# **BRIEF USAGE MANUAL FOR tickets.ndk.bg**

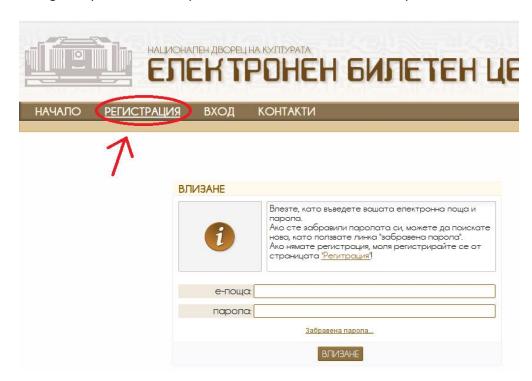
# **TABLE OF CONTENTS**

1. Registration and Login	2
2. Choosing an event	5 7 11
5. Purchasing tickets	
6. Checking the status of a request	

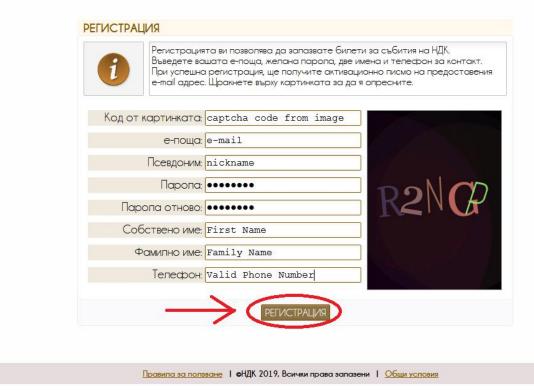
## 1. Registration and Login

You may omit this chapter if you already have an account.

To register, you will need to provide an e-mail, two names and a phone number.



To register, choose "РЕГИСТРАЦИЯ" (REGISTRATION) from the top horizontal menu. After doing so, you will be redirected to this page:



Fill in all the fields, and press the button "PEFICTPALIUR" (REGISTRATION) at the bottom. You will be redirected to a page, that informs you, that you should soon receive an activation e-mail. Here's how the letter should look like:

#### SCROLL DOWN FOR ENGLISH

Поздравления!

Вие се регистрирахте в Електронния Билетен Център на НДК!

За да активирате Вашия акаунт, последвайте този линк:

MDRkOTBidHB8c2hvd19ldnR8c3VidHB8REISRUNUfGd1ZXN0X29rfDF8RUIEfDQ5MjZ8SEIEfDk0fEb17

Това са вашите данни. Запазете ги, защото те могат да ви потрябват при проблем:

От екипа.

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Greetings!

You are now registered into our Electronic Ticketing Center! To activate your account, please follow this link:

PROTBIDE BOOK OF THE PROPERTY OF THE PROPERTY

These are your contact details. Save them or write them down somewhere, because they will be needed if you have problems with your account:

Click on one of the activation links. It will redirect you to the terms and conditions page. After reading it, at the bottom of the page, there is a button "ПРИЕМАМ УСЛОВИЯТА / I AGREE", which you will need to press in order to continue:

платформата Електронен билетен център, е публикуван линк към платформата на ЕС за онлайн решаване на спорове /озаглавен "Онлайн решаване на спорове"/. https://ec.europa.eu/consumers/odr/main/?event=main.adr.show2# https://ec.europa.eu/consumers/odr/main/?event=main.home2.show

#### 60. ОБЩИ РАЗПОРЕДБИ

НДК не носи отговорност за валидността и автентичността на билетите, закупени на място, различно от Платформата "Електронен билетен център" и касите на НДК. В тази връзка НДК съветва клиентите си да купуват билетите си само от оторизираните с права каси или посредством интернет Системата,. При никакви условия от клиентите не може да бъде изисквана по-висока цена от сумата, посочената на лицевата страна на билета.

НДК предупреждава, че при провеждане на концерти поради силата на звука съществува опасност от слухови или други здравословни увреждания.

