method* from *"Select Preferred Payment Method:"*. After choosing selection *click "Continue to Membership Options"*

REGISTRATION FORM

You have successfully setup your Spondooly Seats account. But we require a few more steps before you can begin using a full membership. Please fill out the information below and then continue on to select a membership type.

FIRST NAME LAST NAME

CONTACT NUMBER

CITY

STATE ZIP

Select Preferred Payment Method: Authorize.Net

Continue to Membership Options

PAYMENT METHOD

Use the drop-down list below to choose the method of payment you would like to use for membership setup.

Select Preferred Payment Method: Select

Continue to Membership Options

Authorize.Net

Paypal

How to Sign-up a Member via Authorize.Net (cont.)

STEP 3

Select one of the *four memberships* below by *clicking on the radio button* with the membership you wish to purchase.

SELECT MEMBERSHIP TYPE

SELECT	MEMBERSHIP	PRICE/DURATION	DESCRIPTION
<input type="radio"/>	2 Ticket Monthly Membership	\$12.00/month	Reserve one (1) or two (2) tickets for available shows and events.
<input type="radio"/>	4 Ticket Monthly Membership	\$19.00/month	Reserve one (1) to four (4) tickets for available shows and events.
<input type="radio"/>	2 Ticket Yearly Membership	\$99.00/year	Reserve one (1) or two (2) tickets for available shows and events.
<input type="radio"/>	4 Ticket Yearly Membership	\$149.00/year	Reserve one (1) or four (4) tickets for available shows and events.

If you have a coupon enter it here:

[Continue](#)

STEP 4

Click "*Purchase with Authorize.Net*" button and pay.

CONFIRM ORDER

Total	\$12.00
2 Ticket Monthly Membership	\$12.00



How to Sign-up a Member via PayPal

MEMBER SIGNUP

As seen below, to sign-up as a Member using PayPal, **Click** the **radio button** next to "Member", **fill out the form**, **Check** the "**I acknowledge...**" Box. Click Signup. You will be forwarded to the Registration Form. Fill it out and click "Continue to Membership Options."

STEP 1

Choose Account Type:

Member Venue

Email Address

Confirm Email Address

Password

Confirm Password

Date of Birth (MM-DD-YYYY)

MM

DD

YYYY

I acknowledge that I have read and accept the [terms and Conditions](#)

Signup

STEP 2

REGISTRATION FORM

You have successfully setup your Spondooly Seats account, but we require a few more steps before you can begin using a full membership. Please fill out the information below and then continue on to select a membership type.

FIRST NAME

LAST NAME

CONTACT NUMBER

CITY

STATE

ZIP

Select Preferred Payment Method: Authorize.Net

Continue to Membership Options

STEP 3

Once you complete the signup and Registration form, you will be forwarded to Payment area. Choose your payment method, enter your PayPal email then Click "Continue to Membership Options to pay.

Remember, if you choose *PayPal* you have to *enter your PayPal email* as shown in the box below.

PAYMENT METHOD

Use the drop-down list below to choose the method of payment you would like to use for membership setup.

Select Preferred Payment Method:

Continue to Membership Options

PAYMENT METHOD

Use the drop-down list below to choose the method of payment you would like to use for membership setup.

Select Preferred Payment Method:

We only use this email address to verify your recurring payment transactions. Please make sure it matches the account you use to pay with via paypal.

Continue to Membership Options

How to Sign-up a Member via PayPal (cont.)

STEP 3

Select one of the *four memberships* below by *clicking on the radio button* with the membership you wish to purchase.

SELECT A BUY NOW BUTTON TO PURCHASE YOUR MEMBERSHIP

2 Ticket Monthly Membership (\$12.00/month)

Reserve one (1) or two (2) tickets for available shows.



Subscribe



4 Ticket Monthly Membership (\$19.00/month)

Reserve one (1) to four (4) tickets for available shows.

