

**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, 2018), 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. Alternates are not entitled to tickets.**
2. **NEW:** Qualifying school representatives, or their designees, will go online to bucknell.edu/boxoffice with their school code and preorder tickets. Your schools will only be able to order up to the amount of tickets allotted to each school. Only one person may order per school. The schedule for ordering tickets online will be as follows:
 - Online ticket sales for **3A** schools – Tuesday, March 6 and Wednesday, March 7, 2018
 - Online ticket sales for **2A** schools – Thursday, March 8 and Friday, March 9, 2018
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. Please bring the confirmation email from your online order with you.
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.