Приемането на настоящите Общите условия от страна на клиента ги прави неразделна част от договора за покупка на билети по електронен път, който се сключва между НДК и клиента чрез на билети чрез интернет страницата.

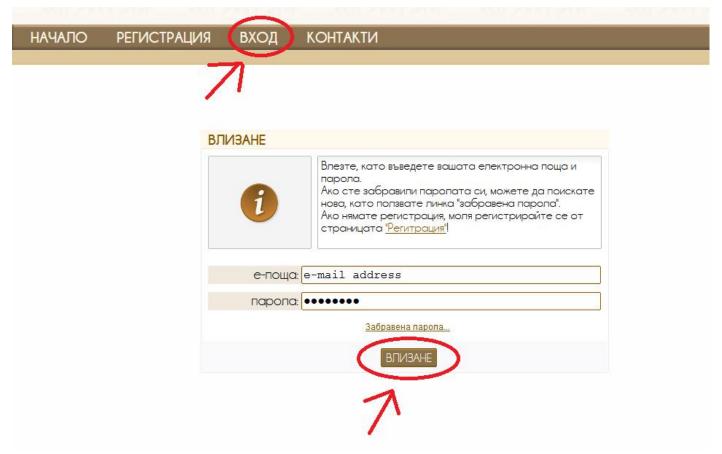
В случай, че направим промени в политиката на поверителност, те ще бъдат публикувани в платформата "Електронен билетен център", както и на други места, които считаме за подходящи, с цел максимална усведоменост на потребителите на услугите ни.

НДК запазва правото си да променя динамично общите условия, затова е желателно те да бъдат преглеждани периодично.

ПРИЕМАМ УСЛОВИЯТАЛ I AGREE

Click the button "ПРИЕМАМ УСЛОВИЯТА / I AGREE", to finish your registration.

After registration, you may now sign in:



The login page is accessible from the "Bход" (Sign In) button from the top menu. After opening it, enter your e-mail and password and press the "Влизане" (entrance) button.

# 2. Choosing an event



To choose an event, you may browse it with the buttons "ПРЕДИШНИ" (Previous) и "СЛЕДВАЩИ" (Next) in the left pane, but you may also try to search it by name or date-range. When you click on its name (1.), then, the button "ДИРЕКТЕН ИЗБОР" (Direct Choice) (2.), then, the appropriate hall/date (3.) and finally the link "ИЗБОР НА МЕСТА" (Seat selection)(4.), the system will redirect you to the appropriate hall.

You may also use the link under the left pane to see an alphabetical list of all events.

It is not desirable, to use the button "ЗАЯВИ ЧРЕЗ КАСИЕР" (Choose with the help of a cashier) in step 2., because there may not be cashiers available to choose seats for you. It's much better to use the "Директен избор" (Direct Choice), mode as shown. It allows you to choose seats manually.

The "alphabetical events list" page looks like this:

#### СЪБИТИЯ В ЕЛЕКТРОННАТА СИСТЕМА НА НДК

## СЪБИТИЯ В ЕЛЕКТРОННИЯ БИЛЕТЕН ЦЕНТЪР НА НДК

#### 8.15 на Орлов

Зала Нов Театър, 11.02, 2019 - 20:00 - Резервирай / Купи Места

#### BOND

Запа 1, 26.03, 2019 - 20:00 Резервирай / Купи Места

#### Jeff Lowe's Metanoia

Запа 11, 26.02, 2019 - 19:30 - Резервирай / Купи Места

#### MOONLIGHT

Запа ДНК, 20.02, 2019 - 19:30 - <u>Резервирай / Купи Места</u> Запа ДНК, 21.02, 2019 - 19:30 - <u>Резервирай / Купи Места</u>

