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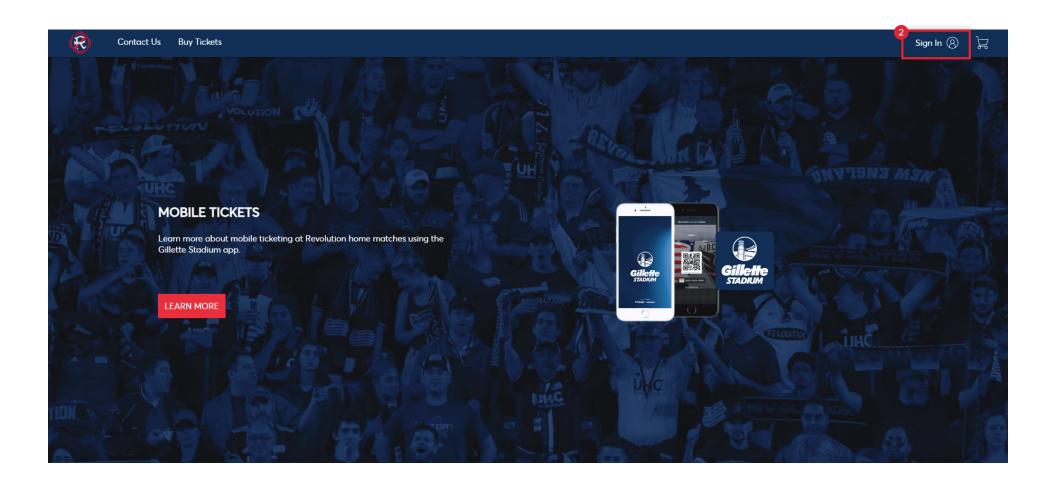
2024

ACCOUNT MANAGER

DESKTOP TICKETING GUIDE

ACCESSING YOUR TICKETS

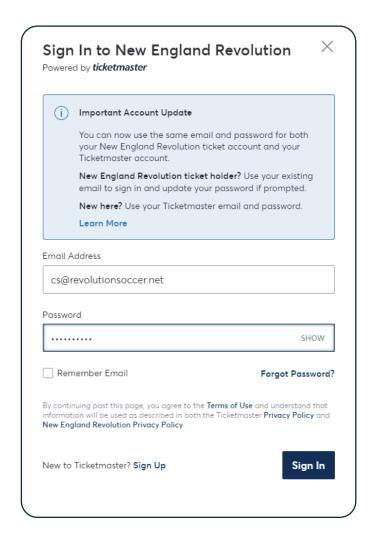
ACCESSING YOUR TICKETS

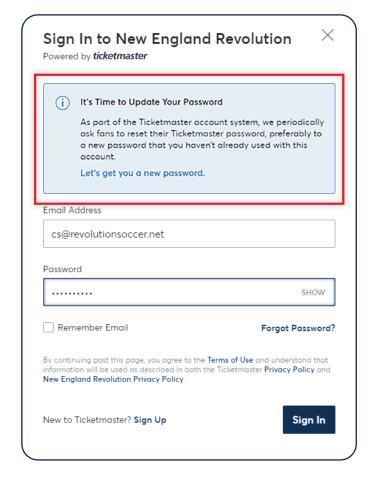






ACCESSING YOUR TICKETS

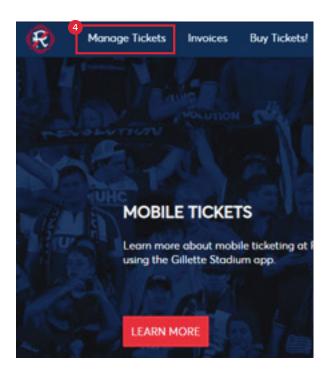




3 Enter Your Account Credentials

IMPORTANT: Initially, you may need to change your password to keep your account secure and make it easier to log into your account moving forward.

