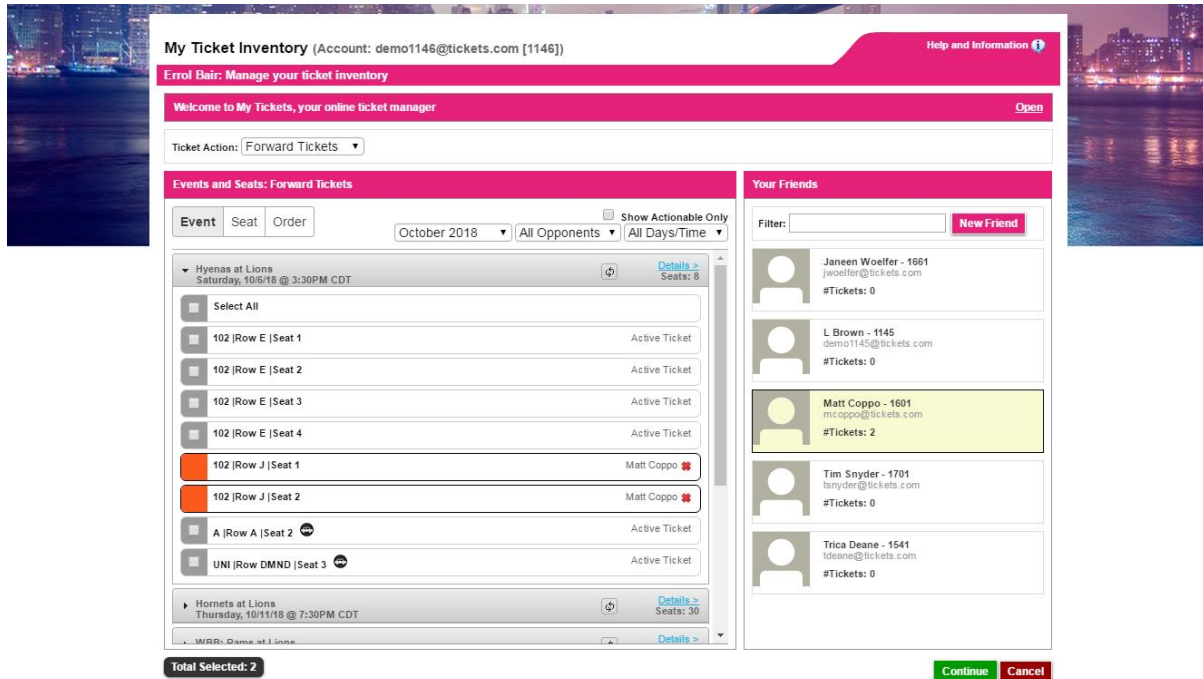


Forwarding Tickets

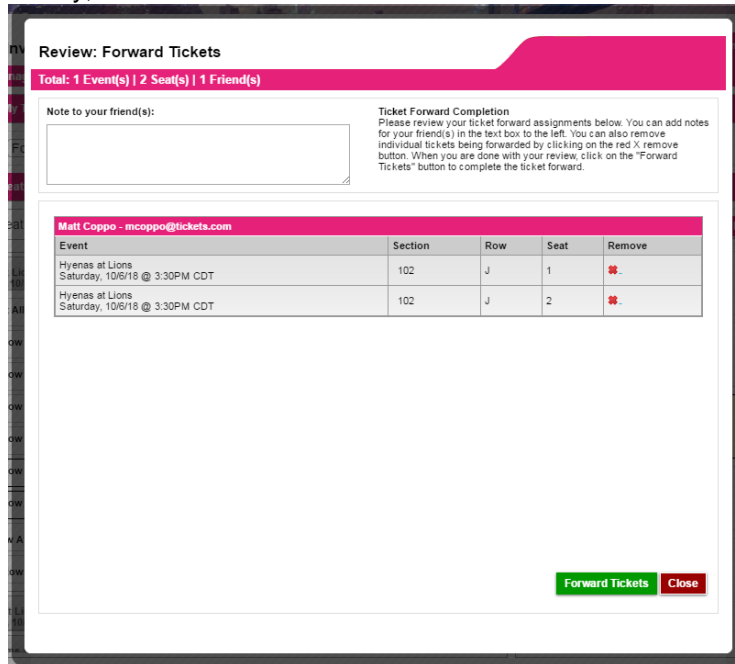
With ticket forwarding, you can digitally send tickets and parking passes to friends, family, and colleagues. If the person you forwarded a ticket to can't attend an event, you are able to recall the ticket and keep it for yourself, or forward to another person.