Subscribe



2 Ticket Yearly Membership (\$99.00/year)

Reserve one (1) or two (2) tickets for available shows.

Subscribe



4 Ticket Yearly Membership (\$149.00/year)

Reserve one (1) or four (4) tickets for available shows.

Subscribe



STEP 4

If you already have a PayPal account click on "PAYPAL I already have a PayPal account." If not, fill out the information below and Click the "Continue Button".

Spondooly Seats LLC

Billing Information



* Required

Description	Terms	Amount
2 Ticket Monthly Membership	\$12.00 USD for each month	\$12.00 USD

Choose a Payment Method

You need a PayPal account for this purchase.

- PayPal** I already have a PayPal account.
- I need to create a PayPal account (where available). [Learn more](#)

Country

*Country:

Credit or Debit Card Information

*First Name:
(as it appears on card)

*Last Name:
(as it appears on card)

*Card Type:

*Card Number:

*Expiration Date:

*Card Security Code:  [What's this?](#)

Billing Address

*Address line 1:

Address line 2:

*City:

*State:

*ZIP code:

Contact Information

This information will only be used to contact you regarding your payment, if needed.

RESERVE A TICKET

Reserve A Ticket

STEP 1

Select an event you want to make reservation for and choose # of tickets.



List Events by: and/or

SUMMER BASH

Event Type: Sports



HoopBoss 3 on 3 Tournaments

Event Date/Time (Local Time):

Venue:

HoopBoss

4912 Vivaldi Drive Las Vegas, NV 89146
P: 702-504-1843

Number of Tickets:

Attending must be 18 or older and have a valid ID. To receive tickets the attending person MUST present ID at WILL CALL and MUST attend the show. If attending person, Daniel Allen OR Tim Judd, does not attend the show it could mean the immediate forfeiture of your membership.

Venue Will Call Information:

Pick up tickets at Mandalay Bay Security.

STEP 2

Click on OK to reserve a seat or cancel if you changed your mind.

Are you sure you want to reserve 1 seats for the event Summer Bash on October 25, 2014 @ 12:00pm? To continue press OK. Otherwise, press cancel.

If the show is sold out you will get the response below:

The event showtime you selected has sold out. Please select a showtime that has not sold out.

Cancel A Reservation

STEP 1

Login or Click "Tickets" in the top right hand corner of your screen. Once you're on tickets view an event you already have a reservation for, it will display a "Cancel Reservation" button. Click "Cancel Reservation" if you wish not to attend the event.



List Events by: and/or

SUMMER BASH

Event Type: Sports



HoopBoss 3 on 3 Tournaments

Event Date/Time (Local Time):

Venue:

HoopBoss

4912 Vivaldi Drive Las Vegas, NV 89146
P: 702-504-1843

Number of Tickets:

Attending must be 18 or older and have a valid ID. To receive tickets the attending person MUST present ID at WILL CALL and MUST attend the show. If attending person, Daniel Allen OR Tim Judd, does not attend the show it could mean the immediate forfeiture of your membership.

Venue Will Call Information:

Pick up tickets at Mandalay Bay Security.

STEP 2

Click "OK" to finalize the cancellation or Cancel if you change your mind.

Are you sure you want to cancel your reservation? To continue press OK. Otherwise, press cancel.

MyAccount: Edit your Reservations

STEP 1

Click "MyAccount" located in the top right hand corner of your screen.

Tickets | Spondooly Specials | **MyAccount** | Logout

STEP 2

Click on "Edit", Change the amount of Reserved tickets.

EVENTS

ACCOUNT SETTINGS

MEMBERSHIP SETTINGS

RESERVED SEATS

[Click here to see previous events](#)

Event Name	Date	Show	Tickets	Status	Edit	Cancel
40 Plus Divas Fashion Show	December 31, 1969		1	Unlocked	Edit	X
Popovich Comedy Pet Show	December 31, 1969		1	Unlocked	Edit	X
MVP Dunking	December 31, 1969	5	1	Unlocked	Edit	X
Summer Bash	October 25, 2014	11:00am	1	Unlocked	Edit	X

STEP 3

Click on "Edit", Change the amount of Reserved tickets, and then press "Update."

