

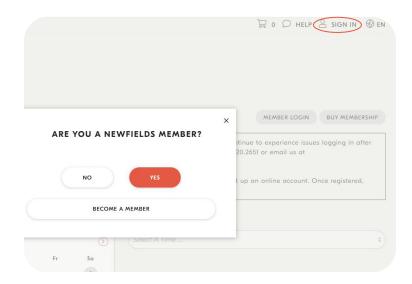
How to Exchange Your Tickets Online

You can exchange your tickets free of charge up to a week before your ticket time through your Newfields account. For exchanges made within seven days of your ticket, a \$5 fee per ticket will be charged. No exchanges will be made within 48 hours of your planned date.

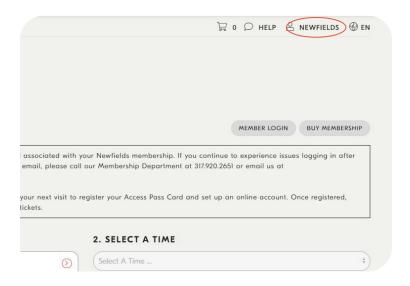
To exchange your tickets online, you must have been logged into your account at checkout.

Step 1: Go to discovernewfields.org/checkout.

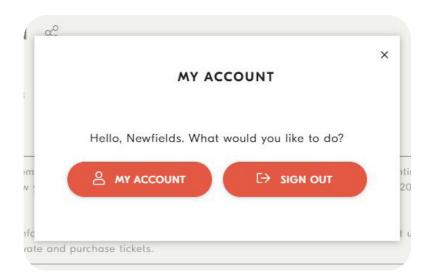
Step 2: Click Sign In on the top right side of the page. Use your account credentials to sign into your account.



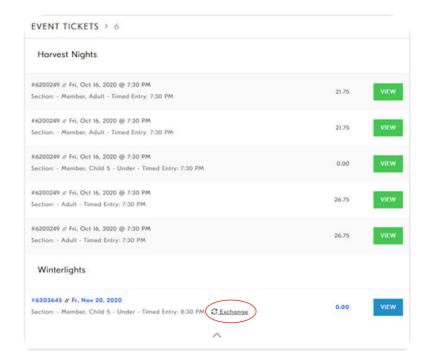
Step 3: Click your name in the top right side of the page.



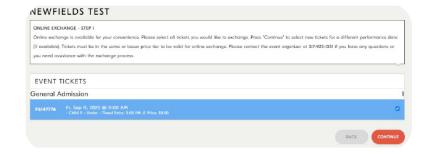
Step 4: Click My Account.



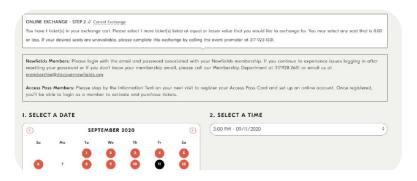
Step 5: Click exchange.



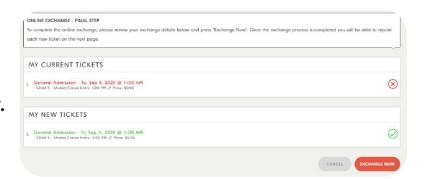
Step 6: Select the tickets you would like to exchange by checking the box on the far right. Click Continue.



Step 7: Select a ticket of equal or lesser value for the new date and time you would like to exchange for.



Step 8: Confirm that you have selected your desired exchange date and time. Click Exchange Now.



Congratulations! Your newly exchanged tickets will now be available in your account highlighted in blue.

