



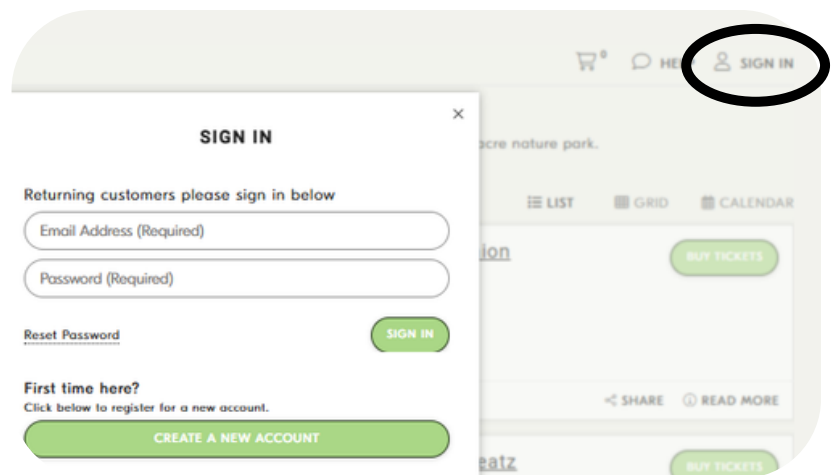
How to exchange your tickets online

You can exchange your tickets free of charge up to a week before your ticket time through your Newfields account. For exchanges made within seven days of your ticket, a \$5 fee per ticket will be charged. No exchanges will be made within 48 hours of your planned date.

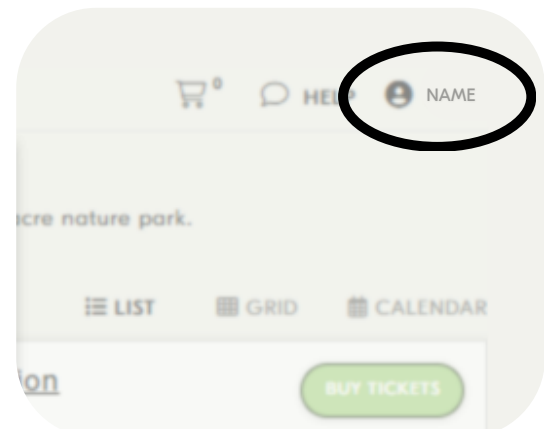
To exchange your tickets online, you must have been logged into your account at checkout.

Step 1: Go to discovernewfields.org/checkout.

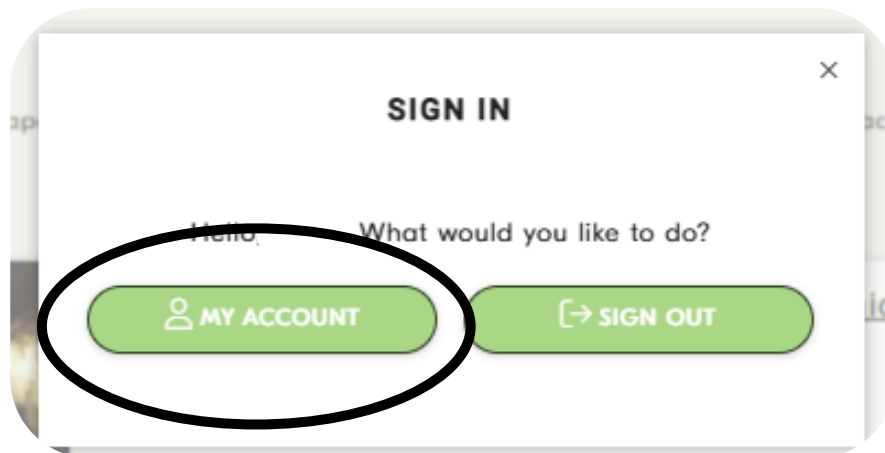
Step 2: Click “Sign in” at the top right of the page. Use your account credentials to sign in.