#### **NEON**

Запа ДНК, 19.02, 2019 - 19:30 - <u>Резервирай / Купи Места</u>

#### STRAUSS WIENER ORCKESTER

Запа 1, 01.12, 2019 - 19:00 - Резервирай / Купи Места

#### THE VICTORY DAY

Запа ДНК, 06.02, 2019 - 19:30 - Резервирай / Купи Места

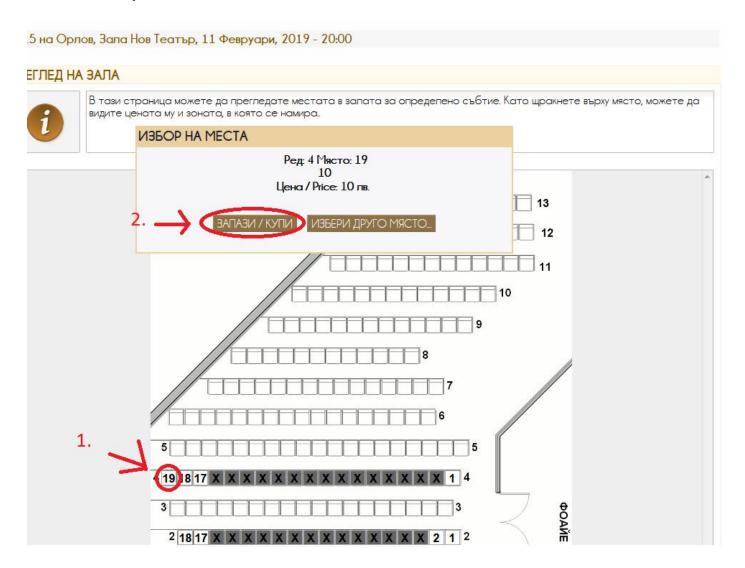
#### АЗ СИЗИФ

Запа 2, 27.03, 2019 - 19:00 - Резервирай / Купи Места

With the links "Резервирай / Купи Места" (Reserve/Buy Seats), you may access the hall for the appropriate event / date directly.

# 3. Seat Choice (Filling-in a request)

To choose a seat, just click on a free seat from the hall:



Clicking on the seat (1.) opens up a popup window. On it, the button "ЗАПАЗИ / КУПИ" (RESERVE / BUY), adds the seat to your request, while the button "ИЗБЕРИ ДРУГО МЯСТО" (CHOOSE ANOTHER SEAT), hides the window and lets you choose another seat. Each pressing of the "ЗАПАЗИ / КУПИ" (RESERVE / BUY) opens up another popup window, containing the current set of seats from the current event, selected into your request:

# 8.15 на Орлов, Зала Нов Театър, 11 Февруари, 2019 - 20:00 ПРЕГЛЕД НА ЗАЛА В тази страница можете да прегледате местата в залата за определено събтие. Като щракнете в видите цената му и зоната, в която се намира.. ИЗБОР НА МЕСТА Можете да добавите места, като натиснете бутона "ОЩЕ МЕСТА..." след което ги изберете от залата. 13 Билети/Tickets: 1, Сума/Sum: 10 лв. 8.15 на Орлов Зала Нов Театър ИЗТРИЙ / REMOVE **Ред: 4 Място: 19** 10 **лв**. Add More Seats

You may add more seats with the "OЩE MECTA" (MORE SEATS) button or by directly selecting another seat, if the window does not overlap it.

ФОАЙЕ

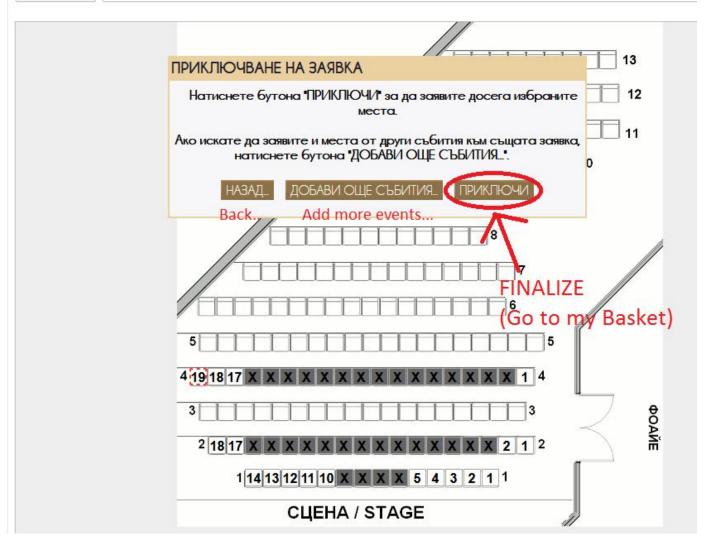
To remove a seat, you may use the "Изтрий / Remove" link, or just press over the selected seat in the hall (which is displayed with a red contour).

