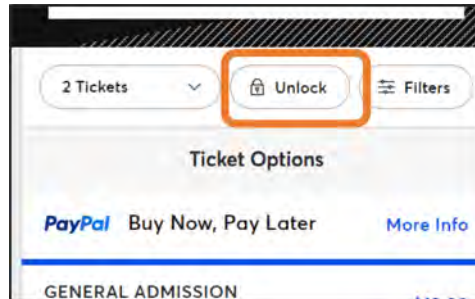


Ticketmaster Guide

Buying tickets on Ticketmaster.com is simple! For General Admission events, there are no assigned seats. Therefore, you will not see a map on the event page. Please follow the steps below to reserve your tickets using your Student ID.

Buying Tickets

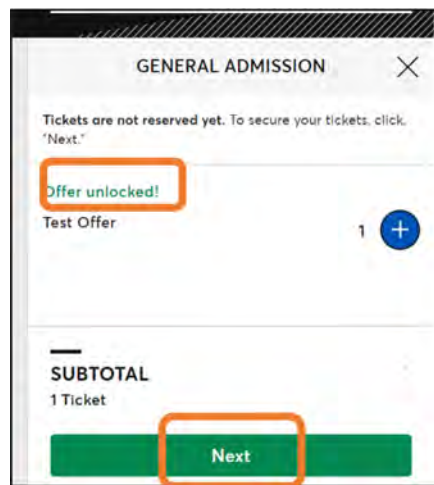
When you are on the event page, make sure to enter your **STUDENT ID** into the **UNLOCK** box.



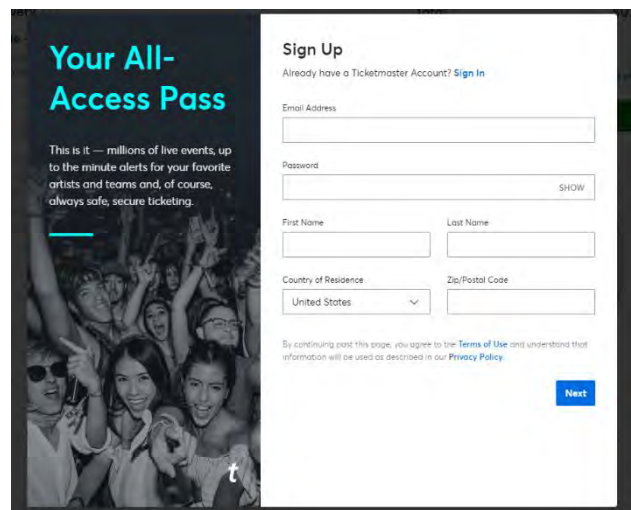
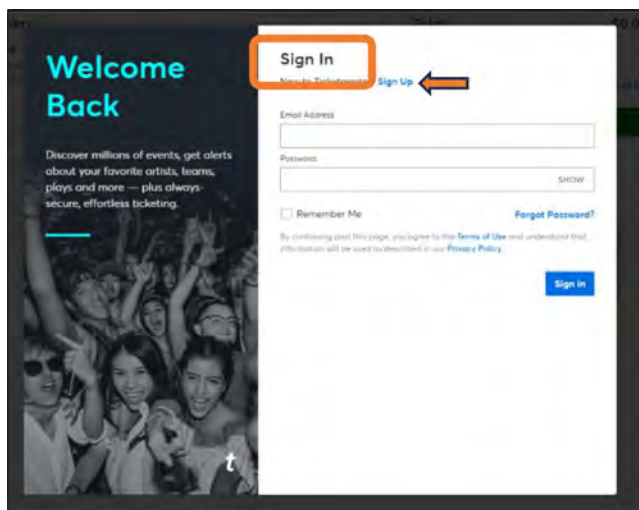
Once your ID has been accepted, you will see that you have unlocked the tickets.

Use the **+** or **-** to adjust the number of tickets you would like to reserve.

Select the number of tickets you would like to reserve and hit **NEXT**.