EVENTS

ACCOUNT SETTINGS

MEMBERSHIP SETTINGS

RESERVED SEATS

[Click here to see previous events](#)

Event Name	Date	Show	Tickets	Status	Edit	Cancel
40 Plus Divas Fashion Show	December 31, 1969		1	Unlocked	Edit	X
Popovich Comedy Pet Show	December 31, 1969		1	Unlocked	Edit	X
MVP Dunking	December 31, 1969	5	1	Unlocked	Edit	X
Summer Bash	October 25, 2014	12:00pm	1	Unlocked	Update	X

MyAccount: Account Settings: Change Password or Editing Account Information

Click on "MyAccount". Under "MyAccount" click on "Account Settings." The Account Settings allow you to change the password or edit your account information. You can also Click "contact us" to contact the site administrator regarding changes to your account details.

STEP 1

EVENTS	ACCOUNT SETTINGS	MEMBERSHIP SETTINGS
CHANGE ACCOUNT PASSWORD	EDIT ACCOUNT INFORMATION	
Current Password <input type="text"/>	To make changes to member name(s) or birthdate please contact us .	
New Password <input type="text"/>	Primary: Daniel Allen	
Confirm New Password <input type="text"/>	Secondary: Tim Judd	
<input type="button" value="Change Password"/>	DOB: 9-9-1991	
	Account Email: <input type="text" value="danielallenl@yahoo.com"/>	
	Phone Number: <input type="text"/>	
	Location Details: <input type="text" value="Las Vegas"/>	
	<input type="text" value="NV"/> <input type="text" value="89102"/>	
	<input type="button" value="UPDATE INFO"/>	

MyAccount: Account Settings: Contact Us (cont.)

For any account issues, concerns, or general feedback use the “[Contact Us](#)” link at the bottom of every page.

STEP 2

Fill out the form below and click “[Contact Us](#)” to submit.

CONTACT US

We welcome feedback from all visitors, members, and vendors. Use the form below to let us know how we can help you.

Your Message:

[Contact Us](#)

MyAccount: Membership Settings

STEP 1

The Membership Settings informs you regarding, who is authorized to pick up tickets. It also informs you of your present; and next scheduled payment.

EVENTS

ACCOUNT SETTINGS

MEMBERSHIP SETTINGS

YOUR MEMBERSHIP

Will Call: Valid ID must be presented for Daniel Allen OR Tim Judd only. No others will be able to pick up tickets on event date.

PAYMENT INFORMATION

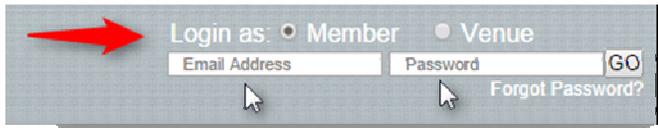
We cannot find your last payment information at this time. Please [send us an email message](#) and one of our service representatives will personally assist you with this matter.

LOGIN AND LOGOUT

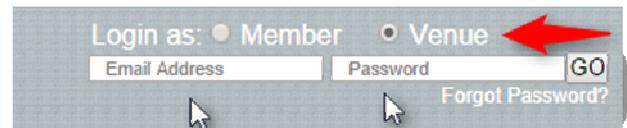
Login and Logout

STEP 1

Choose to login as a Member or a Vendor by clicking on the indicating radio buttons below.



Login as: Member Venue
Email Address Password GO
Forgot Password?



Login as: Member Venue
Email Address Password GO
Forgot Password?

STEP 2

Once logged in, to logout, click on Logout in the top right hand corner of the screen.

Tickets | Spondooly Specials | MyAccount | Alerts | Logout