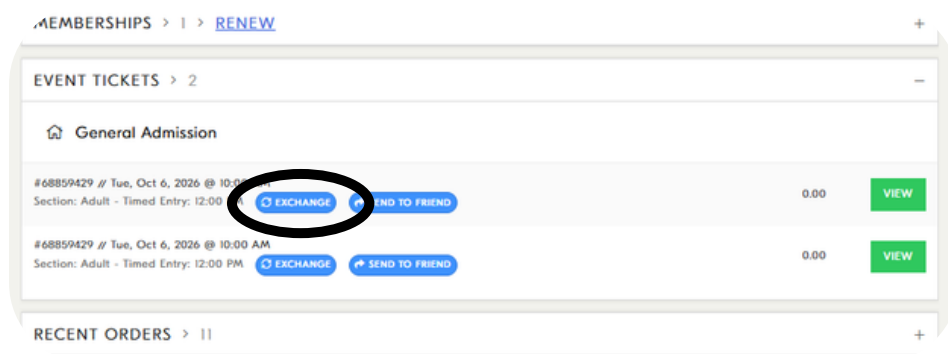
Step 3: After logging in, click on your name in the top right corner.



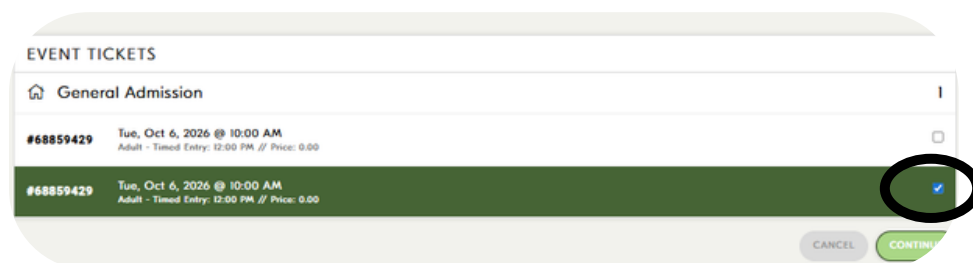
Step 4: Click on the “My Account” button.



Step 5: Under “Event tickets” click the blue exchange button next to one of the tickets on the order you wish to exchange.

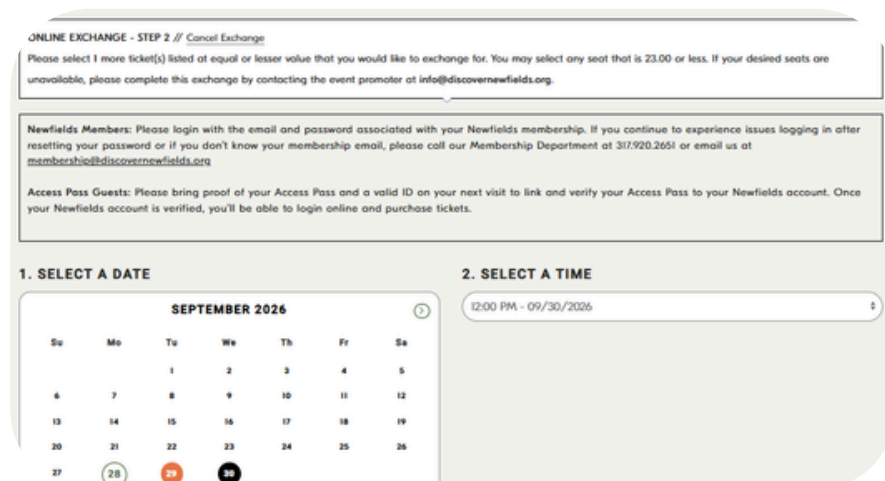


Step 6: Select the box on the right for the ticket/s you wish to exchange. Click “continue” to get to the next page.

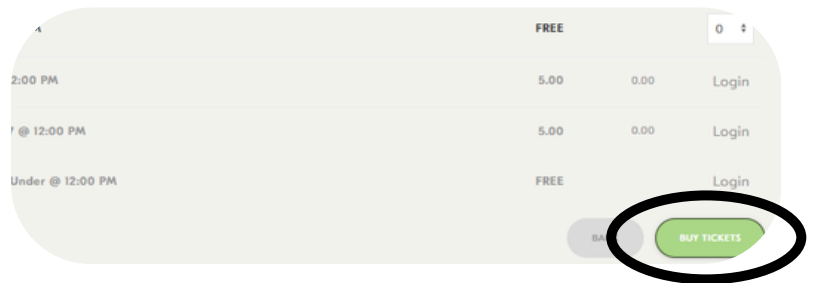


Step 7: Select a ticket of equal or lesser value for the new date and time you would like to exchange for.

If you are exchanging to a night of greater value please call 317-923-1331.



Step 8: Confirm that you have selected your desired exchange date and time. Click “Buy tickets”



Step 9: The final step is to click “Exchange Now”



Congratulations! Your newly exchanged tickets will now be available. To add to your phone wallet click “View confirmation”. To print your new tickets click on “Print”.