After selecting all seats from the event, press the button "ПРИКЛЮЧИ" (FINALIZE). It will lead you to a new window:

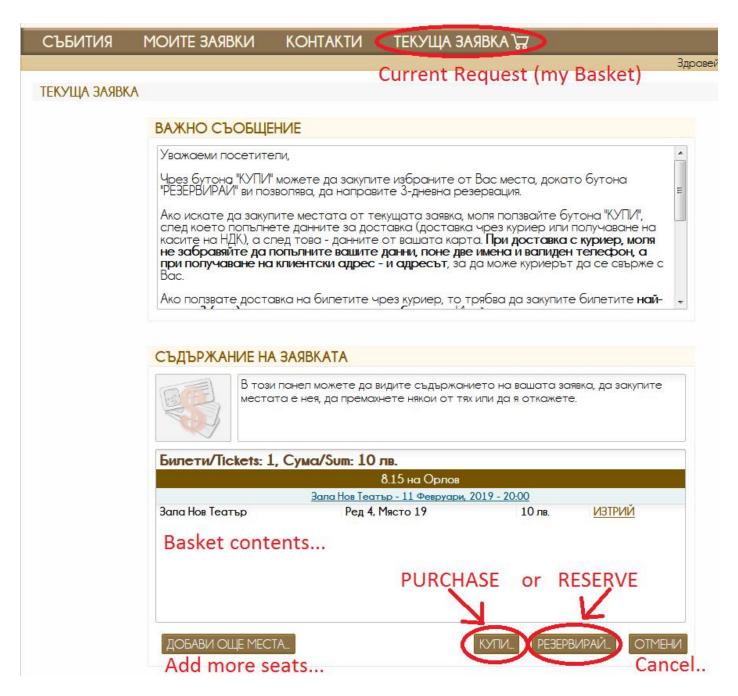
## ПРЕГЛЕД НА ЗАЛА



В тази страница можете да прегледате местата в залата за определено събтие. Като щракнете вър. видите цената му и зоната, в която се намира..



Pressing the button "ПРИКЛЮЧИ"(FINALIZE) again, you may finalize your request. The button "ДОБАВИ ОЩЕ СЪБИТИЯ" (ADD MORE EVENTS), lets you add seats from another event. After adding all the seats from all the events you need, finally press the "ПРИКЛЮЧИ"(FINALIZE) button and you will be directed to the Current Request (or Your Basket) page:



You may reserve the seats(for 3 days) for free, using the button "PE3EPBMPAЙ"(RESERVE), or you may purchase tickets for them, by pressing the button "KYΠΝ"(BUY).

Keep in mind, that for now, reservations cannot be directly purchased online afterwards. It is necessary to cancel the reservation first, after which, to add the seats to a new request, that you (this time) buy.

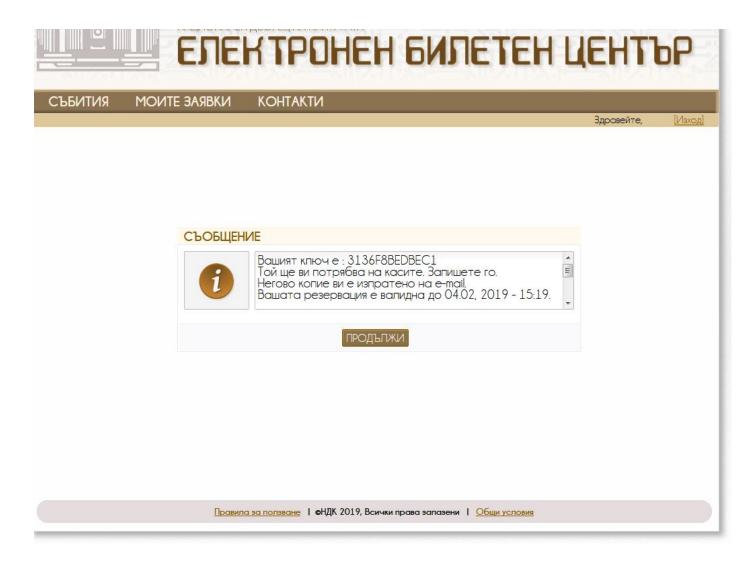
In the basket, you still have the opportunity to add or remove seats. You may remove seats from the "Изтрий"(Remove) link against the corresponding seat. You may also cancel tho whole request using the button "Отмени"(Cancel).

