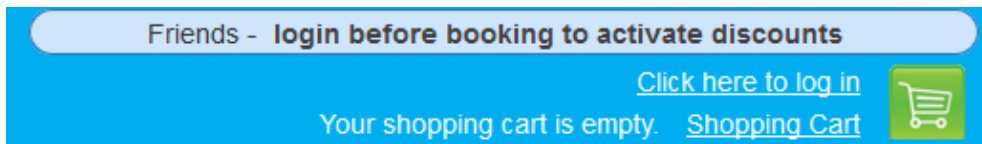


Adding a new delivery address to your account (i.e. gift certificates or tickets)

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**'.

My account

<p>I do have an account</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot your password?</p> <p><input type="button" value="Login"/></p> <p><small>We sell tickets for many venues across East Anglia including the Playhouse, Norfolk & Norwich Festival, Holt Festival, Houghton Hall and many more. When you go to login please use the account details you registered with at those venues.</small></p>	<p>I don't have an account</p> <p>Register for an account today and buy tickets online, keep up to date with regular news updates and hear about special promotions & offers. If you have an account already but have forgotten your login details or you are a Friend of the Theatre and have forgotten your login details please contact the Box Office on 01603 630000 or email us at info@theatroyalnorwich.co.uk (We aim to answer within 5 working days) for help to logon. Please Note: If you setup a new online account alongside your Friends account your benefits wont appear.</p> <p><input type="button" value="Start Now"/></p>
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3. Once you are logged in click on the '**View Account**' button and scroll down to '**Account Information**'.

My Account

Account Home	>
Account Information	
Message Centre	>
Offers	0 >
Benefits	>
Memberships	>
Upcoming Events	>
Change Password	>
Order History	>
Ticket History	>
Marketing Data	>

NORWICH | THEATRE | ROYAL

4. You will first need to add the contacts name. Click the '**Add Contact**' button, enter the contacts information then click '**Update**'. (Enter your own email address in the 'User Settings' box).

Contacts

[Name](#) [Phone](#) [User Settings](#) [Addresses](#)

Name

Title	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Surname	<input type="text"/>

Phone

Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>

5. Second, you will need to add the contacts address. Scroll down to '**Add Address**' button, enter the contacts information then click '**Update**'.

Addresses

House No & Street Name	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Country	United Kingdom <input type="text"/>
Postcode	<input type="text"/>

6. Once you have completed the above you are ready to carry on your order and purchase.