

To proof your website information, follow the steps below:

- Go to [tickets.vancouverfringe.com](https://tickets.vancouverfringe.com)
- At the top of the page, on the right-hand side, click [Sign In](#)
- Enter your Username: the email address you are receiving this email at
- If you already have a password, login. If you need a new password or haven't set one up before, follow these instructions:
  - Click: [Forgot Password](#)
  - You will see this message: *A temporary password was sent to your registered email address. It may take up to 15 minutes to make its way through the internet to your inbox. Once you have logged in, you will be required to enter a new password. Further instructions are in the email, and will be displayed on this page when you log in.*
  - Go into your inbox, find the password reset email, and follow the instructions in that email to make your new password.
  - Go back to [tickets.vancouverfringe.com](https://tickets.vancouverfringe.com), and log in to your account using the password you just created.
- Find your show by entering the title in the [Search for Shows](#) box and clicking on the show link when it appears.
- Look over your show information. Check the:
  - show description
  - genre tags on the right (e.g. "Funny" "Tear-Jerker")
  - warnings
  - website links
  - ½ price show dates
  - schedule (date and time)
  - Underrepresented Artist description (if applies to your show)
- Click on the [Add to Basket](#) button
  - Try adding tickets from each performance
- If you find any mistakes, email [artist@vancouverfringe.com](mailto:artist@vancouverfringe.com)
- If you have trouble logging in, email [boxoffice@vancouverfringe.com](mailto:boxoffice@vancouverfringe.com)

**\*Please Note:** This is a chance to catch minor mistakes that could have been made when transferring the show information over to our website, such as time differences, spelling mistakes, or warning errors. **This is not an opportunity to make any changes to your show information.**

The deadline to do this is **August 5**, as ticket sales go live on **August 7!**