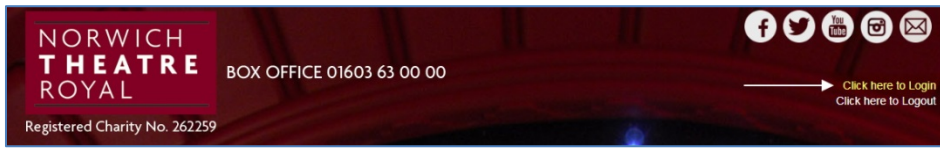


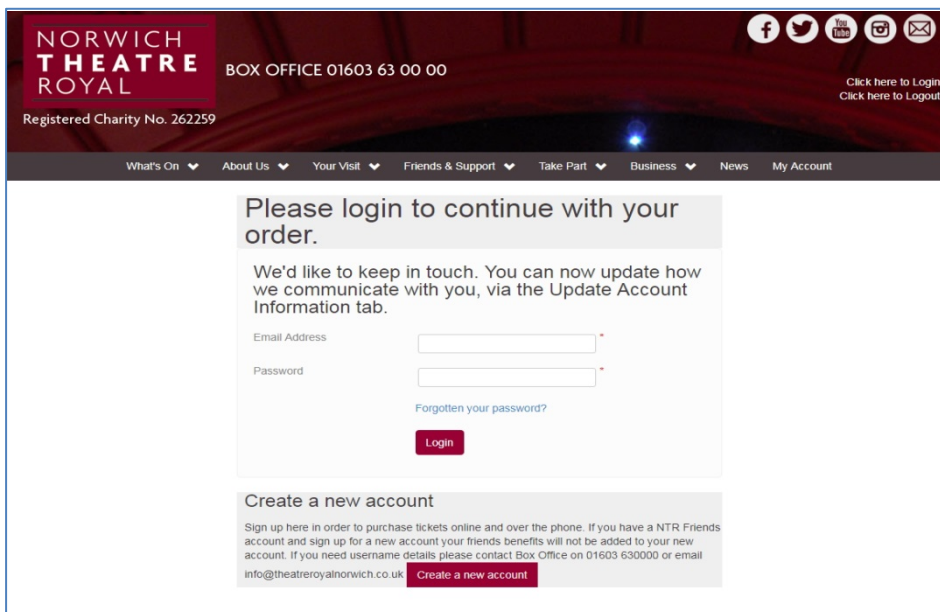
Adding a gift voucher recipient with a separate delivery address in your own account.

The steps below will guide you through the process of adding a new delivery address to your account so you can post Tickets or purchase a Gift Certificate for someone else. If you are having difficulty following the guide don't hesitate to contact us on info@theatroyalnorwich.co.uk or **01603 630000** for more information.

1. Open the Norwich Theatre Royal Homepage and click the link '**Click here to log in**' in the top right hand corner of the page.



2. The '**My Account**' page will open. Enter your login details and click '**Login**'.



3. Once you are logged in click on '**Update Account Information**'.
4. You will first need to add the recipient's delivery address. Scroll down to Addresses and Click the '**Add Address**' link, enter the address information then click '**Update**'.

A screenshot of the 'Addresses' form. The title is 'Addresses'. There are five input fields: 'House No & Street Name' (with 'Recipients Address' entered), 'City' (with 'Norwich' entered), 'County' (with 'Norfolk' selected in a dropdown), 'Country' (with 'United Kingdom' selected in a dropdown), and 'Postcode' (with 'NR2 1RL' entered). Each field has a red asterisk. At the bottom, there are three buttons: 'Update' (red), 'Cancel' (white), and 'Delete Address' (red).

5. You will be back at the Update Account Information Page where you can add the Recipients Name. Scroll down to Contacts and click on the '**Add Contact**' link, enter the contacts information (Enter your own email address in the 'Email address' box) and select the recipient's address as the default then click '**Update**'.

The screenshot shows a 'Contacts' form with the following sections:

- Contact Details:** Title (Mr), First Name (New), Middle Initial (empty), Surname (Recipient).
- Phone:** Home Phone, Work Phone, Mobile Phone (all empty).
- Email Address:** Email (your_Email@notmail.com).
- Addresses:** Radio buttons for 'c/o Norwich Theatre Royal Norwich' (Default) and 'Recipients Address City Norfolk' (selected). Below are 'Update', 'Cancel', and 'Delete Contact' buttons.

Now, after you have ordered your gift voucher you will be able to select the new recipient from the Shipping Customer and Shipping Address in the Delivery Details page. (Be sure to select the correct delivery method at the bottom)

The screenshot shows the 'Delivery Details' page with the following elements:

- Navigation:** Shopping Cart / Delivery Details / Billing Info / Order Summary
- Section Header:** Delivery Details
- Billing Customer:** Tin Field (dropdown), Update, Add Contact
- Billing Address:** c/o Norwich Theatre Roval (dropdown), Update, Add Address
- Billing Email Address:** t.read@theatroyalnorwich.co.uk, Update
- Shipping Customer:** New Recipient (dropdown), Home Phone
- Shipping Address:** Recipients Address (dropdown)
- Shipping Email Address:** your_Email@notmail.com
- Delivery Method:** Please select a delivery method.
 - COBO COBO N/C
 - Collection From Box Office Care of Box Office (For Shows Only) N/C
 - Donations/Memberships Online Donation or Friends Membership Purchase (FREE Postage) N/C
 - Information to follow COBO N/C
 - Postage & Packing £1.50
 - Postage & Packing 250 Book £2.50
- Buttons:** Back, Proceed with order