

# Student Reservations

## Step 1: Logging into the dashboard

Visit <http://ucbtheatre.com>. You should see a link in the upper righthand corner to login (fig. 1). Clicking that link brings you to the login form (fig. 2). You log in with the email address you used when registering for classes, also the same email and password you use on [dashboard.ucbcomedy.com](http://dashboard.ucbcomedy.com) if you use dashboard. Do not create a new account, it will not be linked to your current enrollment and using that account will not let you make reservations for free-to-UCB-student shows. If you don't know your password, use the 'Reset Password' link and you will receive an e-mail with instructions. When you are logged in, your name, student id, and a logout link will appear in the upper righthand corner (fig. 3).

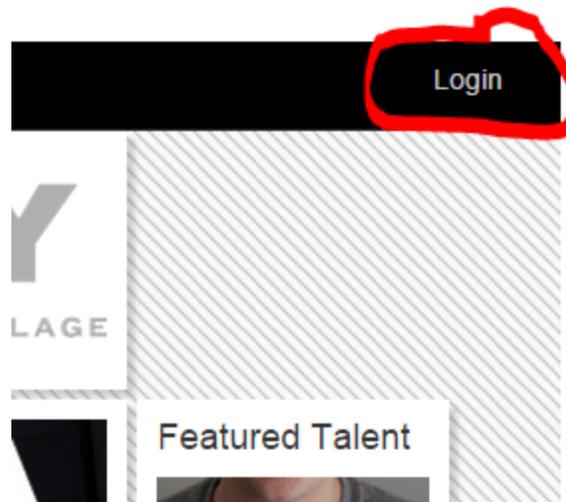


Figure 1  
Logging in

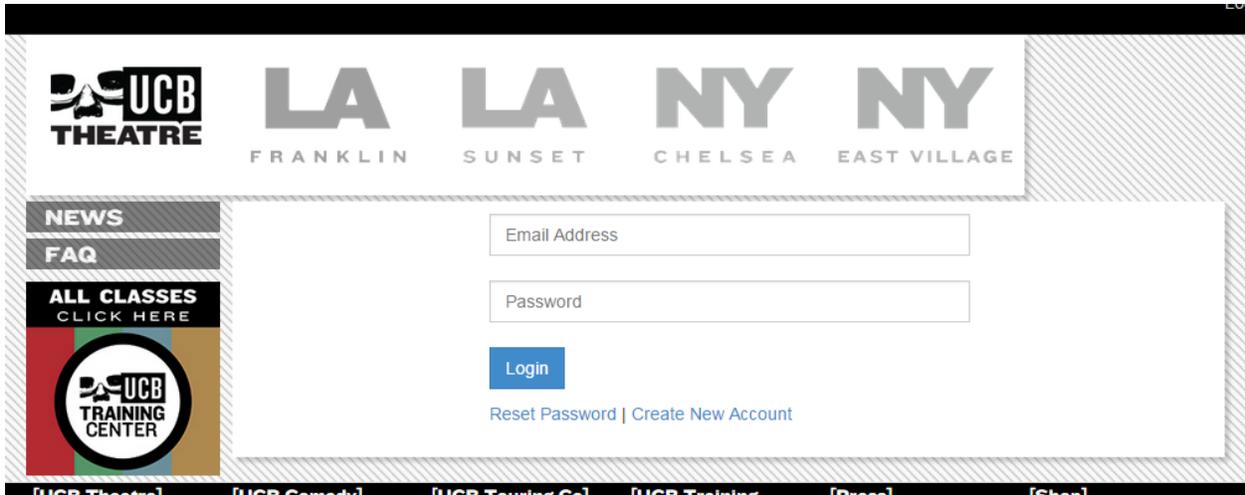


Figure 2

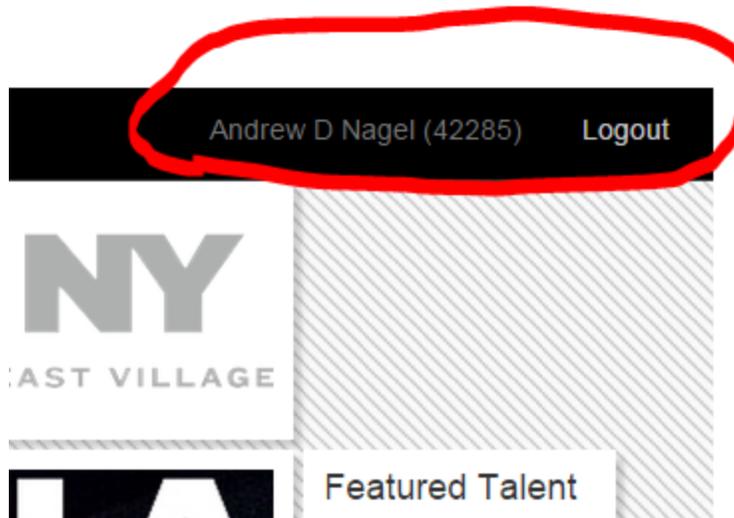


Figure 3  
Logged In

## Step 2: Make a Reservation

Improv Students can only reserve for improv shows, Sketch Students can only reserve for Sketch shows.

Find the performance you want to see from the schedule. On the main schedule, these are marked with a blue and white id card icon (fig 4). When you click through to the performance page and are successfully logged in, you will see a pre-populated form and an option to make the reservation (fig. 5). If you are not logged in, you will see the regular purchase form. You can only make a single reservation for yourself. If you wish to buy additional tickets, log out

and use the regular purchase form. The number of student reservations available online are limited. If that cap is reached, you will see a 'Purchase' button. If this happens, you may still wait in the stand by line for free admission, but you must purchase a ticket to guarantee admission.

