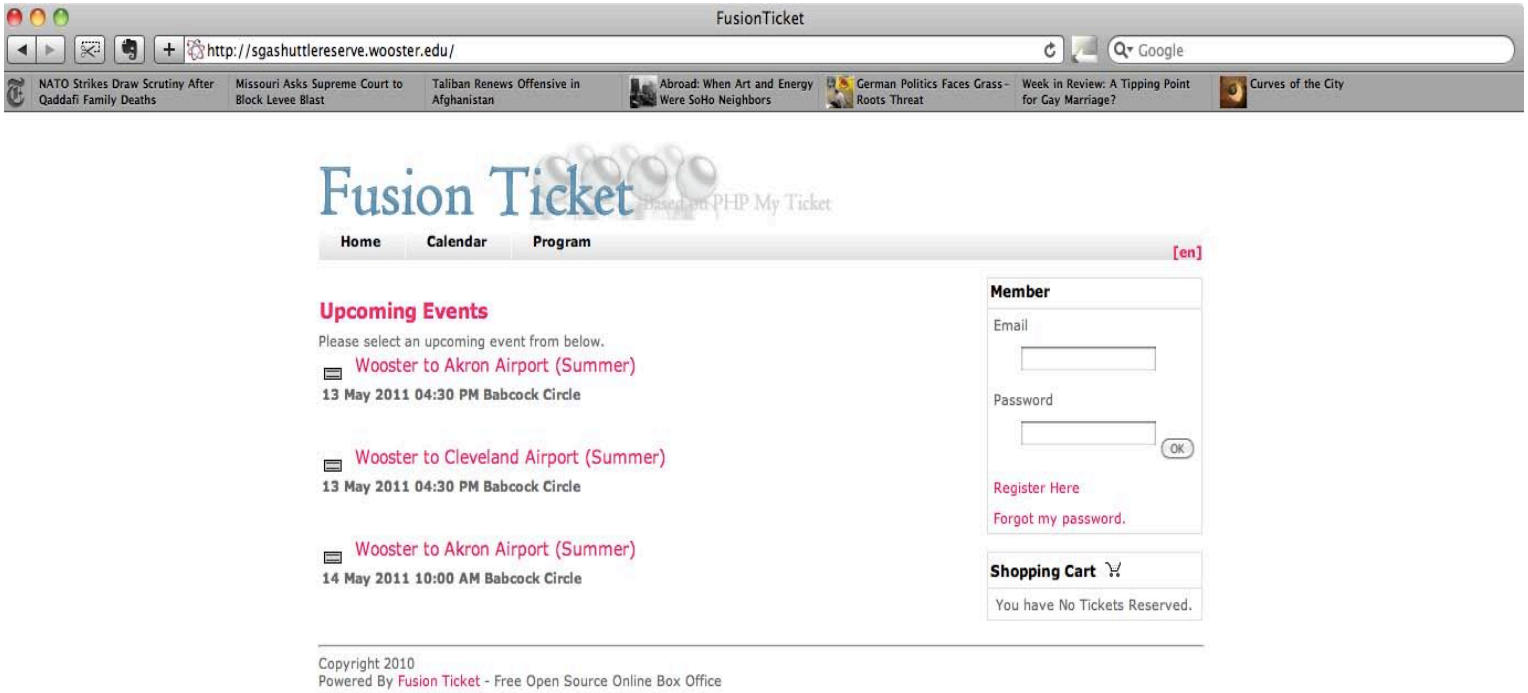
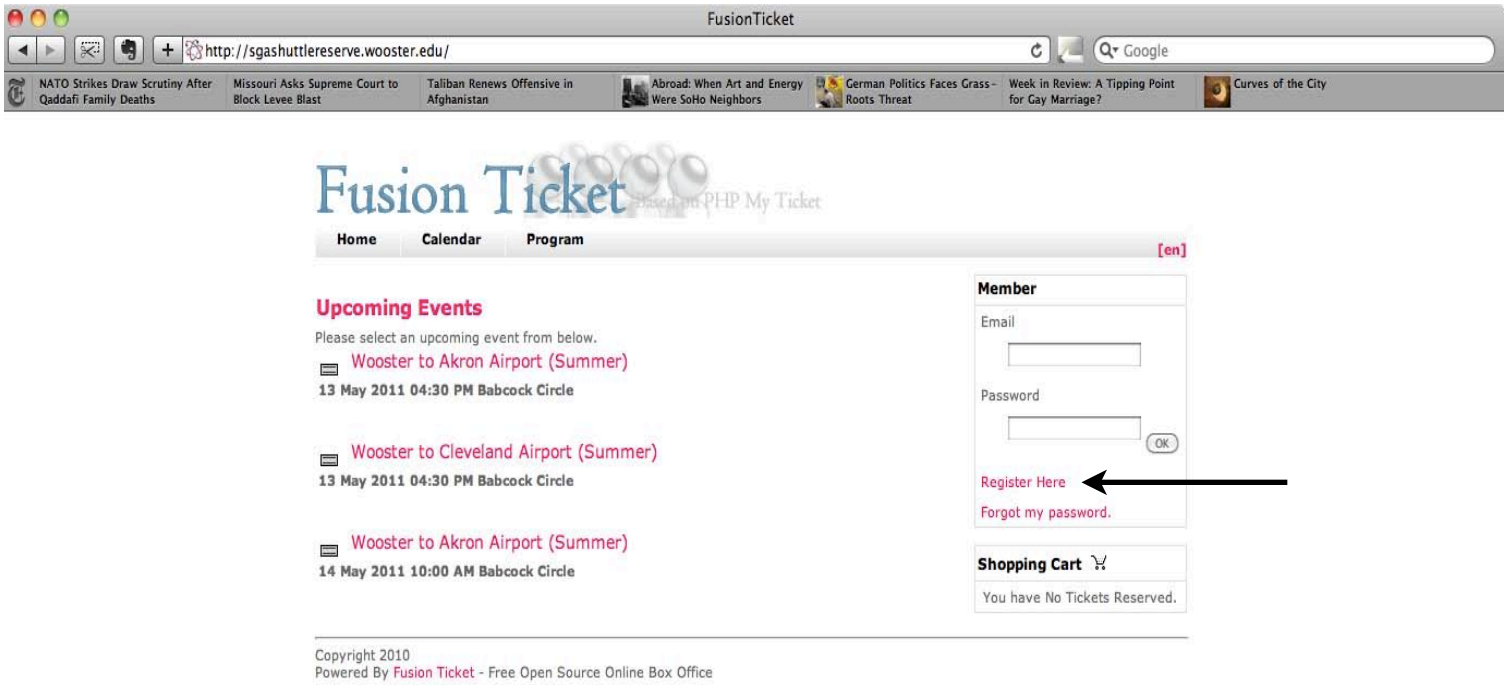
Buying Shuttle Tickets Using the SGA Online Booking System

