

HOW TO TRANSFER A TICKET ONLINE IN 6 EASY STEPS

LOGIN TO YOUR ACCOUNT

Step 1 - Sign in to your online ticket account.

Create an Account LOGIN

E-mail or Account #

Password

LOGIN

Forgot Password?

SELECT TICKETS

Step 3 - Click the "Transfer" link below the tickets you wish to transfer.

Transfer Tickets/Items

Event Date: Saturday, October 22, 2016 at 7:30 pm

Facility

2:203, 1, 15

Transfer

CONFIRM TRANSFER

Step 5 - Confirm the Ticket Transfer

Level	Section	Row	Seat
2	203	1	15

Recipient Information

Name:

Email:

Daytime Phone:

Is this information correct?

YES NO

CLICK "TRANSFER TICKETS"

Step 2 - Click the "Manage My Tickets" at the top of the screen. Click "Transfer Tickets/Items".

Manage My Tickets

Re-issue Print at Home Tickets/Items

Transfer Tickets/Items

View/Cancel Pending Transfers

View My Promotions

View My Order History

Link This Email Address to a different Account

RECIPIENT INFORMATION

Step 4 - Check each box for each individual seat you wish to transfer and enter the recipients contact information.

Please select the seats you would like to transfer.

The transfer must be successfully completed by the recipient within 36 hours.

Seating Information

Transfer	Level	Section	Row	Seat
<input type="checkbox"/>	2	203	1	15

Recipient Information

First Name: *

Last Name: *

Email: *

Confirm Email: *

Daytime Phone:

TRANSFER COMPLETE

Step 6 - View Your Confirmation. The recipient will have 72 hours to accept the transfer. You will receive an email notice once the tickets are accepted, rejected or unclaimed.

Your request to transfer tickets was successfully processed.

Confirmation number:
Transferred To:
Recipient Email Address:
Recipient Daytime Phone:
Transfer initiated at:
Transfer expires at:

Transfer fee to be paid by

Ticket barcode Information

Event Date: Saturday, October 22, 2016 at 7:30 pm

Please make a note of the barcodes associated to each ticket transferred (if available).

Level	Section	Row	Seat	Barcode
2	203	1	15	

HOW TO ACCEPT A TICKET TRANSFER IN 6 EASY STEPS

LOGIN TO YOUR EMAIL

Step 1 - Login to your email and look for an email with the subject line "Ticket Transfer Invitation". Click on the link next to "Accept".

John Smith wishes to transfer the tickets detailed below to you. They have initiated an electronic ticket transfer. Electronic ticket transfer allows a ticket holder to transfer tickets to a friend or relative on the web.

Please click the link specified below to accept the transferred tickets. You have 36 hours to successfully complete the transfer. After that time, the tickets will no longer be available.

Event	Date	Time	Seatblock	Barcode
Event	10/22/16	07:30pm	2:203:5:12	

Accept: <https://ev12.venue.net/cgi-bin/ncommerce3/GetAcceptTktTransDetails?linkID=global-everett&transferid=EVERETT:19-5138706>

INPUT EMAIL ADDRESS

Step 3 - Enter your email address in the appropriate field and click the "Accept" button.

Accept Ticket Transfer

The following items have been transferred to you.

There will be a \$0.00 transfer fee associated with accepting these tickets.

Saturday, October 22, 2016 at 7:30 pm

Ticket Information			
Level	Section	Row	Seat
2	203	5	12

Please enter the email address where you received the invitation to accept the tickets:

TERMS AND CONDITIONS

Step 5 - Verify your account information. Check the box above the "Submit" button to agree to the terms and conditions. Click "Submit".

Payment Information

Please verify your account information below and click on "Submit" to process your order.

Account Information	Edit Information	Charges
<p>Name:</p> <p>E-mail:</p> <p><input type="checkbox"/> By clicking on the checkboxes below, you are confirming that you would like to receive emails from us about exclusive offers, ticket renewals, and important details about various events. You can opt out at anytime via our email preferences.</p> <p>Billing Address: 2000 Hewitt Ave Everett, WA 98201 US</p> <p>Day Phone:</p> <p>Mobile Number:</p> <p><input type="checkbox"/> Enter your mobile phone information to receive text messages & updates from when they become available.</p>		<p>Total: 0.00</p> <p>All sales final. No refunds or exchanges.</p>
<p>No Payment due</p>		<p><input checked="" type="checkbox"/> I agree and accept the terms and conditions and privacy policy of this transaction. Please check the box to indicate your acceptance of our policies. Do not press the "Submit" button more than once and do not use your browser's "Back" or "Refresh" buttons while your order is being processed.</p> <p><input type="button" value="SUBMIT"/></p>

LOGIN OR CREATE ACCOUNT

Step 2 - Login to your existing account or create a new account.

SELECT DELIVERY METHOD

Step 4 - From the drop down menu, select your delivery method. You may select "Print at Home" or "Mobile Delivery". Then click "Checkout".

Shopping Cart

Price Type	Price Level	Section	Row	Seat(s)	Qty	Transfer Fee	Amount	
GROUP COMP	GA	2	203	5	12	1	0.00	
							\$0.00 - Mobile Delivery - PDF and Passport	0.00
							Select Delivery Method	
							\$0.00 - Print at Home	0.00
							\$0.00 - Mobile Delivery - PDF and Passport	0.00
							Delivery Charge:	0.00
							Total Cost:	0.00

TRANSFER COMPLETE

Step 6 - View your transfer confirmation. This is only a confirmation of the transfer, this is not your ticket. Depending on your selected delivery method, your ticket will be emailed to you or sent to your mobile device.

Order Confirmation

<p>Thank you for your order,</p> <p>Address: 2000 Hewitt Ave Everett, WA 98201</p> <p>Phone:</p> <p>E-mail:</p>	<p>General Information</p> <p>Return and Refund Policy: All sales are final upon completion of transaction. No Refunds/Exchanges.</p> <p>Will Call: Tickets picked up at Will Call must be accompanied by a photo I.D. and credit card used to complete the transaction.</p> <p>Print-At-Home: Tickets bought as Print-at-Home will be sent to the e-mail address you provided during registration. The e-mail will contain an Adobe Acrobat pdf document attachment for you to print. If you do not receive this e-mail, please check your SPAM folder and/or try re-issuing the tickets through your account online. If you do not receive the 2nd e-mail, please call information for assistance. You will receive an e-mail confirmation shortly. Please print this page for your records (note: It's best to print in landscape format).</p>
<p>Payment Information</p> <p>Payment Method: No Payment Due</p> <p>Total Cost: \$0.00</p>	<p>Order Information</p> <p>THIS IS NOT A TICKET</p> <p>Confirmation Number: TT-2074035/983614</p> <p>Account Number: 30544699</p> <p>Order Date: Monday, May 9, 2016 at 4:36 pm</p> <p><input type="button" value="VIEW PRINTER-FRIENDLY"/></p>