

Processing Dance Tickets in TouchBase

1. Navigate to Ankeny CSD's TouchBase site: <https://ia-ankeny.intouchrecepting.com>
2. Login to the site

Already created your account?

If you have used this site before and are returning:

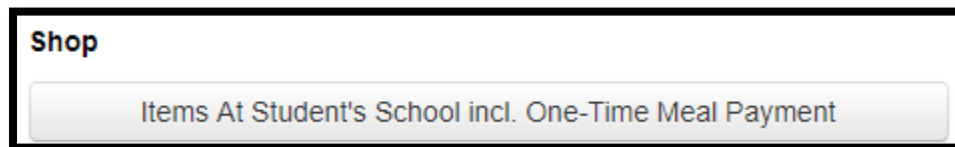
1. Enter your primary email address on record in Infinite Campus in the User Name box below.
2. Enter the password you created during your first visit.
3. Sign in

To reset your password: please [CLICK HERE](#) to have a password reset email sent to your email address on file. **Please note: be sure to type that Primary email address on record in Infinite Campus in the User Name box, NOT the Email box.**

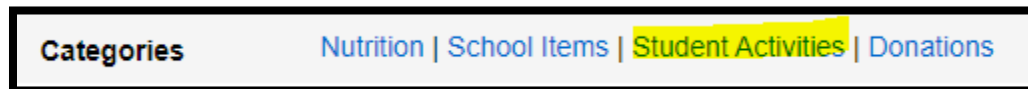
User Name

Password

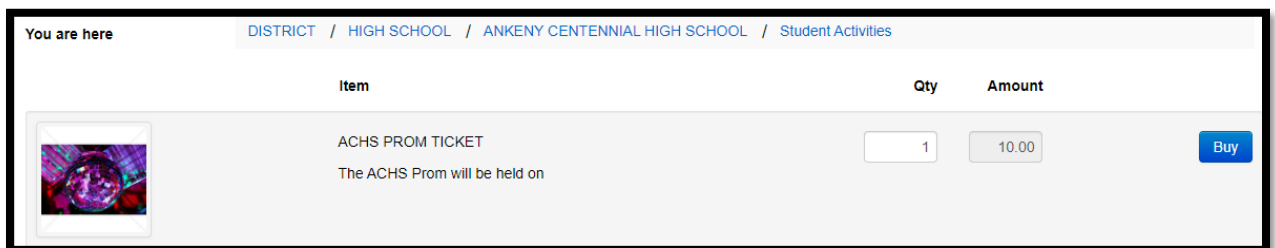
3. Choose the student for whom you wish to purchase a ticket for
4. Select "Items at Student's School" under Shop



5. Select "Student Activities" from the Categories section. **This link may take a few seconds for the optional item(s) to populate the screen!**



6. Select the applicable dance ticket item and click Buy. **Please know: The example below may be from a prior year and may not reflect the actual date, and it may even reflect a different school and/or dance. It is for instructional purposes only.**



7. Click on the Checkout button towards the top right-hand corner of the screen



8. Review the information on the screen and click “Checkout”

Item	Price
ACHS PROM TICKET	\$10.00
Subtotal	\$10.00
Tax (0.00%)	\$0.00
Processing Fee	\$0.00
Total	\$10.00

9. Enter your payment information and click “Pay Now”

Payment

First Name

Last Name

Credit Card #

Expiration

Card Security Code

Street Address

Zip Code

To ensure the security of your payment information your card information is not saved.

10. Print or Save receipt, if desired or required. Purchases can also be viewed at any time under Purchase History on the student’s record in TouchBase.