

# MOBILE/PRINT-AT-HOME/REPRINT TICKETS INSTRUCTIONAL GUIDE



## WHAT ARE MOBILE OR PRINT-AT-HOME TICKETS?

Forgot your tickets at home? Mobile ticket delivery is an electronic delivery method in which your tickets will be emailed to you as a PDF attachment. You can then present on your mobile device for scanning at event entry.

The print-at-home option will send two emails. One will be a confirmation of your order and the other will include your tickets. Please add Tickets@GeorgiaSouthern.edu to your email safelist to help ensure that you will receive the email containing your print-at-home tickets. Adobe Acrobat Reader Version 4 or higher is required to print your tickets. *Tickets must be printed on white paper only.*

### Step 1:

Navigate to GSEagles.com/Tickets and log into your account. Select **"Manage My Account."**

### Step 2:

Select Reissue under the **"My Tickets"** menu.

### Step 3:

Select the event you wish to reprint or have delivered to your mobile device. **Click Next.**

### Step 4:

Confirm your event selection by checking the box once more and **Click Next.**

### Step 5:

Select your desired delivery method from the drop down - Print at Home or Mobile Delivery. **Click Next.**

### Step 6:

Confirm the re-delivery by selecting **"Yes, Reissue"**. Two emails will be sent to your account email address. The first confirms your order and the second will contain your mobile tickets in PDF form or your print-at-home tickets.

### NOTE:

Once you have received your tickets via email you may add them to your mobile device or passport for easy retrieval at the ticket gate.



My Tickets	
Season Renewal Application	>
<b>Reissue</b>	>
Transfer	>
Cancel Pending Transfer	>
Order History	>

**Reissue**

Select your preferred delivery method

**Sun Belt Baseball Tournament - Session 3**  
Wednesday, May 24, 2017 at 4:00 PM  
J.I. Clements Stadium

**Reissue Item(s)**

- BS:106, Row P, Seat 7  
Bleacher Reserved, Comp

**Delivery Method**

☒ **Print at Home**  
☐ Mobile Delivery

You have selected our print-at-home ticket option. You will receive two emails. One will be a confirmation of your order, and the other will include your print-at-home tickets. Please add tickets@georgiasouthern.edu to your email safelist to help ensure that you will receive the email containing your print-at-home tickets. Please use ONLY WHITE paper!

**Reissue**

Is the following information correct?

**Sun Belt Baseball Tournament - Session 3**  
Wednesday, May 24, 2017 at 4:00 PM  
J.I. Clements Stadium

**Reissue Item(s)**

- BS:106, Row P, Seat 7  
Bleacher Reserved, Comp

**Delivery Method**

☐ Print at Home  
☒ Mobile Delivery

You have selected our print-at-home ticket option. You will receive two emails. One will be a confirmation of your order, and the other will include your print-at-home tickets. Please add tickets@georgiasouthern.edu to your email safelist to help ensure that you will receive the email containing your print-at-home tickets. Please use ONLY WHITE paper!

**Reissue different seats**

## IMPORTANT NOTE:

Present your mobile ticket on your smartphone at the gate. All tickets are scanned at each facility using the barcode on each ticket.