ACCESSING YOUR TICKETS



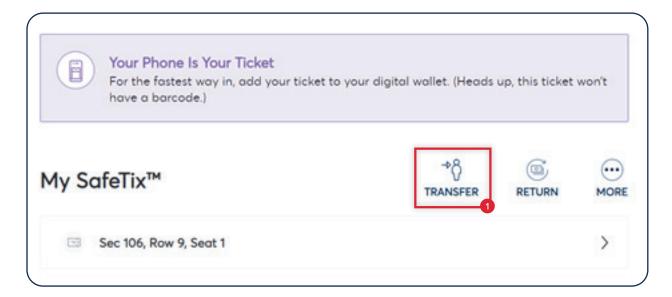
4 Select MANAGE TICKETS



Then select the game you'd like to manage

TRANSFERRING YOUR TICKETS

TRANSFERRING YOUR TICKETS

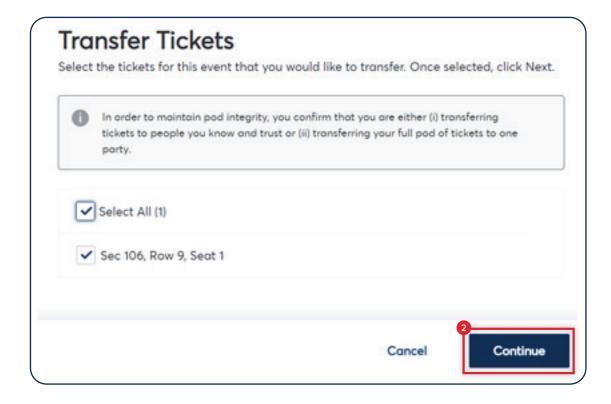




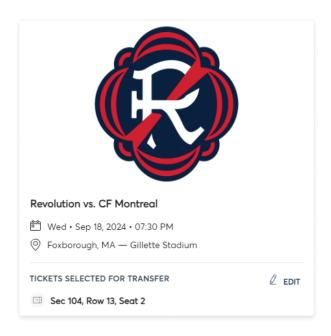
Once you've logged into your account and selected your match, select TRANSFER



Then select which seats you want to Transfer and select CONTINUE

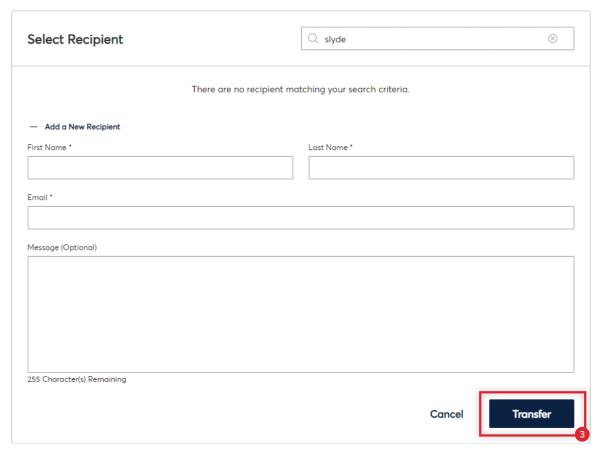


TRANSFERRING YOUR TICKETS

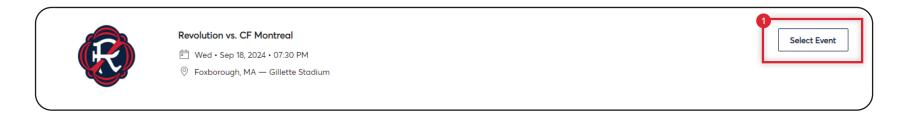


Transfer Tickets

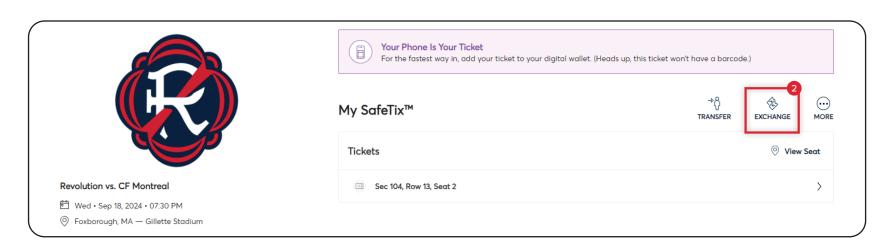
Add a new recipient or select an existing recipient to transfer the selected tickets to. Once selected, click Transfer. To edit the tickets you are transferring, click Edit.



3 Enter your guest's contact information and select TRANSFER



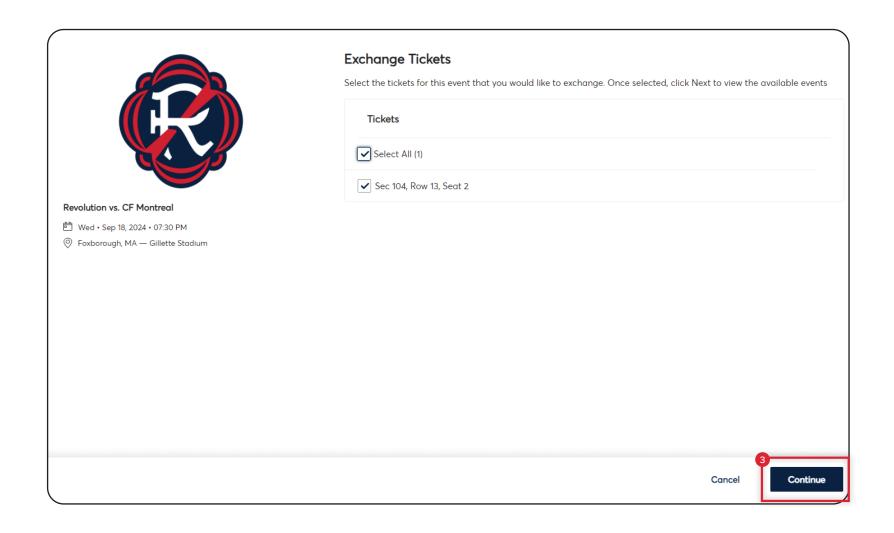
1 Go to the match you'd like to exchange out of and click SELECT EVENT