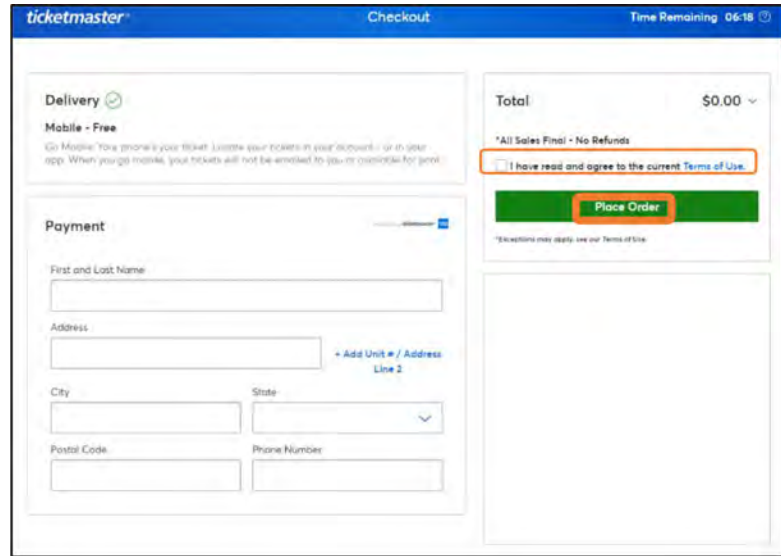
Once you click next, you can either **SIGN IN** to Ticketmaster if you already have an existing account, or you can **SIGN UP** for one right there!



When you have successfully logged in or created your account, you will see the checkout page.

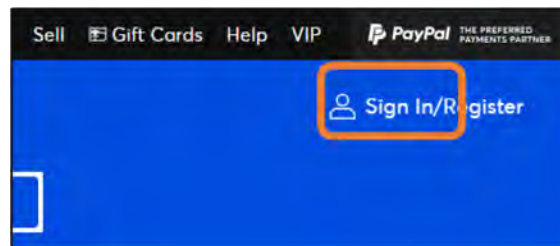
Please note: if there is no charge for the tickets, you will not be asked to enter your credit card information. If there is a charge for the tickets, you will enter your card information on this page.

Once you have checked the box for the **TERMS AND CONDITIONS** and clicked **PLACE ORDER**, you will be taken to the order confirmation page which will list your order ID.

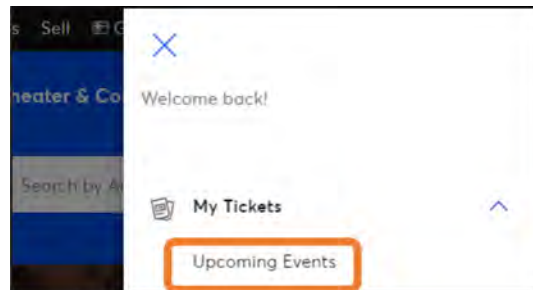


Managing Tickets on Ticketmaster.com

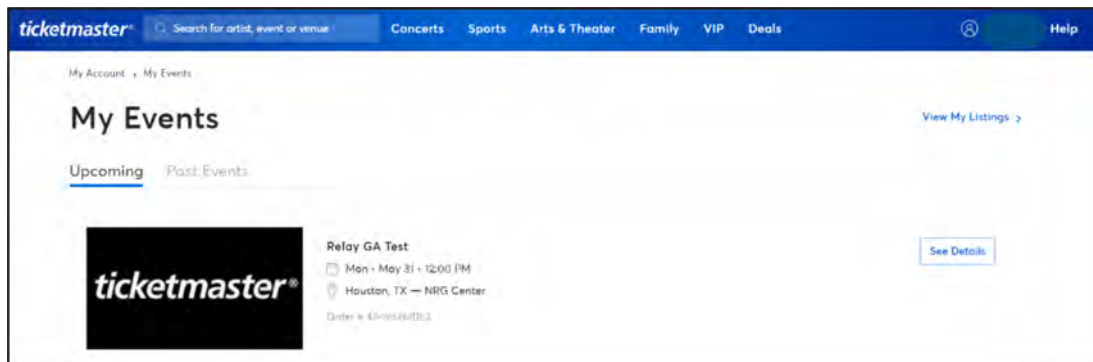
Go to **Ticketmaster.com** and at the top right of the page, click **Sign In**.



