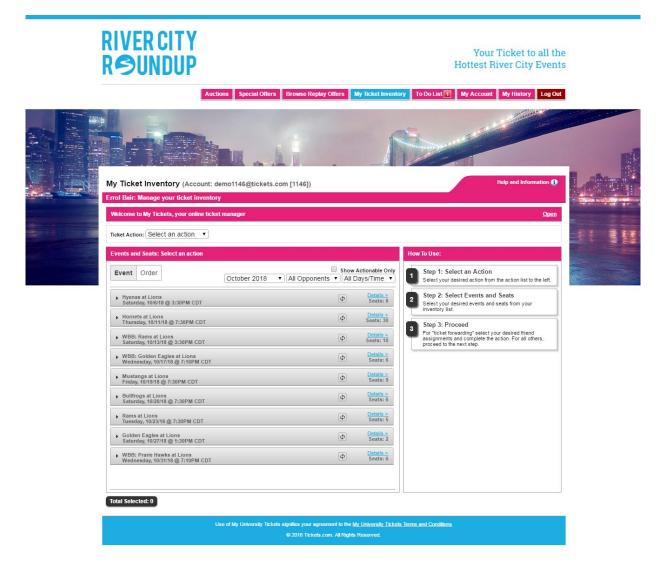


## **My Ticket Inventory**

My Ticket Inventory is the online database for managing the tickets in your account. From the My Ticket Inventory tab you can view, manage, and act on your tickets in a variety of ways.

• To manage your inventory in MyTickets, click the "My Ticket Inventory" tab on the top of the page. The default view is by event. When viewing by event, you can filter your tickets by Month, Opponent (if applicable), and Day/Time.

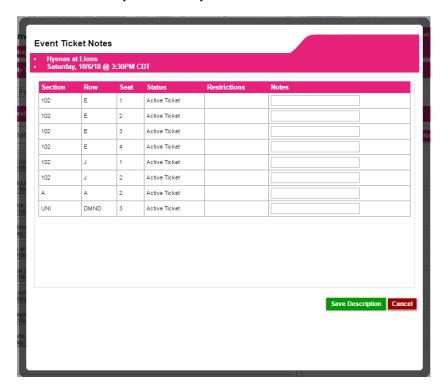




• To view ticket inventory by order, select the "Order" tab, and then select an order from the dropdown list.

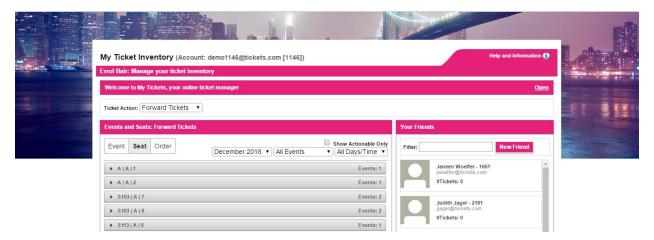


• To add notes to a ticket, click the Details link in the event header. Enter a note, such as "Took Bob and Molly," next to each seat that you wish to track and click **Save Description**. Your personal notes will appear next to each seat in your inventory list for future reference.



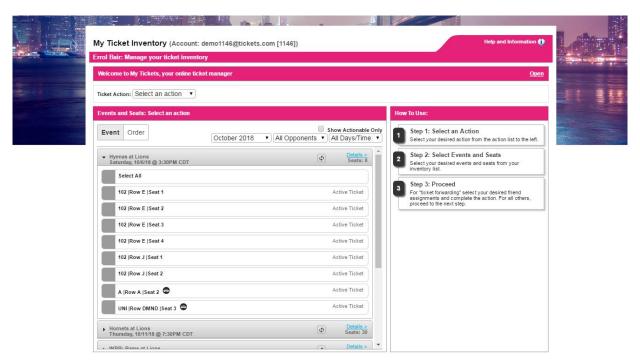


• When "Forward Tickets" is selected from the 'Ticket Action' dropdown, you can also view your ticket inventory by seat.





To see the expanded ticket inventory for an event, click the arrow to the left of the event title.



• To refresh your inventory, click the icon in the event header. This will update your inventory with its current ticketing system status.