# 4. Reserving seats

If you choose to make a reservation from your basket, You will be redirected to this page:



Wait for a couple of seconds, until you see, that the status of the request changes to "Приключено" (Finalized). After a while further (or by using the "ПРОДЪЛЖИ" (CONTINUE) button) you will be redirected to a page, showing your Reservation Key. At this stage, you should also receive an e-mail, containing that key. This key is important!



Here is the page, showing your Reservation Key. Write it down! It will be necessary, when you go to buy your tickets. If you want to purchase the seats of a reservation, for now, it is only possible, if you first cancel your reservation request, and then quickly select the same seats in another request and then purchase it.

# 5. Purchasing tickets

If you select to buy tickets from your Basket, You have some delivery options, among which you may choose from the "МЕТОД НА ПОКУПКА" (PURCHASE METHOD) field:

- 1. Getting the tickets in person from the cashiers at NPC ticketing center .
- 2. Getting the tickets sent to your address by courier.
- 3. Getting the tickets sent to courier's office of your choice.

If you use a courier, it is MANDATORY to provide names and a phone number in the "Получател" (Recipient) field!

#### IMPORTANT: FOR NOW, TICKETS CAN ONLY BE SENT TO ADDRESSES IN BULGARIA!

#### 5.1. Getting the tickets in person from the cashiers at NPC ticketing center

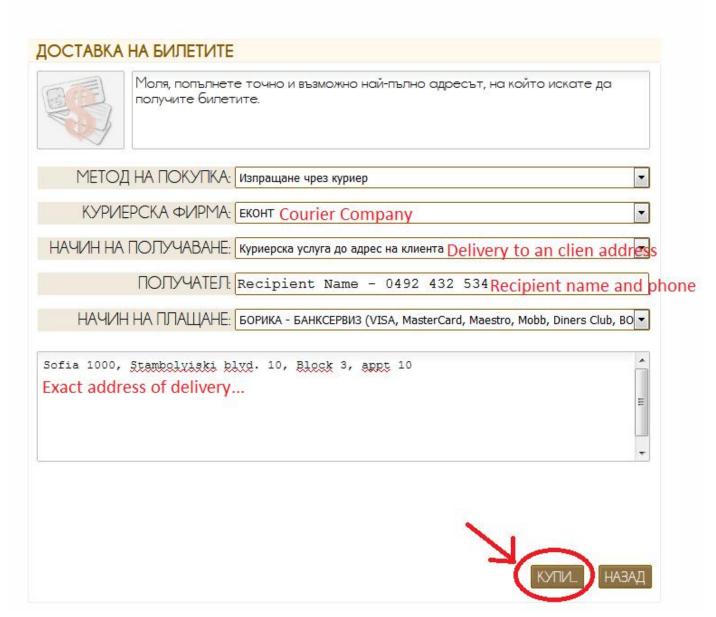


In this case, you only have to fill the "ПОЛУЧАТЕЛ" (RECIPIENT) field and select a payment method in the last field. Afterwards, press the button "КУПИ" (BUY).

