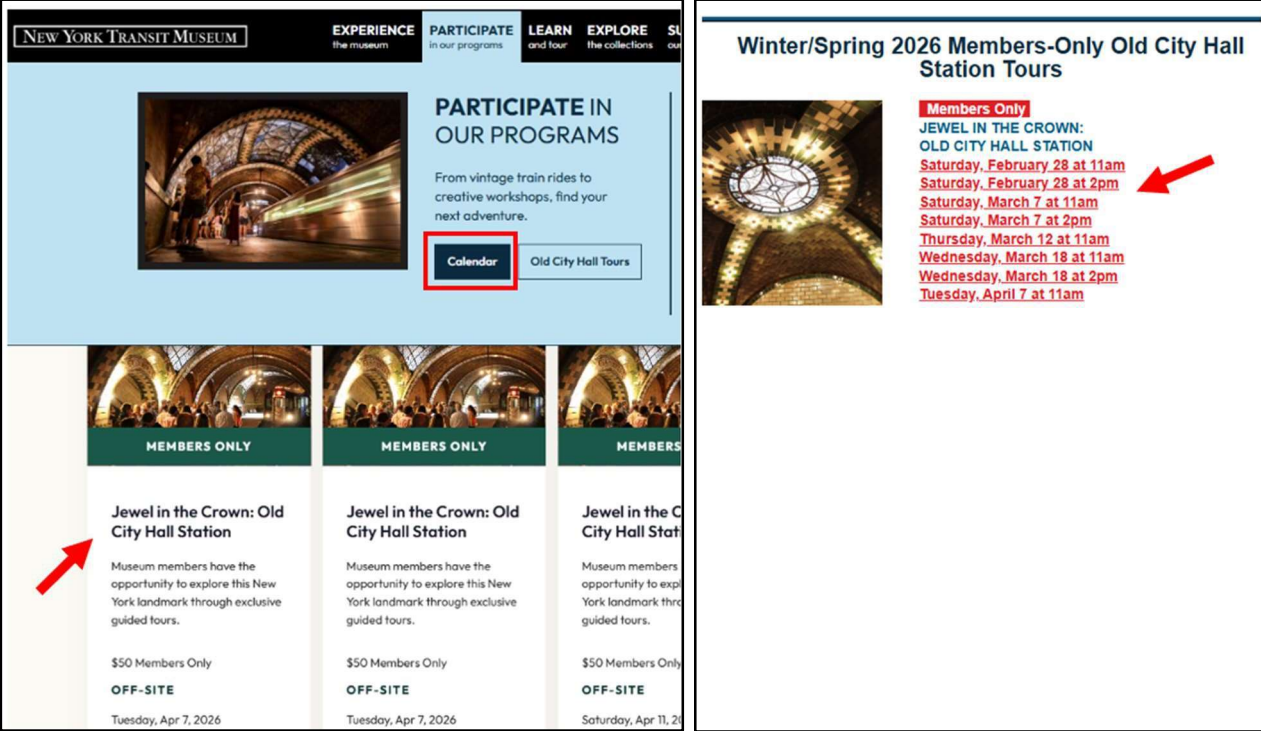


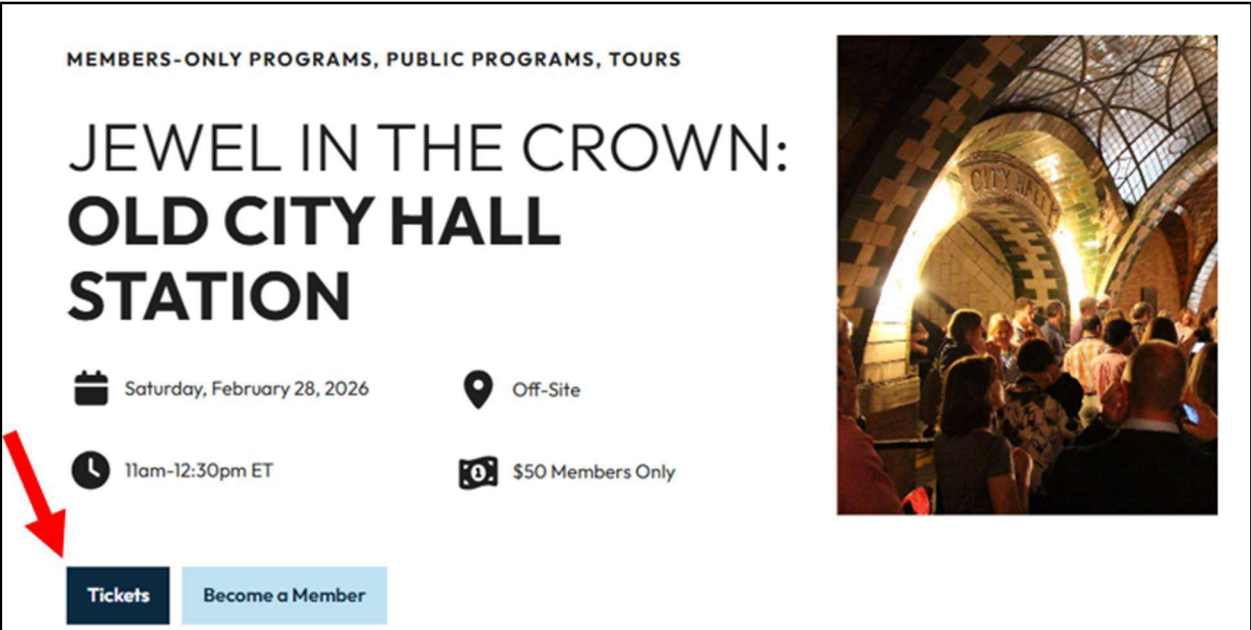
# NEW YORK TRANSIT MUSEUM

## Member Instructions to Buy Public Program Tickets

- 1. Click on your desired program page listed on the [Museum's calendar](https://nytransitmuseum.org/programs) ([nytransitmuseum.org/programs](https://nytransitmuseum.org/programs), image left) or [Newsletter](https://nytransitmuseum.org/newsletter) ([nytransitmuseum.org/newsletter](https://nytransitmuseum.org/newsletter), image right)



