

## TRANSFER YOUR TICKETS TO YOUR GUESTS

Be sure to transfer your tickets to your guests as you will not enter the same entrance on the day of commencement. Multiple tickets may be transferred to a single guest if the group is entering the building together.

- a.) Log into your account and either select the "Transfer Tickets" icon or select your commencement tickets.
- b.) Select the tickets you wish to transfer and click the "Transfer" link. c.) Enter the email or cell phone number of the person you are transferring your tickets to. d.) Confirm the information is correct and click the "Transfer" button. The recipient will receive a text or email to claim the transferred tickets.

## BE SURE YOUR GUESTS ACCEPT YOUR TRANSFER

The job is not done yet as you'll want to assure your guests successfully accept their transfer request.

- a.) Guest(s) will be prompted to "Accept Transfer" via email/text followed by taking a few seconds to create a new account or log in if they have an existing account. NOTE: GUESTS WILL NOT BE ABLE TO USE EXISTING STUDENT LOGIN CREDENTIALS.
- b.) Once guests are logged in, the transfer is accepted, and they will be redirected to the My Tickets page. From here they can scroll down to see their upcoming events. Click either "Add to Google Wallet" or "Add to Apple Wallet" depending on your device brand and add to your digital wallet. Guests will open the digital wallet to access tickets prior to entering the stadium gates.
- c.) Guests can access their tickets at any time by logging in, scrolling down to "My Upcoming Events" and selecting the ticket icon to the right of the event. NOTE: We suggest your guest(s) accept ticket transfers via their mobile device. This allows them to immediately download to their Apple Wallet or Google Wallet. Android device owners may need to first download the Google Wallet from the Play Store before accepting ticket transfers.