

STEP-BY-STEP TUTORIAL

How to Renew Your FLEX 5 Subscription (formerly FlexiPass)

Renew your Flex 5 Subscription online in minutes! With our new ticketing system, you can select your package, then complete your payment online—no need to wait for box office processing.

► If you have any trouble with the new system or would like additional box office support, please [schedule a phone call](#), call (425) 392-2202 during open box office hours, or stop by in person (Issaquah or Everett). We'll be glad to assist you.

(1) [Click here](#) to access our new ticketing log in page.

(2) Log in to your Village Theatre account.

► If the page resets, please click LOGIN at the top right again and try once more.

(3) Once logged in, go to <https://purchase.villagetheatre.org/TicketSubscriptions?WebID=Flex52526>

► You should see the screen below.

Ticket Subscriptions

(4) Choose your location, then enter your desired number of subscriptions in the quantity box and click CONTINUE.

(5) Review your order then click CHECKOUT.

Enter a promotion code here if you have one [APPLY CODE](#)

Item	Qty	Total
25-26 Flex 5 Subscription - Everett		
25-26 Flex 5 Subscription	2	\$1,080.00
DELETE		
Booking Fee		\$10.00
		Grand Total: \$1,090.00

[CHECKOUT](#)

(6) Review your Personal Details and edit if needed.

Village Theatre
Mainstage Issaquah Mainstage Everett 3-Show FlexiPass KIDSTAGE

Checkout

Personal Details

[Edit](#)

(7) Choose how you would like to receive news and updates from Village Theatre and click CONTINUE.

Contact Preferences

Village Theatre Contact Preferences

- I'd like to receive postal mail from Village Theatre.
- I'd like to receive emails from Village Theatre.
- I'd like to receive text messages from Village Theatre (standard messaging rates may apply).

[CONTINUE](#)

(8) Review your Order Summary then confirm your Payment Method and Billing Address. Click CONTINUE.

Order Summary

Ticket Subscriptions
25-26 Flex 5 Subscription - Everett
2x 25-26 Flex 5 Subscription - \$540.00
[Edit cart](#)

Credit
Gift Voucher Code [REDEEM VOUCHER](#)

Summary

TICKET SUBSCRIPTIONS TOTAL :	\$1,080.00
TOTAL :	\$1,080.00

[CONTINUE](#)

(9) Enter your Payment Information, click the PAY button, and get ready for another great season at Village!

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