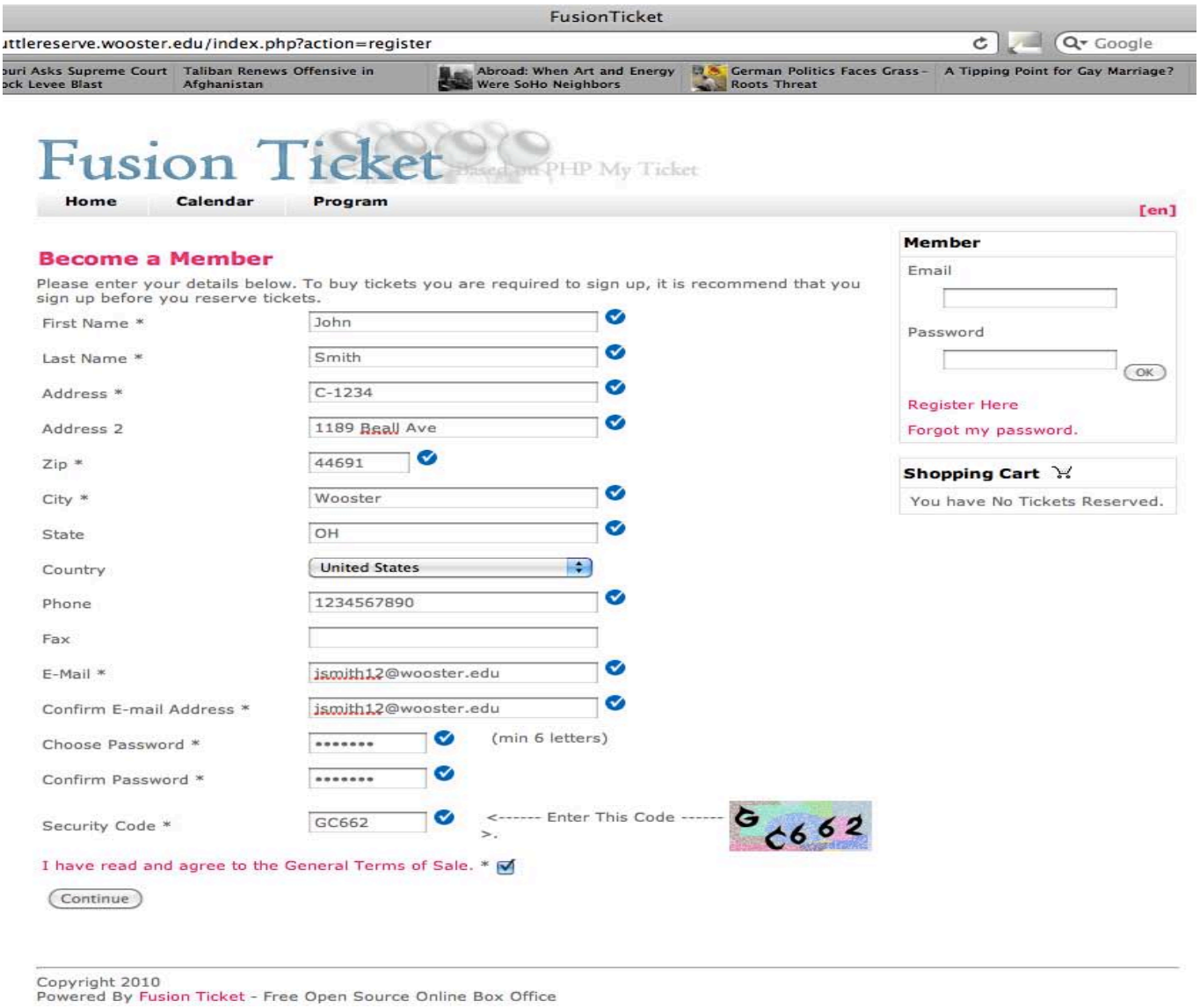
Step 1. Log on to http://sgashuttlereserve.wooster.edu