- To forward tickets, first select "Forward Tickets" from the 'Ticket Action' dropdown menu. With an event, order, or seat expanded, use checkmarks to select the seat(s) you want to forward.
- Select a friend to whom you want to forward the ticket(s). If you already have friends assigned to your account, they will appear in the "Your Friends" box. If you want to forward tickets to a new friend, click **New Friend** and fill out the required information. The number of tickets for your friend will change to the number of forwarded tickets, and the tickets in your inventory will change from "Active Tickets" to your friend's name.
- You can select other seats to forward to the same or different friend, or, if you are done, click **Continue**.

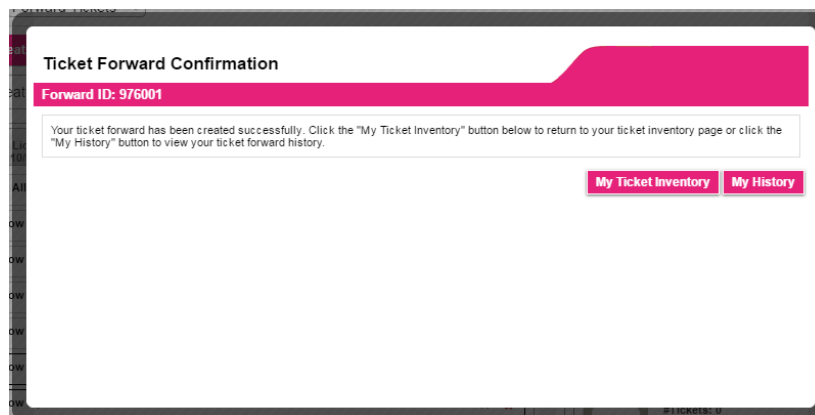


The screenshot displays the 'My Ticket Inventory' page for a user with account 'demo1146@tickets.com'. The page is titled 'Errol Bair: Manage your ticket inventory' and includes a 'Welcome to My Tickets, your online ticket manager' message. The 'Ticket Action' dropdown is set to 'Forward Tickets'. The main section, 'Events and Seats: Forward Tickets', shows a list of tickets for 'Hyrnas at Lions' on Saturday, 10/6/18 at 3:30PM CDT. The tickets are organized by event, seat, and order. Two tickets are selected: '102 | Row J | Seat 1' and '102 | Row J | Seat 2', both assigned to 'Matt Coppo'. The 'Your Friends' sidebar on the right lists several contacts, with 'Matt Coppo - 1601' highlighted, showing '#Tickets: 2'. At the bottom, a 'Total Selected: 2' indicator is visible, along with 'Continue' and 'Cancel' buttons.

- On the *Review: Forward Tickets* screen, add a message to your friend if desired, review the ticket information for accuracy, and then click **Forward Tickets**.



- Once the forward is complete, you will receive a confirmation pop-up. Click **My Ticket Inventory** to return to your ticket inventory, or click **My History** to review your transaction history, which will now show the forward that you just completed. You will also receive a confirmation email letting you know that your tickets were forwarded. The recipient of the tickets will receive an email with links and instructions for accessing the tickets.



Receiving Forwarded Tickets

When someone forwards tickets to you from their MyTickets account, you will receive an email notifying you that tickets have been forwarded to you. Beneath this ticket information will be links enabling you to access the tickets, return the tickets, or send a thank you message.

The following is a summary of the tickets that have been forwarded to you:

Hyenas at Lions
Saturday, October 6, 2018 3:30PM

Section	Row	Seat
102	J	1

Message from Errol Bair:

Using your desktop or mobile device, click on the My University Tickets link below to access your tickets. For existing My University Tickets account holders the link below will take you to the My University Tickets login page and you can login using your username/password for patron 1841. If you are a new account holder the link below will prompt you to enter your account information to complete your account creation.

[Click Here](#) to access your forwarded tickets.

Click [Return Tickets](#) to return the forwarded tickets to Errol Bair.

Click [Send Thank You](#) to send a thank you message to Errol Bair for these tickets.

