

TICKET TRANSFER INSTRUCTIONAL GUIDE

WHAT IS A TICKET TRANSFER?

Last minute change in plans? Can't attend a game? Electronically transfer your Georgia Southern Athletics tickets to another Eagle fan. All you need to transfer tickets is the recipient's first and last name, email and daytime phone number. And don't worry! If you find that you can attend the game after all, you can cancel the transfer as long as your recipient has not accepted the transfer invitation.

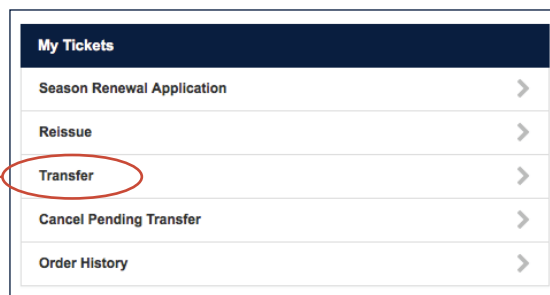
The ticket transfer option will send two emails. One will be a confirmation of your transfer sent to you the ticket holder and the other will be an invitation to accept sent to the recipient of the transfer tickets.. Please add Tickets@GeorgiaSouthern.edu to your email safelist to help ensure that you will receive the email.

Step 1:

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

Step 2:

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



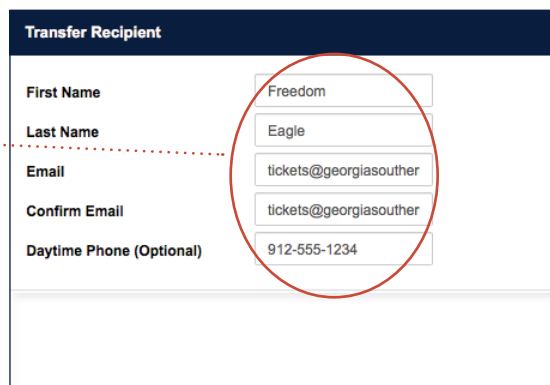
The screenshot shows a 'My Tickets' menu with the following options: Season Renewal Application, Reissue, Transfer (circled in red), Cancel Pending Transfer, and Order History. Each option has a right-pointing arrow.

Step 3:

Select the event(s) you wish to transfer. **Click Next.**

Step 4:

Check the box next to the event you are transferring and fill in information of Transfer Recipient. **Click Next.**



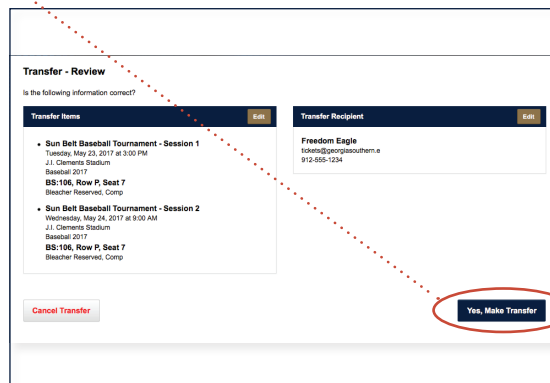
The screenshot shows the 'Transfer Recipient' form with the following fields: First Name (Freedom), Last Name (Eagle), Email (tickets@georgiasouther), Confirm Email (tickets@georgiasouther), and Daytime Phone (Optional) (912-555-1234). The entire form is circled in red.

Step 5:

Confirm the transfer by selecting **"Yes, Make Transfer"**. Two emails will be sent - one to you and one to the transfer recipient. **The email sent to the transfer recipient MUST be accepted within 48 ours of transfer date.**

IMPORTANT NOTE:

Transfers may be cancelled at any time before the event as long as the transfer has not been accepted by the recipient.. Simply navigate back to the **"My Tickets"** menu and select **"Cancel Pending Transfer."**



The screenshot shows the 'Transfer - Review' page. It has two columns: 'Transfer Items' and 'Transfer Recipient'. The 'Transfer Items' column lists two Sun Belt Baseball Tournament sessions. The 'Transfer Recipient' column shows the recipient's name (Freedom Eagle), email (tickets@georgiasouther), and phone number (912-555-1234). At the bottom, there are two buttons: 'Cancel Transfer' and 'Yes, Make Transfer' (circled in red).

ATHLETIC FOUNDATION & TICKET OFFICE
1 (800) GSU-WINS
GSEagles.com/Tickets