Step 2. Register for the Fusion Ticket System by clicking Register Here

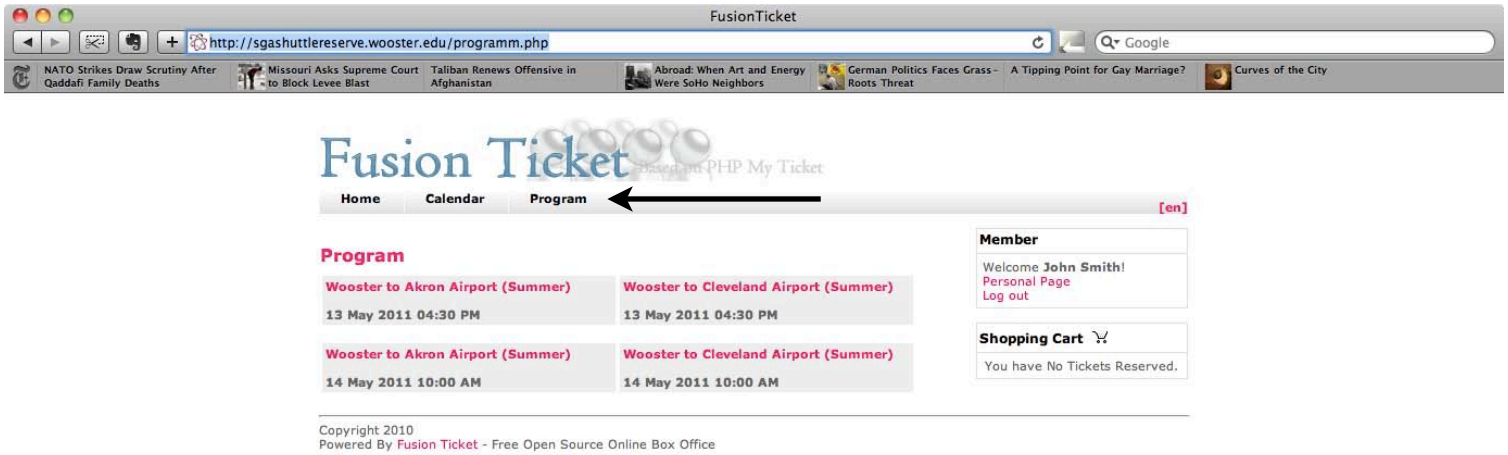


Step 3. Fill out Name, Wooster Address, Cell Phone and Email.

