

## **TICKET TRANSFER**

1. Once you are logged in and select your event, tap on the **More...** button. You will see options to **Transfer** or **Sell**. You will select **Transfer**.



2. On the next page, you will check the box beside Select All seats or a specific seat you want to transfer. Then press **Continue**.



Cancel	Continue	Cancel	Continue	

3. If you select the wrong ticket to transfer, select the **Edit** button beside the selected ticket. You will be taken to the previous page to reselect. Then press **Continue**.



4. To transfer your ticket(s), you can either select a previous recipient or select add a new recipient. You have the option to add a brief message. Once you have added your recipient tap **Transfer**.

Transfer 1	<b>Fickets</b>	
Add a new recip to transfer the s click Transfer. To transferring, clic	pient or select an selected tickets t o edit the tickets ck Edit.	n existing recipient to. Once selected, s you are
Select Reci	pient	
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255 Character(s	ı) Remaining	
► + Add a New Re	ecipient	
Cance	el	Transfer

**NOTE**: Once you tap transfer, you and the recipient will receive an **email notification** that you have transferred the ticket(s). You will receive another email when the recipient accepts the ticket(s). You can cancel the transfer at any time if the recipient has not yet accepted the ticket(s).

If you need additional assistance, Alberta Ballet's Patron Services Team is happy to help you. Call us at 1-800-646-8533 ext 2 or email us at boxoffice@albertaballet.com