



Ticket Instructions

Follow the below directions to reserve tickets for your community. If you have any questions, please contact community@nationalchildrensmuseum.org.

1

Navigate to tickets.

Visit the [access page](#) on our website. Scroll down to the “partner reservations” section and press the “book here” button. Please note, we reserve tickets exclusively for members and Community Access Program partners each day the Museum is open separate from general admissions. **Community Access Program Partners must make reservations via the “book here” button on the tickets page in order to redeem tickets. Community Access Program admission will not be visible through the general admission calendar on the tickets page.**

2

Log in to your portal.

Before selecting the family’s preferred time and date to visit, log in to your portal by clicking “Log in” in the top right corner. Enter the email and password information provided in the email confirmation you received when activating your portal. If you have forgotten your password, click “Forgot Password” at the bottom of the login box to reset. If you have forgotten your username, please email community@nationalchildrensmuseum.org. **You must log in to your portal before proceeding to checkout!**

3

Select the family’s preferred date and time.

Next, click the “Admissions” tab in the top right corner. Select “Learn more” under the family’s preferred date from among the available dates listed. Then, choose the family’s preferred time slot and click “Buy.” Under the “Member Admission” section, enter the number of each ticket the family will require and click the “Add” button. Please remember, you are able to reserve one set of tickets (up to 8 tickets) per membership, per day. Once you’ve added the tickets to the cart, press “Next” in the bottom right corner. Verify the order and click “Next” again.

4

Proceed to check out.

Your total will automatically register as \$0. You do not need to enter a discount code. Review the order and click “Next.” Enter the family’s contact information, and click “Next.” Review the order and click “Submit.”

5

Save your tickets!

All tickets will be sent via email to the email address associated with your organization’s portal. Please provide the family with either an electronic or printed copy of the tickets to show at point of entry.