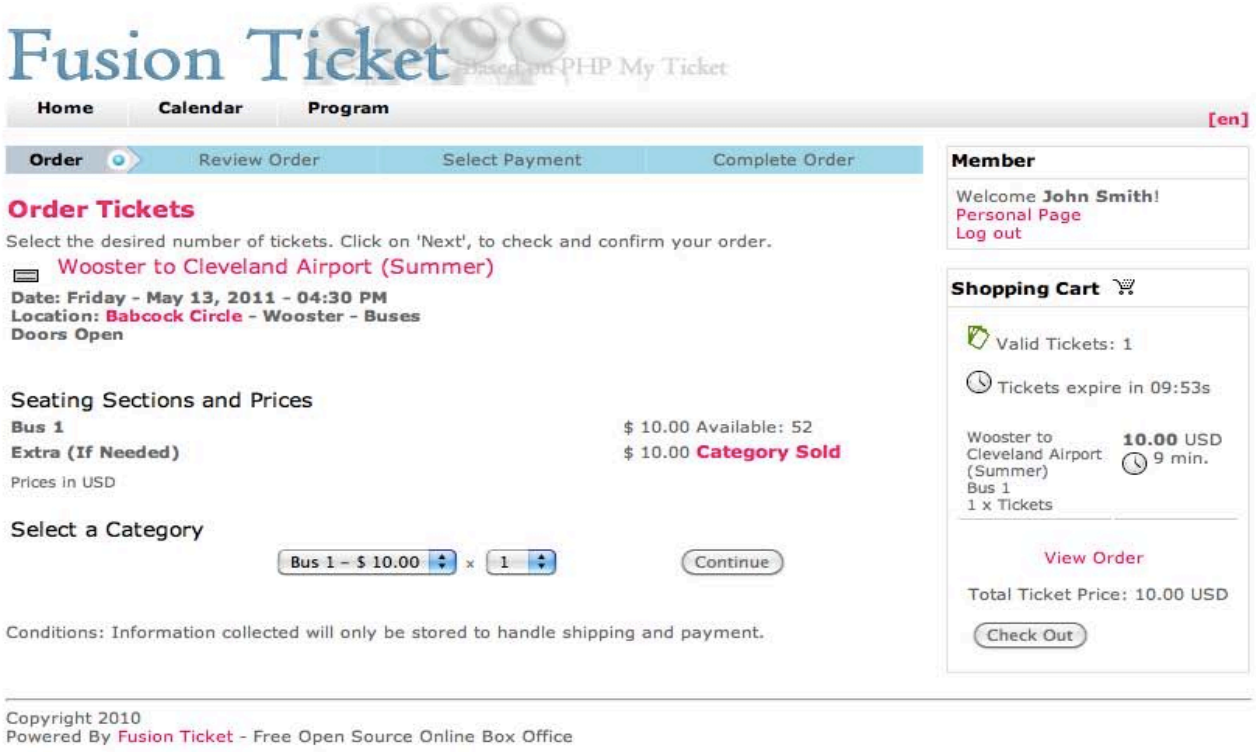


Step 4. Check your Scotmail for an Activation Link and click it!

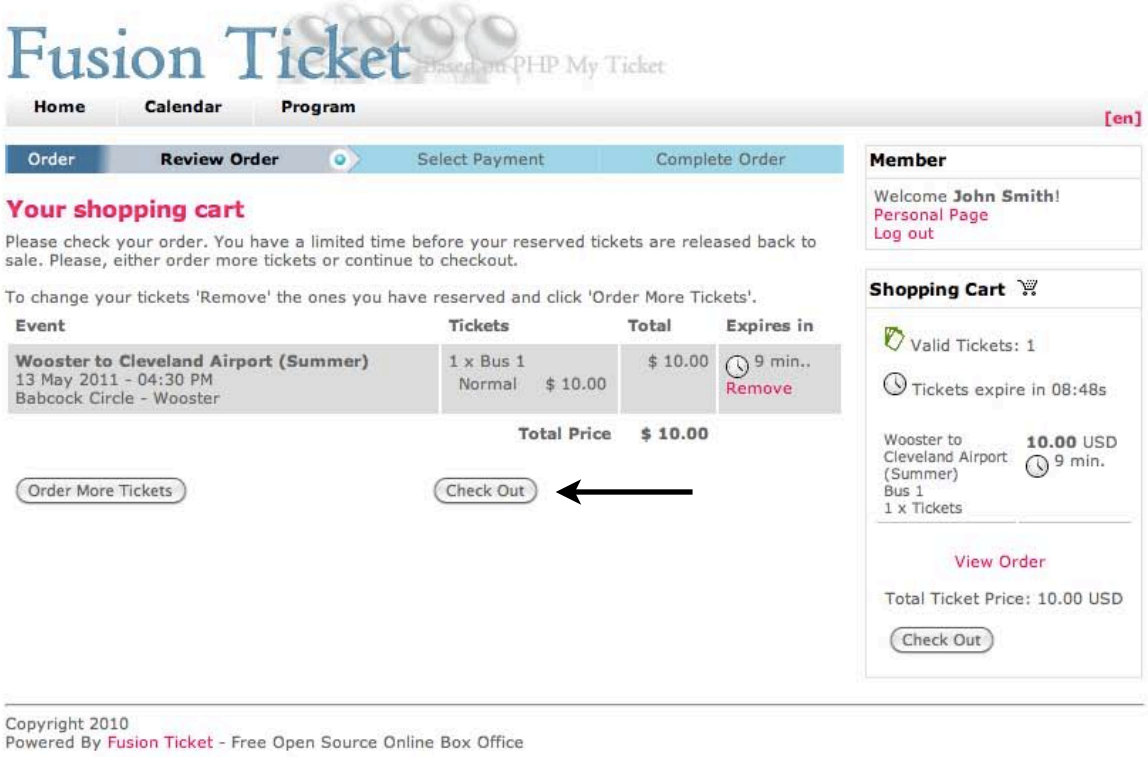
Step 5. Go to the Program tab of the site. Then click on the shuttle you wish to purchase a ticket for.



