

PASSWORD HELP

cft.org.uk

How to change your password on the Chichester Festival Theatre website

CREATING A NEW PASSWORD

Click on **LOGIN/LOGOUT**

The image shows a website's navigation bar with a red background. It contains the following links: **BUY TICKETS**, a home icon, **MY ACCOUNT**, **BASKET**, and **LOGIN**. Below the navigation bar are four main menu items: **WHAT'S ON**, **YOUR VISIT**, **NEWS**, and **ABOUT US**. The background features a stylized graphic of a building with arches in purple, red, orange, and teal. A white login form is overlaid on the page. The form has a title **LOGIN** and a sub-header. Below the sub-header is a paragraph of text: "Please login into your account to purchase tickets or access your... If you find yourself stuck on this page when trying to login you ma...". The form contains two input fields: "Email address:" and "Password:". Below the input fields is a red button labeled **LOGIN**. At the bottom of the form, there are two links: "New Customer? [Register now](#)" and "Forgotten your password? [Reset here](#)". A yellow arrow points from the text "Click on LOGIN/LOGOUT" to the **LOGIN** link in the navigation bar. Another yellow arrow points from the text "You don't need to enter your email address, simply click on FORGOTTEN YOUR PASSWORD? RESET HERE." to the [Reset here](#) link.

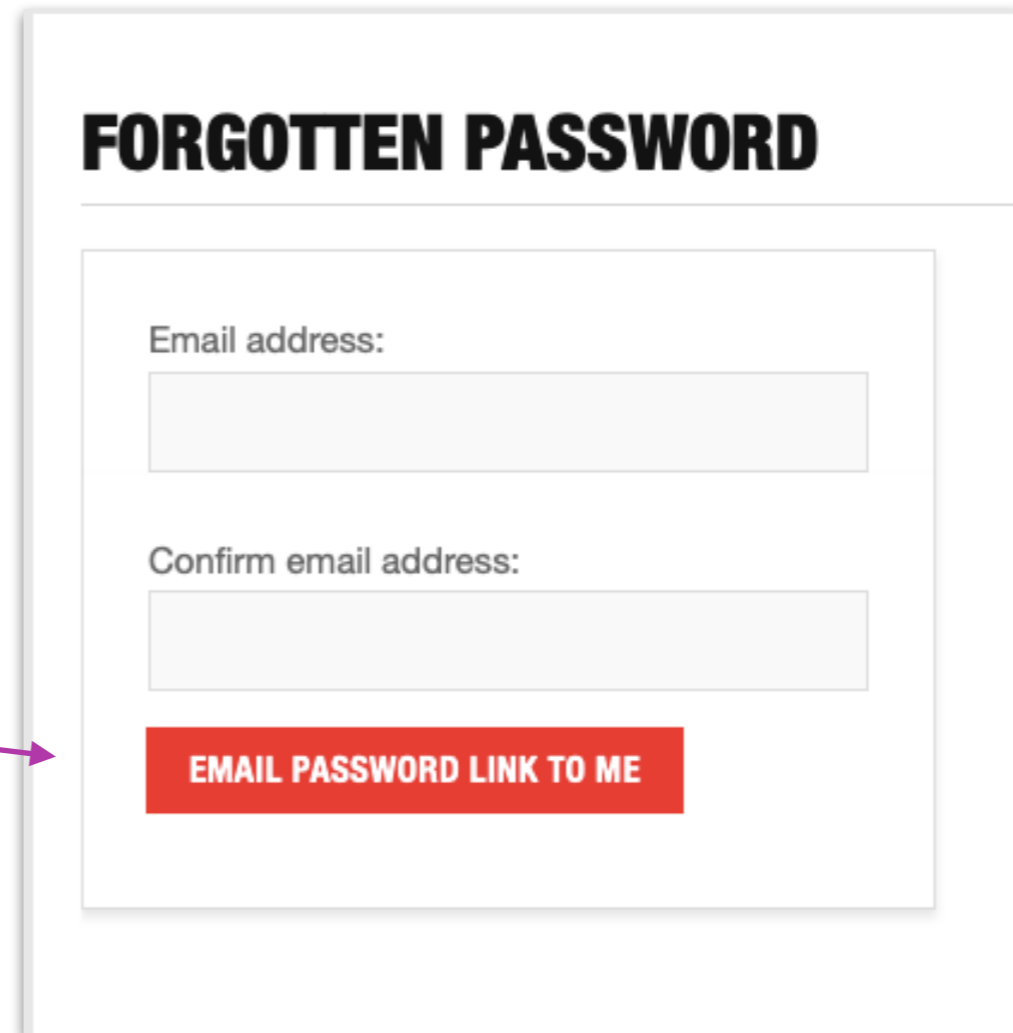
You don't need to enter your email address, simply click on **FORGOTTEN YOUR PASSWORD? RESET HERE.**

If you do not get this screen when you click on **LOGIN/LOGOUT** you may need to adjust your cookie settings. Refer to our [Changing Cookie Settings Guide](#) on how to do this.