Sunday February 22nd	Monday February 23rd	Tuesday February 24th	Wednesday February 25th
7:30pm <b>Sold Out</b> <b>ASSSSCAT 3000</b>	6:30pm \$5 <b>The Workout</b> Chris Gethard: Care, Suicide 	6pm \$5 <b>New Team</b> Harold 	8pm <b>The Ni</b> <b>Our Li</b>
9:30pm <b>Free</b> <b>ASSSSCAT 3000</b>	8pm <b>Sold Out</b> <b>Gravid Water</b> 	7:30pm \$5 <b>HAROLD NIGHT</b> Side Piece / Smalls / Grammar 	9:30pm <b>The D</b> <b>Club +</b> <b>Goes 1</b> <b>Hollyv</b> <b>Music</b>
	9:30pm \$5 <b>MAUDE NIGHT</b> Roanoke / Legs For Days 	9:30pm \$5 <b>HAROLD NIGHT</b> Apollo / Greg / Women & Men 	
	11pm <b>Free</b> <b>WHIPLASH</b>	11pm \$5 <b>Advanced Class</b> <b>Show: THE</b> <b>MONOSCENE</b> 	11pm <b>Night</b> This Mo Brian Fa The Lav

Figure 4  
Free Shows

Andrew D Nagel (42285) Logout

LA FRANKLIN LA SUNSET NY CHELSEA NY EAST VILLAGE

**MAUDE NIGHT**  
Monday, February 23  
9:30pm  
UCB Theatre NY  
307 W. 26th St., New York, NY 10001  
Roanoke / Legs For Days

**\$5.00**  
Free to UCB Sketch Students with ID

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First Name Last Name  
Andrew Nagel

Email Address  
andy@ucbcomedy.com

Make Reservation

Figure 5  
Reservation Page

## Getting help or giving us new ideas

### General Issues

If you have questions about policies regarding free shows, or if you don't understand how to use the system or access your account, please e-mail [support@ucbcomedy.com](mailto:support@ucbcomedy.com)

### Technical

If something is broken, you have a great idea for how we can make this software better or you simply want to say "This is great, high five!", you can contact the support team at any time by emailing us at [bugs@ucbcomedy.com](mailto:bugs@ucbcomedy.com). If reporting an error, please include a description of any error messages you received and the url of the page that isn't working.