#### 5.2. Getting the tickets sent to your address by courier.

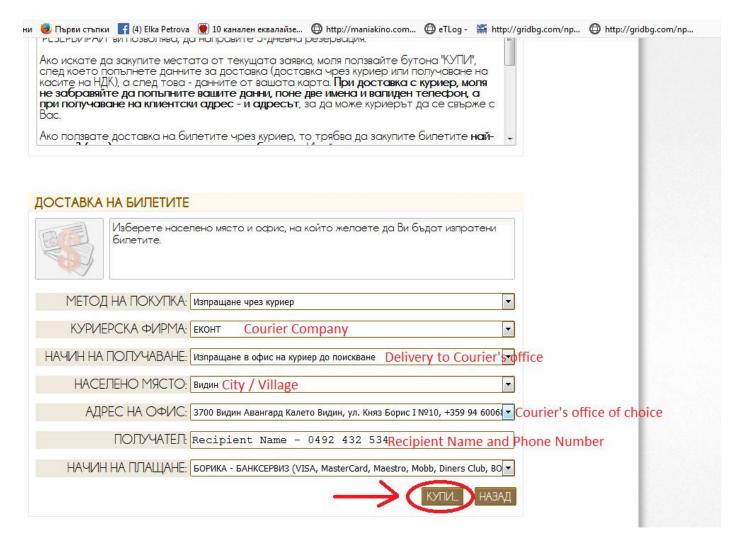
Ако искате да закупите местата от текущата заявка, моля ползвайте бутона "КУПИ", след което попълнете данните за доставка (доставка чрез куриер или получаване на касите на НДК), а след това - данните от вашата карта. При доставка с куриер, моля не забравяйте да попълните вашите данни, поне две имена и валиден телефон, а при получаване на клиентски адрес - и адресът, за да може куриерът да се свърже с Вас.

Ако ползвате доставка на билетите чрез куриер, то трябва да закупите билетите най-



In this case, you have to choose a Courier company, Delivery option, Names and Phone, Payment Method, and most important - an address, at which you want the tickets sent. Afterwards, press the button "ΚУΠИ" (BUY).

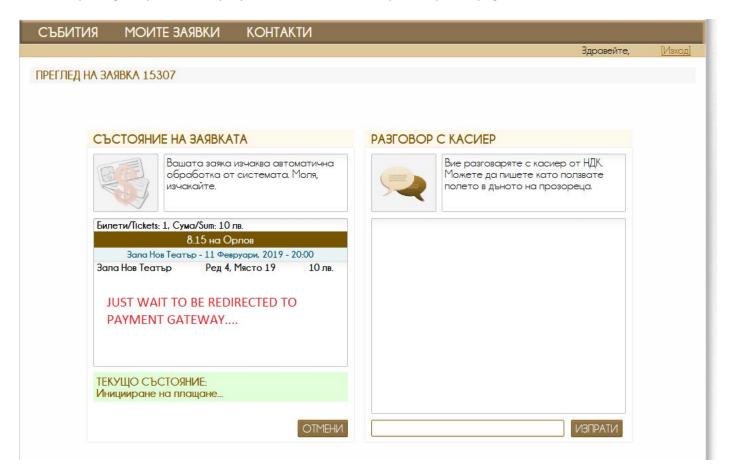
#### 5.3. Getting the tickets sent to courier's office of your choice.



You have to choose a Courier Company, Delivery Option, City/Village, Courier's office in that city, Recipient Names and Phone and Payment Method. Afterwards, press the button "ΚΥΠΝ" (BUY).

#### 5.4 Payment

After completing the previous steps, you will be redirected to your request's page:



