1) Visit https://bit.ly/2QNkhLi.
2) Click on the hyperlink of your selected row (e.g., Caliber Awards General Admission Row AAA – Seats 101-124.) Do not select box.
3) Enter the **quantity** of tickets for purchase.
4) Click the **Add to Cart** button to add this item to your shopping cart.
5) Select the type of ticket from the dropdown menu.
6) Click the **Checkout** button to complete the payment.
   *If you wish to purchase additional tickets, select the **Continue Shopping** button; select **Office of Communications and Legislative Affairs** from the **Departments** drop-down menu and return to step 2.*
7) If you are not already logged in, the system will redirect you to the Sign In page. You will be asked to **log in** if you've used the system before, or to create an account if you are a new user.
8) Click the **Next** button.
9) On the **Address** page, type in your billing information.
   * *Ensure that you enter the billing address associated with your credit card.*
10) Click the **Next** button.
11) Check the **Order Review** page ensuring that the order is correct.
12) Select the box to agree to the Terms and Conditions, and then select the **Next** button.
13) Complete transaction by entering credit card information and clicking **Place Order**. Once the transaction is successfully completed, a Thank You message with the Order Number will display.
    NOTE: *An email will be sent from ospadmin@osmsinc.com with your payment receipt and ceremony tickets. DO NOT REDEEM TICKETS PRIOR TO GETTING TO THE EVENT.*
14) Tickets will only be redeemed at the door on the day of the event.