



## **Booking RPO tickets online couldn't be easier!**

### **Book RPO concert tickets online using your exclusive RPO Friends' discount – A step-by-step guide:**

1. Log in to the RPO Store by: - clicking on SHOP from the main menu of the RPO website, which will open up the RPO Store (powered by Shopify) - clicking on MY ACCOUNT from the Store's main menu - inputting your email address and your chosen password
2. Return to the RPO website and click on WHAT'S ON from the main menu, followed by the RPO FRIENDS option on the left-hand side, about half-way down the page (this will bring up a filtered list of RPO 'own-promotion' concerts in London, for which Friends discounts apply)
3. On each concert for which you'd like to book tickets, you will need to: - click on the blue MORE DETAILS button (please be sure not to click on the orange BUY TICKETS button as this will lead you directly to the venues' own site, where your discount will not be applied) - click on the orange RPO FRIENDS button (this will take you to the RPO Store where you can book up to two tickets per concert using your Friends discount)
4. Select your preferred seating area and ticket quantity from the drop-down lists (if you are correctly logged into your RPO Store account, you will see that your Friends discount has been applied) – please note that there is an online fee of 50p per ticket
5. To shop for more tickets, return to the RPO website and click on the RPO FRIENDS option on the left-hand side to bring you back to the filtered list of concerts
6. Once you have requested seats for all of the concerts that you would like to attend, check your RPO Store CART and proceed to the checkout (if you have any special requests, you can add them here)

RPO concert tickets will be posted out nearer to the time of each concert (unless the concert is within the next 10 days and, therefore, your tickets will be left at the respective box office under your name). We will notify you of any problems fulfilling orders. Thank you for taking the time to read this guide and we very much look forward to seeing you at an RPO concert soon!

### **Purchasing RPO CDs online using your exclusive RPO Friends' discount:**

Once you are logged in to your RPO Store account, click on RECORDINGS from the RPO Store's main menu and select your CD/s. Please note that a shipping fee will be applied at the checkout.