2 Then click EXCHANGE

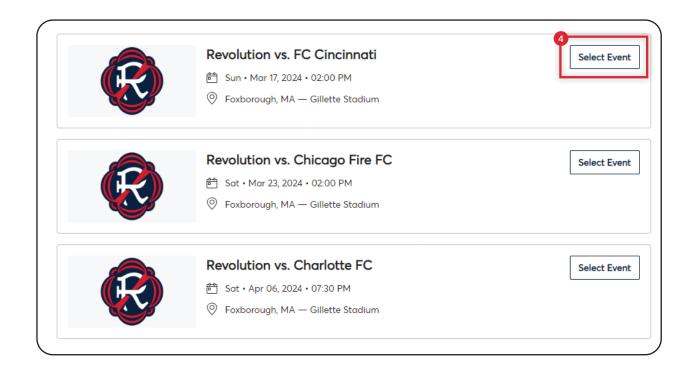
DESKTOP TICKETING I QUICK GUIDE

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3 Select which seats you'd like to exchange out of, then click CONTINUE

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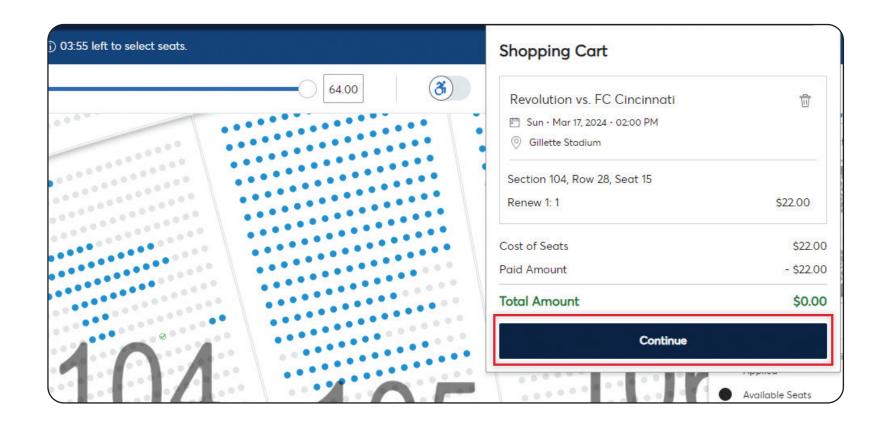
Choose which match you'd like to exchange into, then click SELECT EVENT



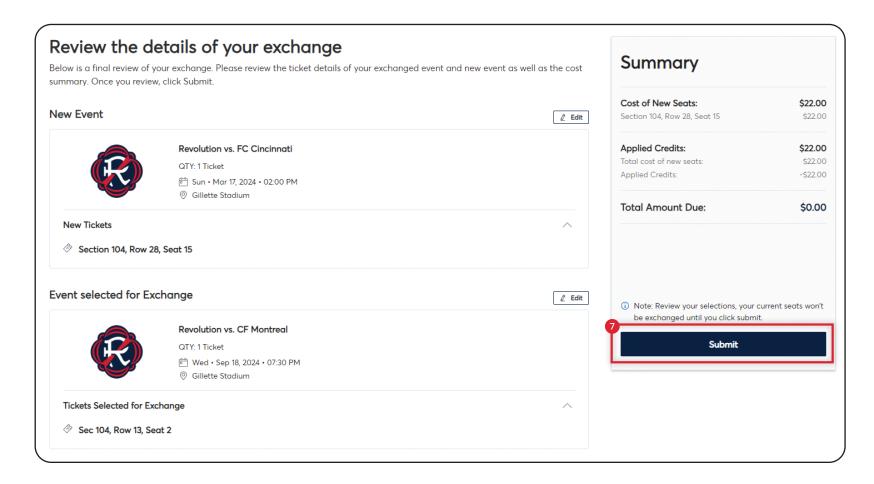


5 Select the section and seats you'd like your new tickets to be

NOTE: You will not be charged any amount if choosing seats in the same pricing category as your original seats, if you select seats in a higher category, you will be charged the difference of the per-ticket cost



