Graphical user interface, application

Description automatically generatedAdding others to your account. It is key that each season ticket holder is under an individual name and email address.

Step 2: Click on view account menu.

Step 1: Sign into your ticketing account and go to your profile.

A screenshot of a computer

Description automatically generated with medium confidence

Graphical user interface, application, Word

Description automatically generated

Step 4: Select Add Members

Step 3: select Account Management

Then select Network.

Graphical user interface, application

Description automatically generated

Step 5: Enter the membership number and Surname as requested. Press Search.

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Step 6: Check the correct member has appeared and select Add Member.

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Step 7: The person would have been added to your network.

Select the downward arrow next to the persons name and select edit on I Can Assign Tickets to \*name\*

Graphical user interface, application, Word

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Step 8: Make sure it is selected on I Can Manage Tickets for \*name\*.

Then press Send Request.

Graphical user interface, application, Word

Description automatically generated

Step 9: Notification to say Request Sent.

They will now need to sign in to accept ticket request.

Graphical user interface, application, Word

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Step 10: When they sign in and go to their network, they will receive this notification to Accept Request.

All completed and now have permission to purchase tickets on their behalf.

Follow the same steps for any other accounts if necessary.

Graphical user interface, application, Word

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