CREATING A PASSWORD

Enter and confirm your email address that you have used in the past to make bookings at CFT.

Click on **EMAIL PASSWORD LINK TO ME.**



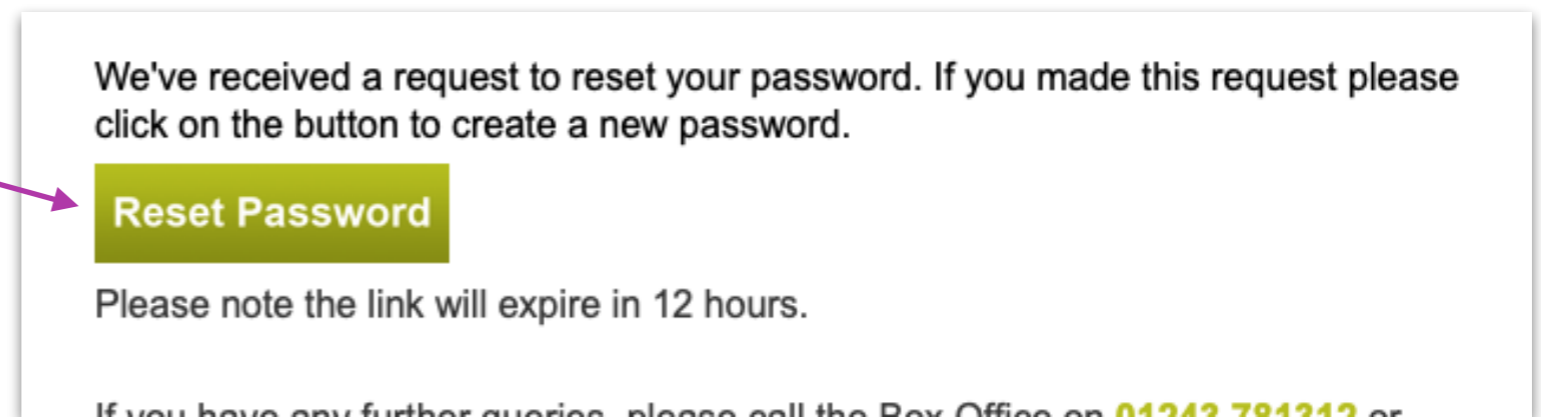
FORGOTTEN PASSWORD

Email address:

Confirm email address:

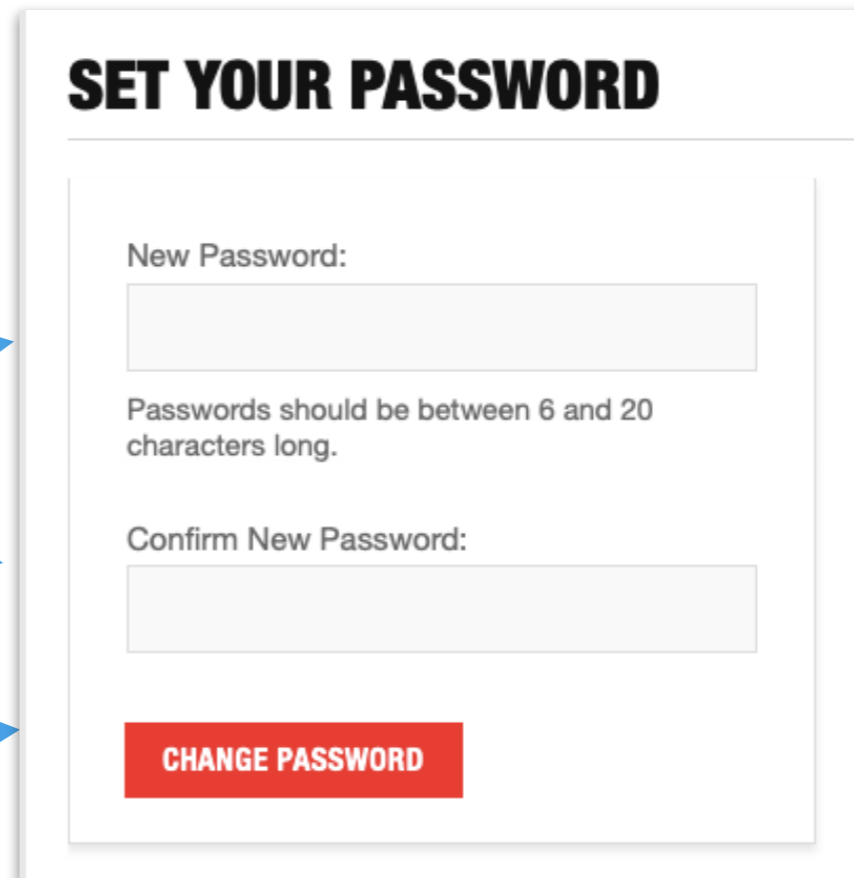
EMAIL PASSWORD LINK TO ME

Open your email programme and open the email from confirmation@cft.org.uk. Click on the **RESET PASSWORD** button - it will look something like this.



CREATING A PASSWORD

Enter a password and confirm. Please note this password is case sensitive.



SET YOUR PASSWORD

New Password:

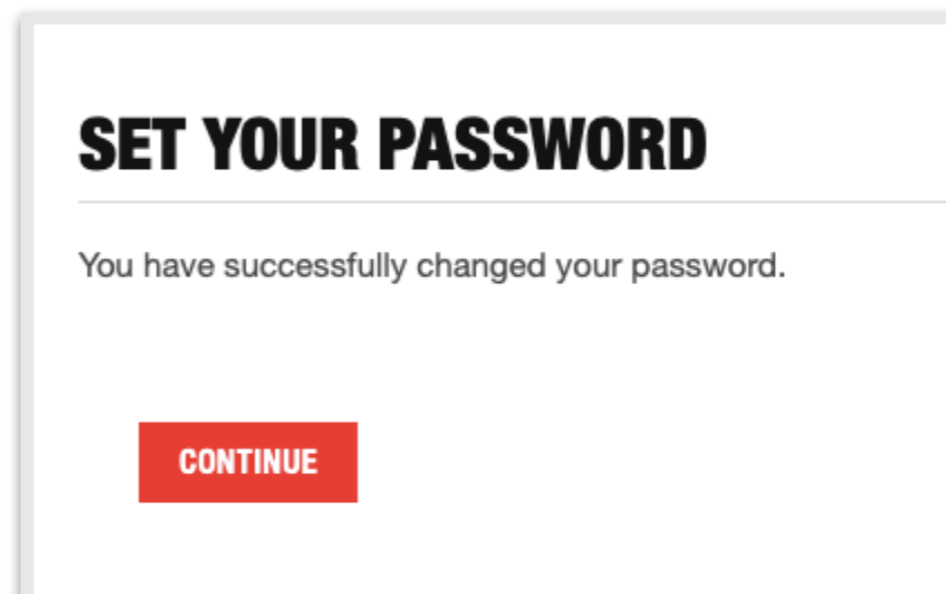
Passwords should be between 6 and 20 characters long.

Confirm New Password:

CHANGE PASSWORD

Click on **CHANGE PASSWORD** and a screen similar to this should appear.

You have successfully changed your password.



SET YOUR PASSWORD

You have successfully changed your password.

CONTINUE

You are now logged in and ready to start booking.

Click on **What's On** to select the production you wish to book for. You do not need to click Continue unless you wish to change details on your account.

CREATING A PASSWORD

BUY TICKETS | MY ACCOUNT | BASKET | LOGOUT | SEARCH

CHICHESTER FESTIVAL THEATRE

WHAT'S ON | YOUR VISIT | NEWS | ABOUT US | TAKE PART | SUPPORT US

MY ACCOUNT

LOGOUT

Details | Addresses | Contact Preferences | Offers | Print At Home Tickets | Orders | Memberships | Payment Cards

Title:

First Name: (required)

Last Name: (required)

Email: (required)

Confirm Email: (required)

Phone: (required)

Mobile:

Date of Birth:

[Change my password](#)

If you have clicked Continue on the previous screen you will be presented with this page.

If you do not wish to change any details on your account you do not need to re-enter your email address or click on SAVE, you can progress to booking performances.

Click on **WHAT'S ON** top left to start browsing forthcoming shows.

THANK YOU

If you have any further queries please contact box.office@cft.org.uk