



## How to Transfer a Ticket Online in 5 Easy Steps

Transferring unused tickets to family and friends is now easier than ever. Eliminate the need to meet face-to-face or stand in will-call lines before the game to drop off or pick up extra tickets. Simply access your account online and transfer your ticket to a friend. The recipient then gets an email notifying them of the transfer; instantly receives the tickets and prints the tickets on-demand. It's that easy!

### BENEFITS

- Simplify the transfer of tickets to friends on short notice.**
- Receive transferred tickets instantly by print-at-home delivery.**
- Support Villanova Athletics by insuring no ticket goes unused.**

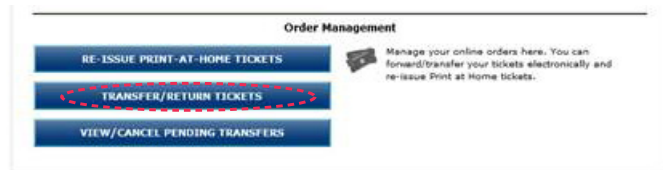


**Villanova Athletics Ticket Office**  
 800 Lancaster Ave. Villanova, PA 19085  
 (610) 519-4100  
 tickets@villanova.edu  
 Monday – Friday: 9:00am to 4:30pm et



**1 Login to your account.**

**Click “Transfer/Return Tickets”.**



**3 Select the game to transfer.**

Return Tickets - Transfer Tickets - Cancel Ticket Transfer  
 2015 Season - Season Ticket - Villanova  
 Facility: Villanova Stadium  
 Date/Time: Saturday, November 15, 2015  
 Transfer

**4 Fill in “complete transfer details/credit card information”.**

#### Ticket Transfer Details

Please Select the tickets that you would like to transfer.

#### Seating Information

Transfer	Level	Section	Row	Seat
✓	L	21BX	1	1

#### Recipient Information

\*First Name: Joe  
 \*Last Name: Fan  
 \*Email: jfan@yahoo.com  
 \*Confirm Email: jfan@yahoo.com



**5 Select if you or the recipient will be paying the \$3.00 charge. Click “Submit” and Sign out.**

The recipient receives an email notification of the transfer; instantly receives the tickets and prints the tickets on-demand.



## Ticket Transfer FAQ

### What is Ticket Transfer?

This season ticket benefit allows Villanova fans to electronically send their tickets to another fan of their choosing. The recipient will get an email notifying them of the transfer. Tickets will be received immediately and are available to be printed on-demand. It's that easy! Your season tickets may never have to go unused again!

### How Do I Share A Ticket?

- A**
- 1) Sign in to your online ticket account.
  - 2) Once signed in, click Manage My Account near the top of the screen.
  - 3) Select the Transfer Tickets option.
  - 4) Click the Transfer link below the game you wish to transfer.
  - 5) Check each box for each individual seat you wish to transfer and enter the recipient's contact information (case sensitive). You will be asked to confirm your request on the following page.
  - 6) Then select if you or the recipient will

be paying the \$3.00 charge. If you will be paying the charge, add your credit card information. If the recipient will be paying the charge, simply select "Recipient" and then "Submit." Click the "Sign Out" button to complete the transfer.

7) Wait for the recipient to claim the tickets; they have 72 hours to accept the transfer. You will receive an email notice once the tickets are accepted, rejected, or unclaimed. Once the transfer is accepted, the season ticket holder should destroy the original tickets as their barcode has been deactivated.

### How Do I Accept a Shared Ticket?

- A**
- 1) Transfer recipients receive an email that includes a link to accept the transfer. The subject line of the email will read "Ticket Transfer Invitation." Open your email program, find the email and click on the link.
  - 2) Enter your email address in the appropriate field and click the "Accept" button.
  - 3) Sign in to your ticket account using your email address and password, or click the "register here" link if you have never used

the online ticketing system.

4) There is a \$3.00 fee associated with this transfer. If it is not paid by the sender, you will be required to pay this fee to proceed. If so, enter a valid credit card and click "Check Out"

5) You will then receive an email containing your transferred ticket attached to it in the form of a "Print-at-Home" PDF document. Open the email and print out the ticket.

### When Can I Share A Ticket?

- A**
- Season ticket holders can share tickets up to four (4) hours prior to scheduled game time, but the entire

ticket share (offer and acceptance) must be completed four (4) hours prior to the scheduled start of the game.

### Any Special Notes To Remember?

- A**
- 1) A ticket can only be shared one time. Shared tickets can not be shared again.
  - 2) The free Adobe Reader version 4.0 or greater is required to open the shared ticket attachment. Download a free copy of the software at [www.adobe.com](http://www.adobe.com).

3) Once the offer to share tickets is made, the recipient has 72 hours to claim the tickets.

4) The deadline to accept and complete a ticket transfer is four (4) hours prior to a Pavilion game and (72) hours prior to a Wells Fargo Center game.

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