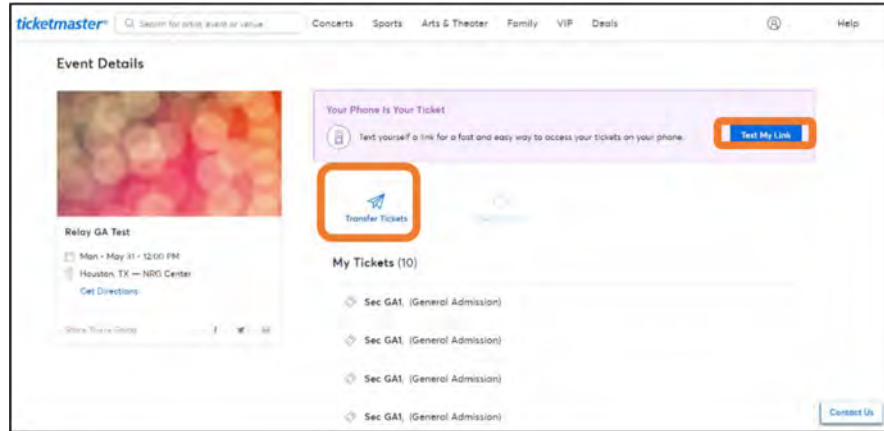
After you sign in, click **My Account** and select **Upcoming Events**.



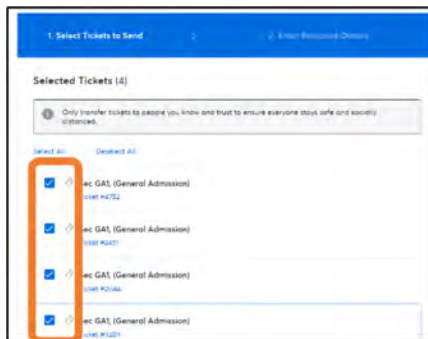
The graduation event you have reserved tickets for should be listed. Click **SEE DETAILS** to access your order info and tickets.



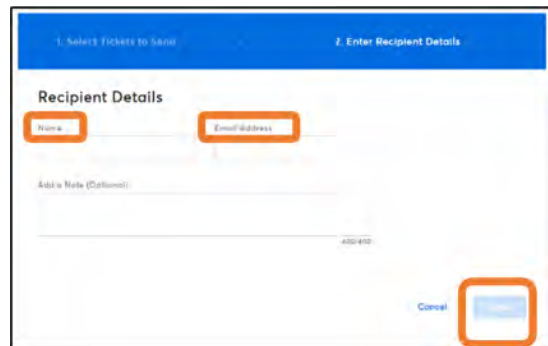
From here, you can text a link with the QR code for your tickets. You can also send other people in your party their tickets via Ticket Transfer. To send tickets to others, click on **TRANSFER TICKETS**.



Select the number of tickets you want to transfer by checking off the boxes next to each ticket. Then click **CONTINUE**.



Enter in the person's Name, Email Address, and a note if desired. Click **SEND** to transfer your tickets.



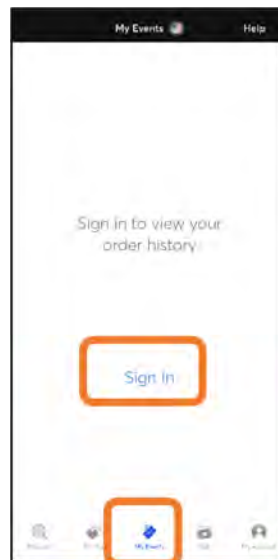
*Please note, the only way to transfer tickets on Ticketmaster.com is via email. Download and login to the Ticketmaster app on your smartphone to transfer tickets via text/cell phone number.

Managing Tickets on Ticketmaster App

Open the Ticketmaster App and go to the Events tab at the bottom to see your upcoming events.

If you are not signed in, you will see a blank page asking you to sign in. Click sign in and enter your Email Address and Password.

If you are signed in, you will see the tickets to your upcoming event. Click on the event to see your tickets.



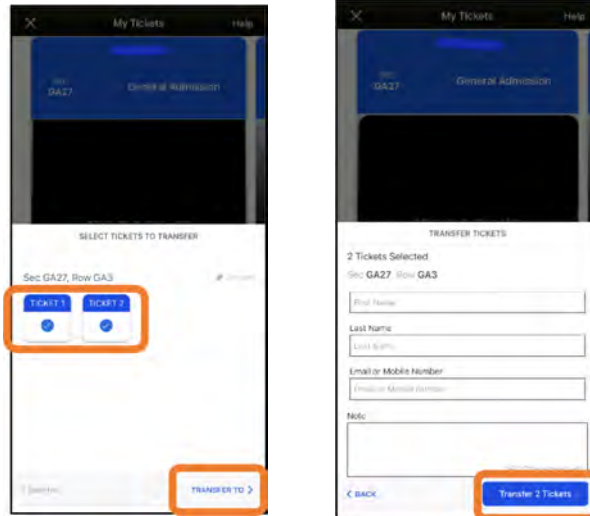
On your Tickets page, you can click **TRANSFER**.