Once you've selected seats, you can click on the Cart icon in the top right and then click CONTINUE





Review all of the details of your exchange and then click SUBMIT

NOTE: If you've selected seats in a higher pricing category, you will see the difference listed in the "Total Amount Due", otherwise that amount will be \$0

You may also see a pricing difference if you are on an active payment plan and the game you have exchanged out of has not been paid for yet

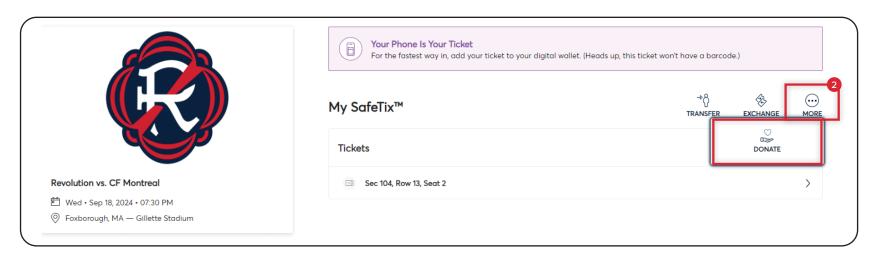
15

DONATING YOUR TICKETS

DONATING YOUR TICKETS

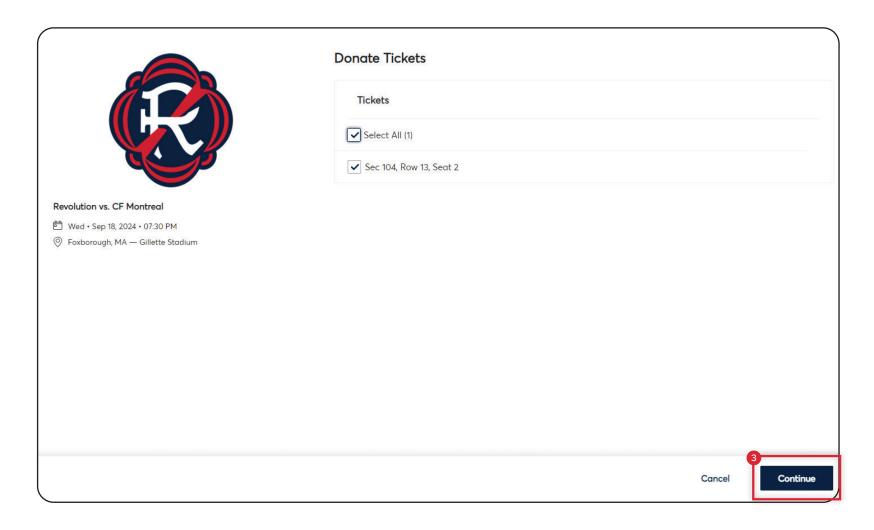


1 Go to the match you'd like to donate tickets for and click SELECT EVENT



2 Then click MORE and DONATE

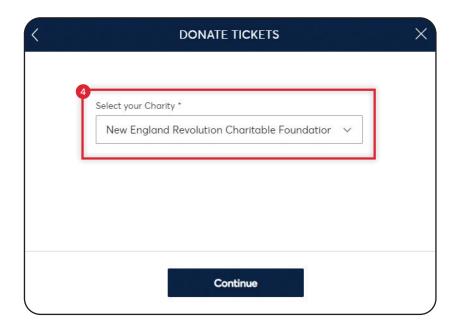
DONATING YOUR TICKETS

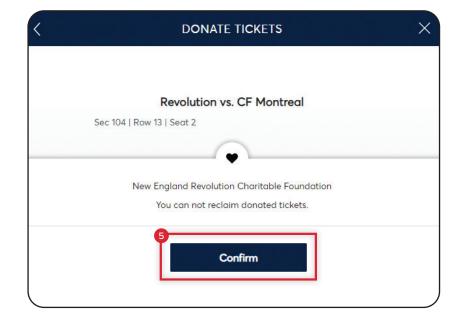


3 Select which seats you'd like to exchange out of, then click CONTINUE

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DONATING YOUR TICKETS





4 Click on SELECT CHARITY NAME and then select NEW ENGLAND REVOLUTION CHARITABLE FOUNDATION, then click CONTINUE

5 Click CONFIRM to donate your tickets. Please note, tickets cannot be reclaimed once donated.

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THANK YOU

If you have any additional questions, please call **877-GET-REVS** or email **cs@revolutionsoccer.net**