

➤ **Configure your Agile Member Account**

Are you a new or renewing card-carrying Colonial Theatre member? If you have not already done so, you must configure a new personal account in the Agile Ticketing database we've just implemented (spring 2017). Here's a how-to:

1. Call or email Emily Simmons, Development Director, to get your unique Member # if you have not received it via email or mail: emily@thecolonialtheatre.com or (610) 917-1228.
2. [Click here.](#)
3. Click the button that says "Are you a member?"
4. Enter your member # in the field and click 'Submit.' On the next screen, choose the correct member.
5. Create your new online username and password by entering the requested information when asked.

Logging in allows you to renew your membership before it expires and purchase tickets and passes to all film programming at the discounted Member price. You'll also be able to redeem any benefitted tickets associated with your membership.

➤ **Using 'Member Passes' & Redeeming Benefits**

Members receive virtual membership benefits that include a bank of 'free passes' for repertory films. You can view your benefits and total, redeemed and remaining balances by logging on your Member account using your assigned Agile member number (this is not the same as your customer number and only dues paying members have a Member number and benefits) and clicking the 'My Benefits' button.

All benefits expire annually along with your membership. To redeem any benefit available to you as a member online, included film ticket discounts, you must be logged on using your member number.

Your free Member film passes can be used for admission to Repertory films. Films eligible for free member pass usage are identified on our website with a green bar that says 'Member Passes Accepted.' The Agile ticketing system/website subtracts passes from each member's 'bank' as they are used online or at the box office. These passes can be used as 'payment' online, over the phone or at the box office. To use them online, members must be logged in using their Agile member number (scroll up for instructions):

1. Log in to your Member account using the Agile member number printed on the label on the back of your card. (Contact our office for the number at 610-917-1228.)
2. Navigate to the show you'd like to see using your free member passes.

3. Click the 'Buy Tickets' Button next to the specific screening date and time you wish to attend.
4. A pop-up box requesting that you specify ticketing quantity will appear.
5. Use the drop-down to specify the number of \$0.00 'Member Passes' you wish to use for the show.
6. The ticketing system will remember that you've used that number of passes. The next time you log-in, you will see a reduction in the total number available to you. Again, these passes will expire on the date of expiration of each membership.
7. Proceed to the checkout as usual.