



TRI-CITY AMERICANS
ACCOUNT MANAGER

HOW TO TRANSFER YOUR TICKETS

TRANSFER YOUR TICKETS

ACCESSING YOUR ACCOUNT

Visit **am.ticketmaster.com/tricity**
to sign in or create an account.

From Account Manager, you can access your
tickets, manage your account, and complete
other ticket-related actions.



TRANSFER YOUR TICKETS

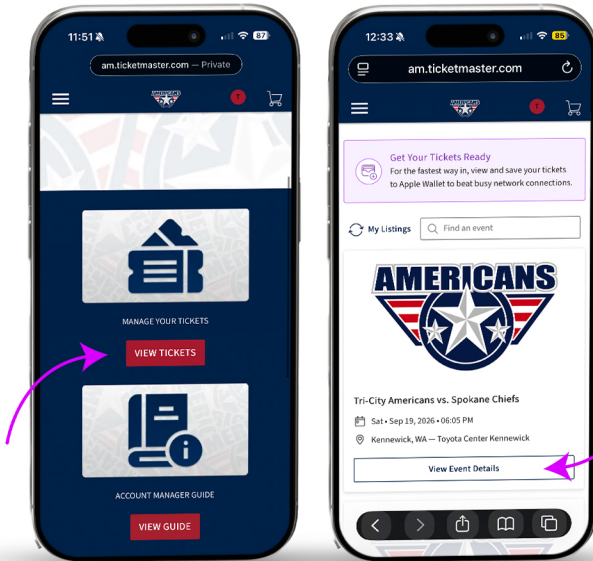
GETTING STARTED

Select the **account icon** near the upper-right corner of the screen.

then Sign in using your credentials.



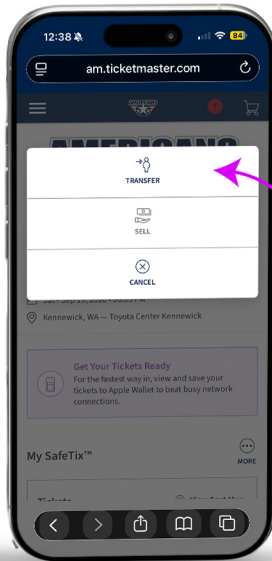
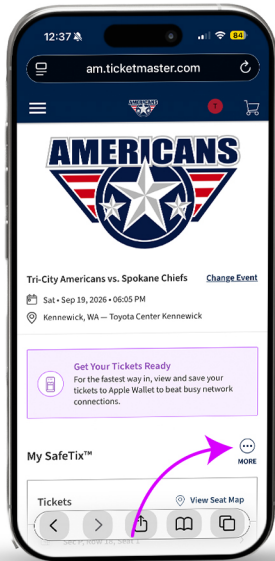
TRANSFER YOUR TICKETS



ACCESSING YOUR TICKETS

1. Once you are signed in, Scroll down and select **View Tickets** under Manage Your Tickets.
2. Find the event you would like to access, then select **View Event Details** to view and manage your tickets.

TRANSFER YOUR TICKETS



TRANSFER YOUR TICKETS

1. On the event details page, select **More** across from My SafeTix™.
2. When the menu appears, select **Transfer** to begin transferring your tickets.

TRANSFER YOUR TICKETS

12:46

am.ticketmaster.com — Private

Transfer Tickets

STEP 1

Who do you want to transfer tickets to?

Add a New Recipient

First Name

Last Name

Adding multiple recipients? Upload a File Instead

Transfer via:

☒ Mobile Number ☐ Email Address

Phone Number

+1

You will need to send the message.

When prompted, send a message containing your ticket to notify the recipient.

Add Recipient

12:51

am.ticketmaster.com

Transfer Tickets

Transfer tickets to those attending for easy event entry.

STEP 1

Who do you want to transfer tickets to?

+ Add a New Recipient

1 RECIPIENT Manage

☒ [Redacted Name]

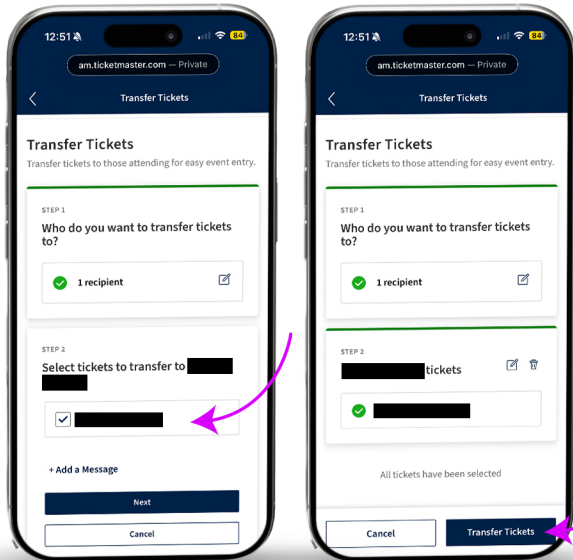
Next

Cancel

CHOOSE A RECIPIENT

1. Select Add a New Recipient, then enter the recipient's name.
2. Choose whether to transfer the tickets by **mobile number** or **email address**, enter the required information, and select Add Recipient.
3. Confirm the correct recipient is selected, then select **Next** to continue.

TRANSFER YOUR TICKETS



SELECT AND CONFIRM TICKETS

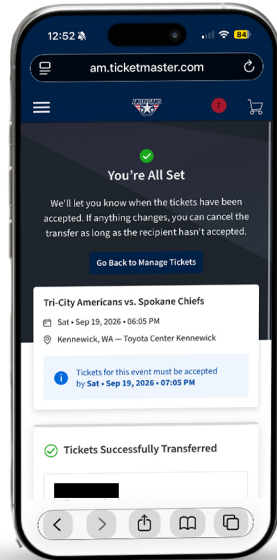
1. Confirm the correct recipient, then **select the seat or seats** you want to transfer. If you are transferring only one ticket, make sure only that seat is selected.
2. Select Next, review the recipient and selected seats, then select **Transfer Tickets** to complete the transfer.

TRANSFER YOUR TICKETS

TICKET TRANSFER SENT

Your ticket transfer has been sent, and you will receive an **email confirmation**.

*If the recipient has not yet accepted the tickets, you can cancel the transfer by selecting **Cancel Transfer**, then **Yes to confirm**. The tickets will return to your account to view and manage.*



TRANSFER YOUR TICKETS

ACCEPT THE TICKET TRANSFER

The recipient must sign in to their Account Manager account and select **Accept**.

Once accepted, the tickets will appear in their account.