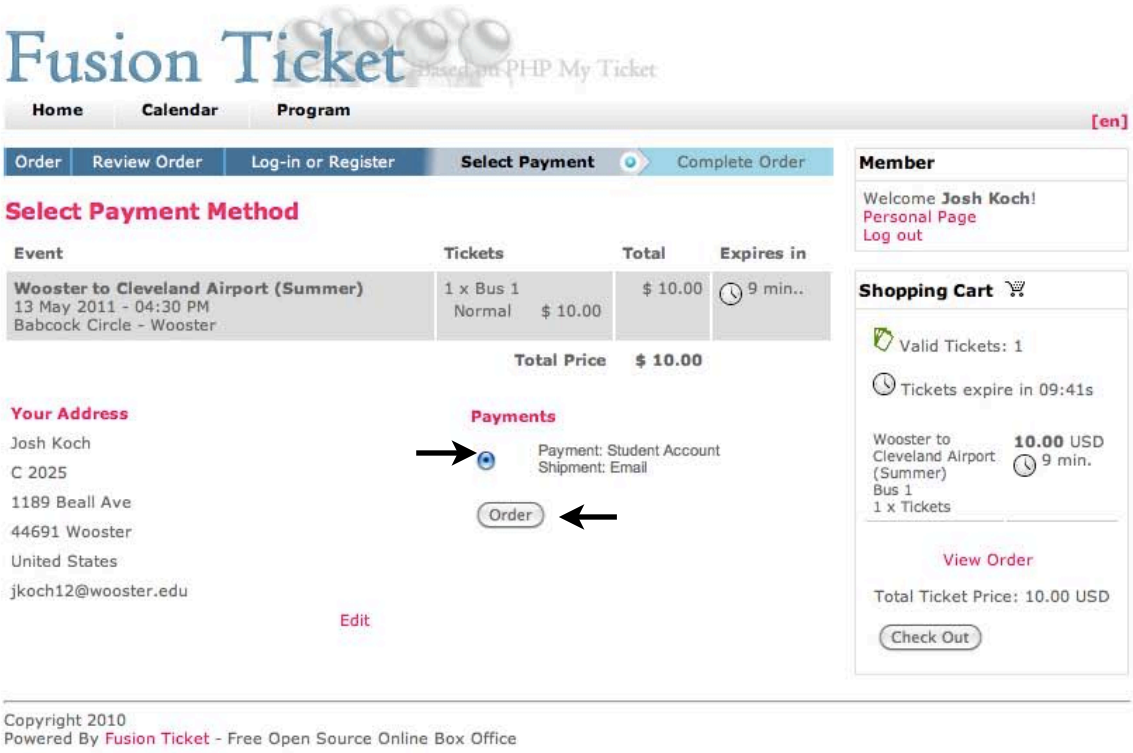
Step 6. Select how many tickets you wish to purchase, then click continue (you must be registered and logged in to do this).



Step 7. Review your shopping cart, then click “Check Out.”



Step 8. Click the option to pay with your student account, then click “order.”



Thats it! A ticket and receipt will be emailed to your Wooster email address (an example is below). Print the ticket out and take it with you to the shuttle.

SGA AIRPORT SHUTTLE TICKET *DATE OF SHUTTLE:* **Fri - May 13, 2011** *ROUTE:* **Wooster to Cleveland Airport (Summer)** *TIME OF DEPARTURE:* **04:30 PM** *PASSENGER INFORMATION:* **John Smith** *BUS NUMBER:* **Bus 1**	**Smith** **John** **$10.00**

NOTE TO PURCHASER: TREAT THESE TICKETS AS YOU WOULD ANY OTHER VALUABLE OR CASH. Unauthorized duplication, alteration, or sale of this ticket may prevent boarding to the shuttle. Present this page at the time of admission to be verified. The unique bar code on this ticket allows only one entry per ticket.

STILL HAVE QUESTIONS?

Send an email to jkoch12@wooster.edu