On the program page, click the “**Tickets**” or “**Register**” button to go to the ticketing page.



# NEW YORK TRANSIT MUSEUM

2. On the ticketing page, click the “**Sign in**” button on the top right to sign into your membership account. When you bought your membership, you had the option to register and create an account. If you did not, you can click “**Register**” to create a password and then sign in. You will see your email address at the top right once successfully signed in.



3. Enter the number of tickets in the “**Quantity**” field(s) and click “**Register**” at the bottom left. **Please note**, your membership level determines how many tickets you can buy for a members-only program or at a discounted member’s rate. **If there is a membership discount, it will not appear on this page, but on the next cart page.**

Checking Out

**Members** can buy discounted tickets for the number of people covered by your membership. Visit [nytransitmuseum.org/memberstickets](http://nytransitmuseum.org/memberstickets) or contact [membership@nytransitmuseum.org](mailto:membership@nytransitmuseum.org) with any questions. To receive the member ticket price:

- Sign in above to verify membership.
- Once signed in, enter your desired number of member tickets in the Adult Member/Child Member boxes.
- Click the “Register” button and add your information. **The prices on this page will remain the same, and the member’s discount will automatically be applied at checkout on the last page.**

After you book your ticket, you will receive three emails. One will be a receipt, another ticket(s), and the third will include more information about your program. Please contact [programs@nytransitmuseum.org](mailto:programs@nytransitmuseum.org) if you do not receive the third email.

<b>Ticket</b>	<input type="text" value="Quantity"/>	<b>\$40.00</b>
<b>Ticket- Member</b>	<input type="text" value="Quantity"/>	<b>\$40.00</b>

**Register**

# NEW YORK TRANSIT MUSEUM

4. Enter registrant(s) information (A, B), agree to any terms and conditions (C), and click “Add to cart” (D).

**Registrant 1: Adult - Member**

**A** →

First name:\*  Country:\*

Last name:\*  Apply this to all tickets Address:\*

Phone:  Apply this to all tickets City:\*

Email:\*  Apply this to all tickets State:\*

ZIP:\*

Use this address for all registrants

**Registration information**

**Terms and Conditions**

Old City Hall Policies

Please visit the Old City Hall webpage to review our program policies and agree by selecting from the dropdown below.

**C** → Please select:\*  Copy Terms and Conditions entries to all registrants

**Registrant 2: Adult - Member**

Register later

**B** →

First name:\*

Last name:\*  Same as above

Phone:  Same as above

Email:\*  Same as above

**Add to cart** ← **D**

5. The next cart page will now show the member price. **You do not need to enter a discount code.** Enter your personal and billing information, then click “Check Out” on the bottom.

How do you want us to deliver the tickets?

Discount code:  **Apply**

**Personal Information**

Title:

Country:\*

First name:\*

Address:\*

Last name:\*

City:\*

Phone:\*

State:\*

Email:\*

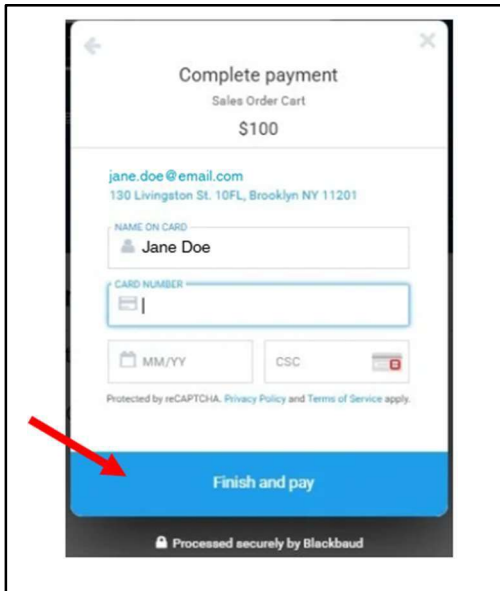
ZIP:\*

Use this as my billing address

**Check out**

# NEW YORK TRANSIT MUSEUM

6. Enter your credit card information and click **“Finish and pay”** to complete your order.



7. After you place your order, you'll receive three emails. One will be a receipt, another barcode ticket(s), and the third will include more information about your program. Please contact <mailto:programs@nytransitmuseum.org> if you do not receive the third email.
8. Tickets to restricted sites such as Old City Hall station are pending until all attendees **sign a release form and send a copy of a government-issued ID.**  
Your third email will have instructions for this. Failure to complete this step **within 48 hours of ticket purchase** will cancel your registration and your ticket cost will become a tax-deductible donation to the Museum.
9. **You will receive a reminder email the week of the program** with the location and time of the program.