

# Application Instructions (School Tickets)



## Step 1 – Ticket Website

Please go to [www.btparalympicworldcup.com/schools](http://www.btparalympicworldcup.com/schools)

## Step 2 – Ticket Session

Select the order tickets/session you want to order tickets from the schedule.

## Step 3 – Ordering Tickets / Ticket Type

Select the type of ticket that you would like to request and enter the corresponding promotion code that you have been given (please note that the you will need your specific promotion code which will only work for a particular ticket types. If you need to be reminded of the code please email [pwconquiries@fasttrackagency.com](mailto:pwconquiries@fasttrackagency.com)).

Ticket Type	Communication / Mail out
Schools Ticket (2012)	Get Set e-mail / newsletter
Schools Ticket (BT)	BT mail out / database
Schools Ticket (MCC)	Manchester City Council
Schools Ticket (NASUWT)	NASUWT Teachers' Union mail out
Schools Ticket (Other)	General code

If your ticket type is not showing in the drop down this could be due to the fact that tickets are sold out for that session/ticket type. Wheelchair spaces are available for each ticket type. If you wish to apply for wheelchair tickets as well as standard seating tickets, you need to return to the order page and apply for both type of tickets separately before submitting your application.

## Step 4 – Select Quantity of Tickets

Select the quantity of tickets that you would like for you session and the delivery method that suits you (ticketfast is an e-mail / self print and the 'no cost' option is for paper tickets which will be posted first class after ordering). After ticking the box to agree to the terms and conditions please click proceed. You will then see a summary of your order.

**Please note:** Due to restricted seating capacities at wheelchair basketball and swimming, schools are permitted

to apply for a maximum of 25 tickets per session. Schools are encouraged to only apply for the number of tickets that they require giving other schools the opportunity to attend and to avoid empty seats. However, we are pleased over 25 tickets to the athletics competition on Friday 27 May due to large a seating capacity. If you would like to request over 25 tickets for athletics please email [pwconquiries@fasttrackagency.com](mailto:pwconquiries@fasttrackagency.com).

## Step 5 – Check Out

If you have selected all of the tickets you require, select check out.

Should you require tickets to additional sessions or wheelchair tickets, select add to cart and proceed with the rest of your order.

## Step 6 – Survey Questions / Correspondence Address

Please complete the three survey questions at the top of the page and review your order.

Fill in your correspondence address in the 'Billing Information' section - please note that although this section is called 'Billing Information' at no point are you required to enter your payment details.

## Step 7 – Review and Submit Your Order

Before confirming, please review your order. Your purchase will not be final until you click the 'Place Your Order' button at the bottom of the page.

## Step 8 – Order Confirmation

This page is not a ticket and will not gain you entry to the event, it is however confirmation of the order that has just been processed and should be kept for your records.

If you selected the ticketfast delivery option, your e-ticket(s) will arrive shortly as an attachment in an e-mail. For paper tickets, your confirmation e-mail will arrive shortly and you should expect your tickets within four business days.

**Thank you for applying for tickets for the BT Paralympic World Cup - we look forward to welcoming you to Manchester in May.**