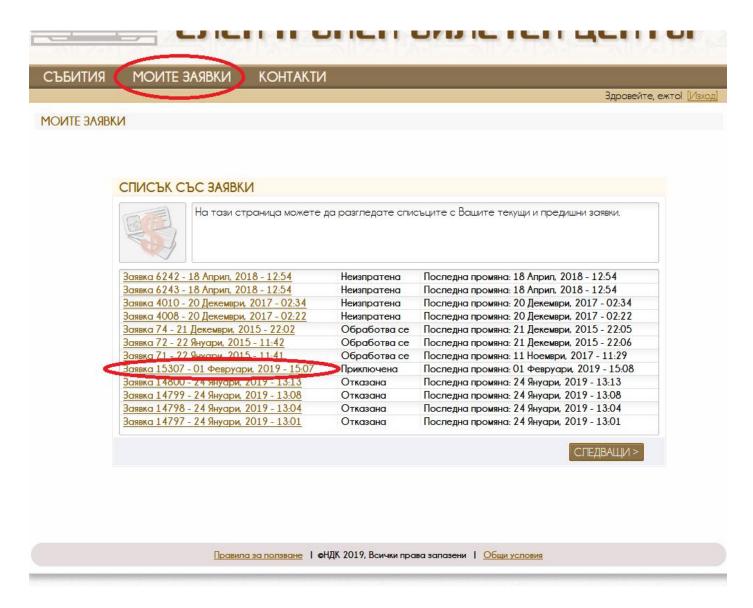
Just WAIT for a couple of seconds, to be redirected to the page of the credit card payment gateway, where you will need to enter the details of your credit card. If your browser warns you about leaving the page, please confirm that you want to leave it. The APGW page of the BOPMKA(BORICA) provider looks like this:



Fill in you credit card details, then press the button "Плащане" (PAYMENT). You will be redirected to a page "Моите Заявки" (My Requests), where you can find your latest (or any other) request, to check its status at any time.

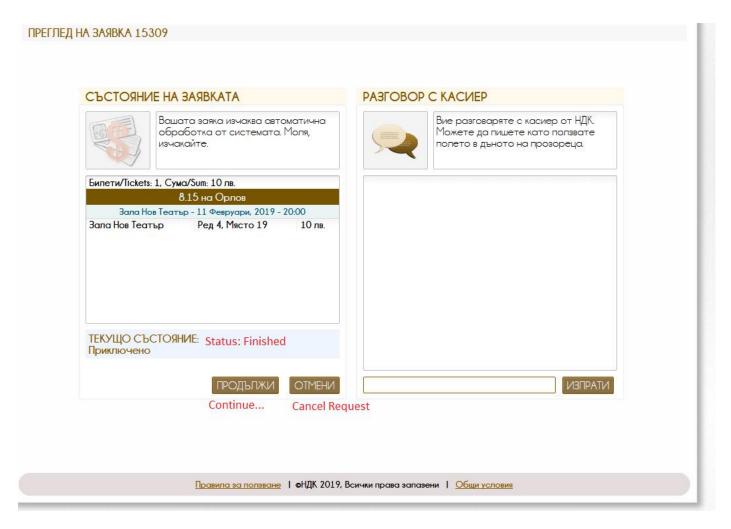
## 6. Checking the status of a request

You may always check the status of a request or cancel it (for reservations or purchases that are not paid), by entering the "MOUTE 3AABKU" (My Requests) page from the top menu, and then finding the request you want and clicking it. You may also use the Previous-Next navigation buttons under the list, if you have multiple pages of requests.



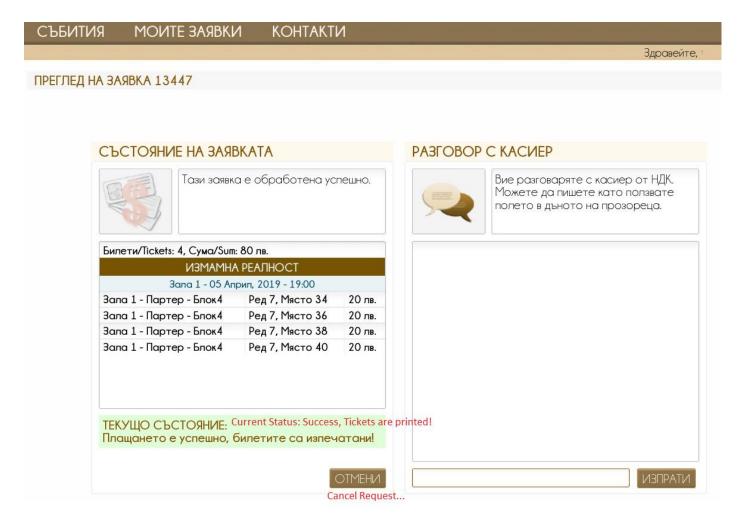
After clicking on a request, you will go to its status page, where, depending on its type and status, you will see different status messages and buttons:

For example, a successful reservation will look like this:



The button "Продължи" (Continue), or "Виж Ключ" (Show Key), shows you the Reservation Key again. If the reservation is not already expired, you may cancel it with the "OTMEHU" (Cancel) button.

