

**Procedure for Advance Sale of  
PIAA Swimming Championships Series Tickets**

PIAA and Bucknell University will again be offering the Advance Sale of Swimming Series Tickets. Schools are strongly encouraged to take advantage of the advance sale to help create a more streamlined registration process for coaches.

**Overview of Procedure for Advance Sale of Swimming Series Tickets:**

1. Once all swimming qualifiers have been determined and scratches have been finalized (by no later than 12:00 p.m., Monday, March 6, 2017), PIAA will provide the Bucknell Campus Box Office with the number of advance sale swimming series tickets available to each qualifying school. **A school is entitled to three (3) tickets per unique qualifier per day.**
2. **NEW:** Qualifying school representatives, or their designees, will complete the enclosed order form and email it to [tickets@bucknell.edu](mailto:tickets@bucknell.edu) or fax to 570-577-3701. During Campus Box Office hours a representative will contact you for payment. Credit card payment must be made at the time of purchase and a per order fee will be applied. Qualifying schools must provide their password before Bucknell University will process their order for their number of advance sale swimming series tickets. Passwords will be provided at the qualifying schools respective District Swimming Championships. In the event a coach did not receive password, they must obtain password from their Athletic Director. Qualifying schools are not required to purchase their total number of advance sale swimming series tickets.
3. Head swim coaches of qualifying schools that have paid for their number of advance sale swimming series tickets will simply report to the PIAA Swimming Championships' registration table, acknowledge receipt of those series tickets, and receive the appropriate number of deck passes.  
To assist Bucknell University with the efficient handling of the advance sale of swimming series tickets, please indicate on the form a time to be called for payment. The Campus Box Office will make calls during the following hours:  
**AA Schools: 10:00 a.m. to 4:00 p.m., on Tuesday, March 7 and on Wednesday, March 8, 2017.**  
**AAA Schools: 10:00 a.m. to 4:00 p.m., on Thursday, March 9 and on Friday, March 10, 2017.**
4. If a qualifying school does not order and pay for their number of swimming series tickets in advance, they will be able to purchase their allotment at registration, as they have in previous years.
5. **Friendly Reminders:**
  - This process only applies to the advance sale of swimming series tickets. On a space available and first come, first served basis, swimming single session general admission tickets will be placed on sale to the public the same-day of competition. Also, diving session tickets will only be available for purchase the same-day of competition.
  - **Head Swimming Coaches – Very Important:** Please make sure to obtain your qualifying school's password at your respective District Championships. You will need this for the advance purchase of swimming series tickets. There is a \$10 per order fee that will be applied to advance sale orders. If multiple orders are submitted or changes made after initial contact, there is an additional \$10 per order fee for each change/contact.
  - **Tickets must be paid for/picked up before coach's register for deck passes. Diving coaches do not have to reconcile (pay for tickets) prior to registering their divers. Diving registration will be done separately in the Control Room.**
  - **IF NOT PLACING AN ADVANCE ORDER – PLEASE PRINT, COMPLETE AND BRING FORM TO REGISTRATION.**