Select the number of tickets you want to transfer by checking off the boxes next to each ticket. Then click **TRANSFER TO**.

Enter the person's Name and Email or Phone Number and a note if you'd like.

Verify the contact information is correct and then click **TRANSFER TICKETS**.

Once you have sent the tickets, the person receiving the tickets **MUST CLAIM AND ACCEPT** the tickets.

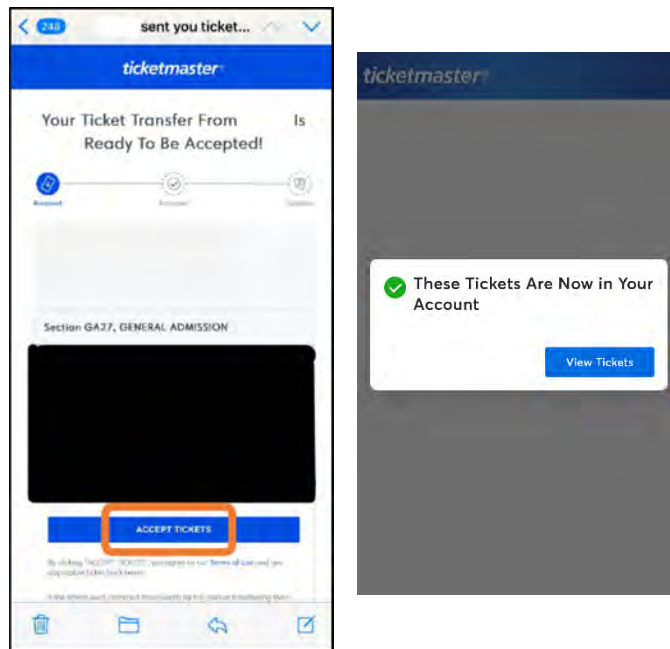


Accepting Tickets

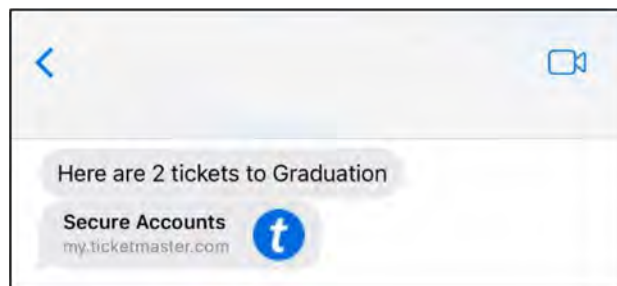
When tickets are transferred, the person will receive an email from Ticketmaster saying they have tickets to claim. In the email, click Claim Tickets.

The link will take them to Ticketmaster's login page where they will have to sign in with their Ticketmaster account. If they don't have an account, they will have to make one.

Once they sign in, the tickets will show in their account, and you will receive confirmation that the transfer has been accepted.



If the tickets were sent via text instead of email, they can click the Ticketmaster link to claim their tickets.



Frequently Asked Questions

How do I login to Ticketmaster?

If you already have an account, you can click the Sign In option on the top right of the home page. Enter your email and password into the fields.

If you don't remember your password, you can select Forgot Password to receive reset instructions.

If you do not think you have an account, create one by selecting Create Account.

My Student ID isn't working, how can I redeem my tickets?

Please reach out to a school representative to receive further assistance.

If I transfer tickets, does the person receiving the tickets need an account?

Yes. The person receiving the transfer tickets must either sign into their Ticketmaster account or create one to accept the transferred tickets. They must log into the same email address the tickets were transferred to.

I sent someone tickets, but they don't see them in their account. Where are they?

Verify that the person claimed the tickets through the email or text they received. The tickets must be claimed for them to show up in the person's account.

Where is the barcode for my tickets?

Please make sure you are using a mobile device to access your tickets. If you are not on a smartphone, you will not be able to see the barcode.

Still not seeing your tickets?

Reach out to your ticketing representative or the box office for further assistance.