Thank you,
The University

Recalling Tickets

Active tickets that have been forwarded may be recalled unless the tickets have been scanned, are on offer, or have been resold or donated.

- To recall tickets, first select the “My History” tab at the top of the page. The “Forwards” tab displays a list of forwards that you have created. Click the ‘Forward ID’ hyperlink corresponding to the tickets you want to recall to display details for the forward.

RIVER CITY ROUNDUP
Your Ticket to all the Hottest River City Events

Auctions Special Offers Browse Replay Offers My Ticket Inventory To Do List My Account My History Log Out

My History (Account: demo1146@tickets.com [1146]) [Help and Information](#)

Enrol Bair: Transaction History

Forwards Exchanges Resales Ticket Donations Auctions Consign-Backs Paid Renewals

Forwarded Tickets: These are the ticket forwards you have created.
Click the event date column header to sort the tickets by event date or forward id. You can also search these forwards by event date, using the search criteria and search button. The Advanced Search allows you to search by Forward date and Forward ID.
To recall forwarded tickets, click the desired tickets and then click the Recall Tickets button.

Event Date To Friend Any Friend Search Advanced Search Reset

Forward ID	Event Date	Event	Transaction Date/Time
976001	Sat Oct 06 3:30PM	Hyenas at Lions	Wed, Oct 12, 2016 12:26 PM CDT
896005	Sat Sep 22 1:05PM	Aardvarks at Lions	Wed, Sep 28, 2016 09:35 AM CDT
826002	Thu Oct 11 7:30PM	Hornets at Lions	Mon, Sep 19, 2016 08:30 AM CDT
796001	Fri Sep 20 7:30PM	Newsies	Thu, Sep 01, 2016 07:18 AM CDT
676013	Tue Jan 08 7:30PM	Hyenas at Lions	Thu, Aug 18, 2016 01:30 PM CDT
626008	Sat Sep 22 1:05PM	Aardvarks at Lions	Thu, Aug 11, 2016 02:58 PM CDT
566010	Sat Sep 22 1:05PM	Aardvarks at Lions	Wed, Aug 03, 2016 09:57 AM CDT
536006	Sat Sep 22 1:05PM	Aardvarks at Lions	Mon, Aug 01, 2016 01:02 PM CDT
456001	Sat Sep 22 1:05PM	Aardvarks at Lions	Thu, Jul 21, 2016 07:57 AM CDT

- Select the ticket(s) to recall, and then click **Recall Tickets**.

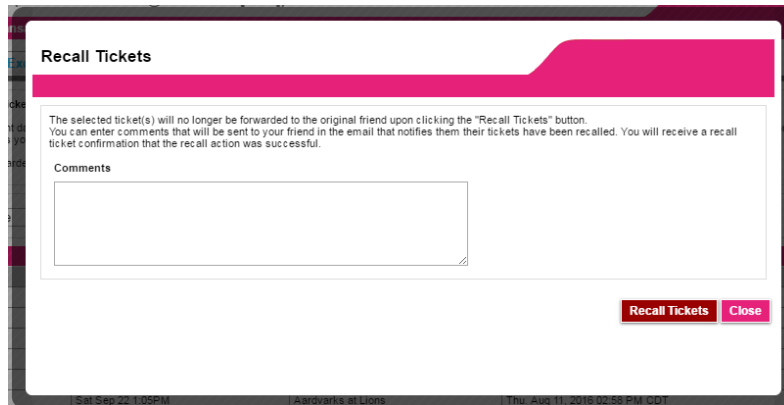
Forward Details
Details for Forward ID: 976001

Hyenas at Lions - Saturday, October 6, 2016 3:30PM

Select All	Section	Row	Seat	Friend	Email Address	Status
<input checked="" type="checkbox"/>	102	J	1	Matt Coppo	mcoppo@tickets.com	Forwarded
<input type="checkbox"/>	102	J	2	Matt Coppo	mcoppo@tickets.com	Forwarded

Recall Tickets **Close**

- On the *Recall Tickets* screen, add a message to your friend if desired, and click **Recall Tickets** to complete the action.



- Once the recall is complete, you will receive a confirmation pop-up. Click **Close** to return to your transaction history. You will also receive a confirmation email letting you know that your tickets were recalled. The current recipient of the tickets will receive an email notification that the tickets have been recalled.