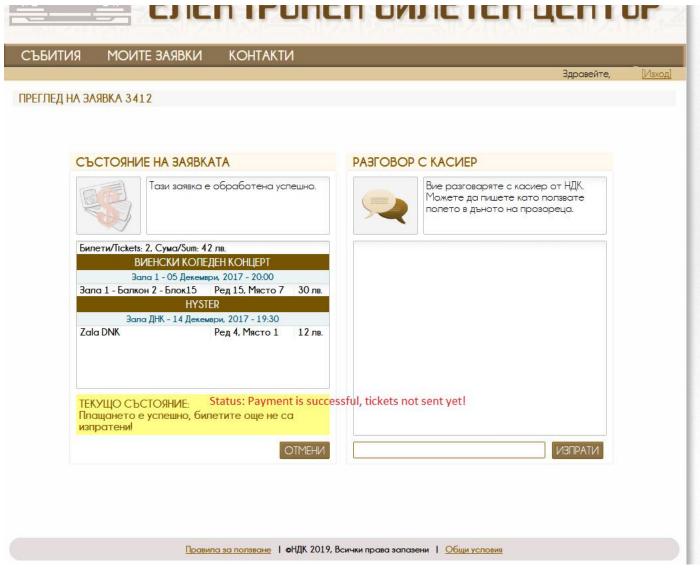
In the next example, the page informs the user that the payment is successful:



This means that everything is OK with the request.

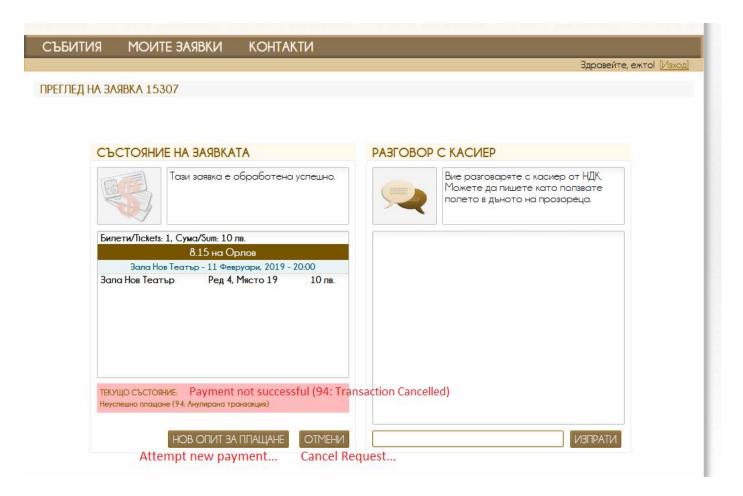
In this case, the request cannot be canceled, because it is paid. If you need to return your tickets and get refunded, you need to contact the NPC's staff and ask for the exact procedure.

Here is another possibility:



Here, payment has been successful, but the tickets are not printed (or sent) yet, either because the cashiers haven't printed them yet, or because they still don't need to be printed (if you chose to get the tickets in person at NPC, but you still haven't done so):

There are also some error messages:



In this case, payment is canceled by the user, but it might also be refused by the payment gateway. In both cases, you may try to pay again, using the "HOB ОПИТ ЗА ПЛАЩАНЕ" (NEW PAYMENT ATTEMPT) button. Keep in mind, that your request will automatically be canceled if you fail to make a valid payment within some period after issuing the request.

The following screen is typical of a canceled request (by the user, by an NPC employee or by the system):



Generally, you can assume that green status background means success, yellow means that the request is OK, but is awaiting for some processing at NPC, while red means an error or cancellation.