NCAA ACCOUNT MANAGER USER GUIDE

100%

CHI HEALTH CENTER OMAHA
NCAA Volleyball Championship Semi Finals

SECTION 102   ROW 17   SEAT 10   ENTRY INFO LOWER BOWL

Hold Near Reader
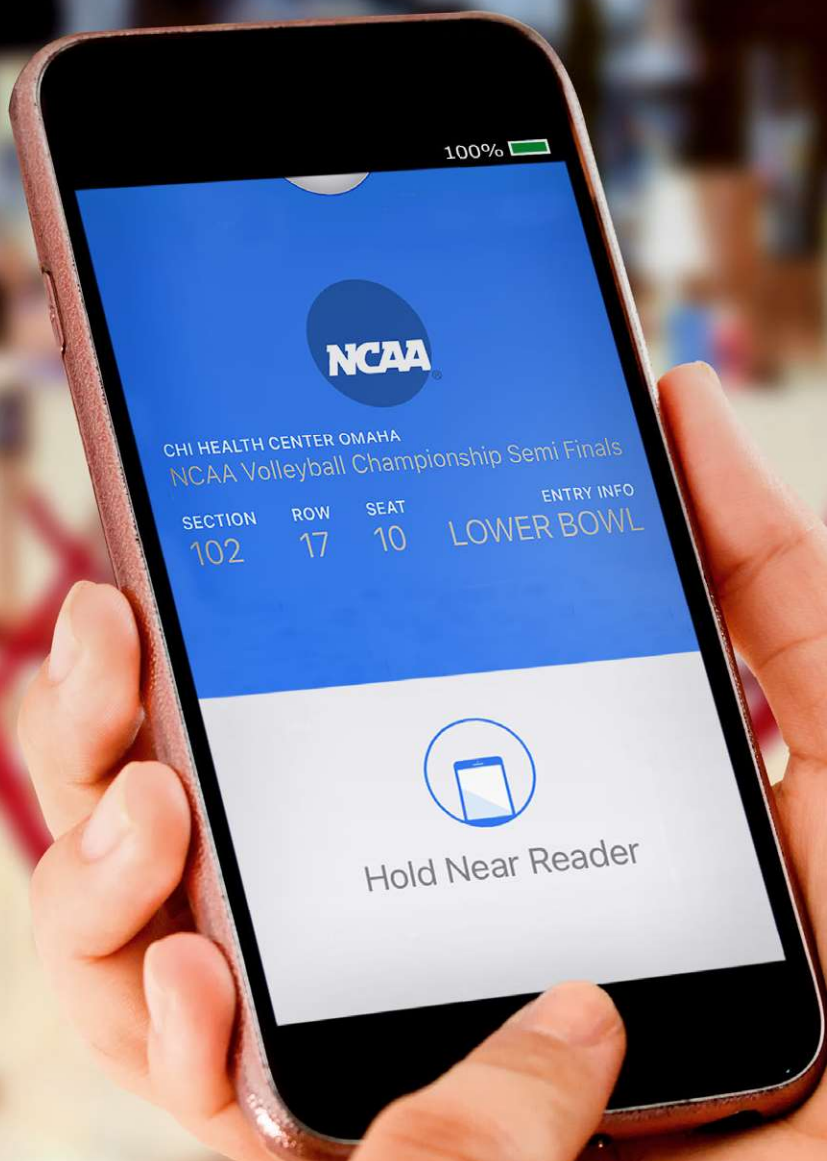
LOGGING IN

DESKTOP

1 SIGNING IN
Visit **ncaa.com/accountmanager** and log in with the email and password you used when purchasing tickets. The system may prompt you to reset your password.
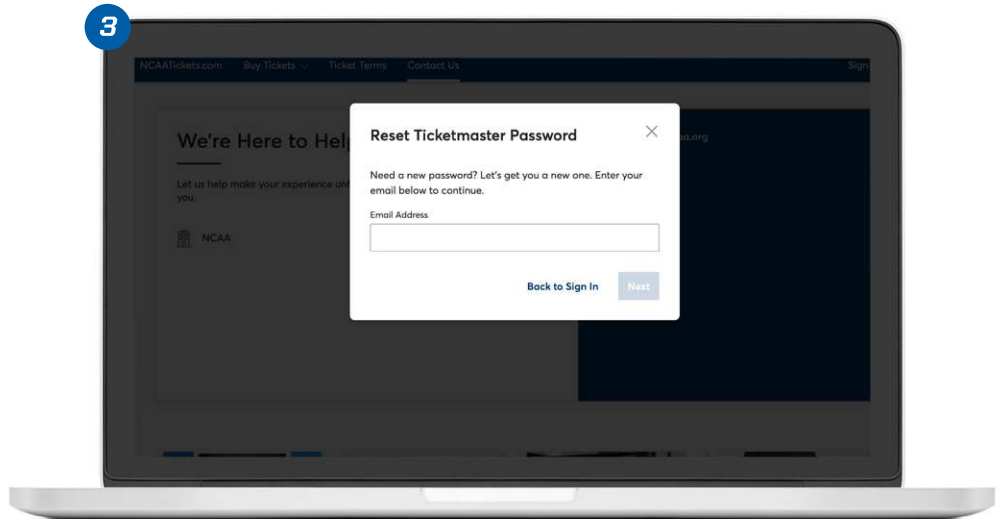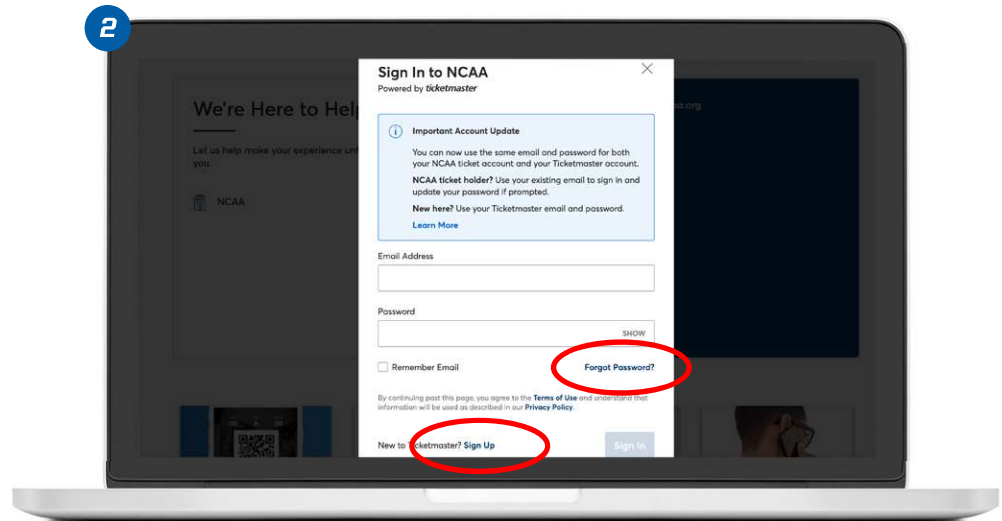
2 FIRST LOGIN ATTEMPT?
After clicking **Sign In,** scroll to the bottom of the pop up and click **Sign Up**. Follow the instructions on the screen to set up your Ticketmaster account.

3 FORGOT YOUR PASSWORD or NEED TO RESET YOUR PASSWORD?

Click **Forgot Password** at sign-in (shown on screen 2) to receive an email or text message with a one-time code to reset your password.

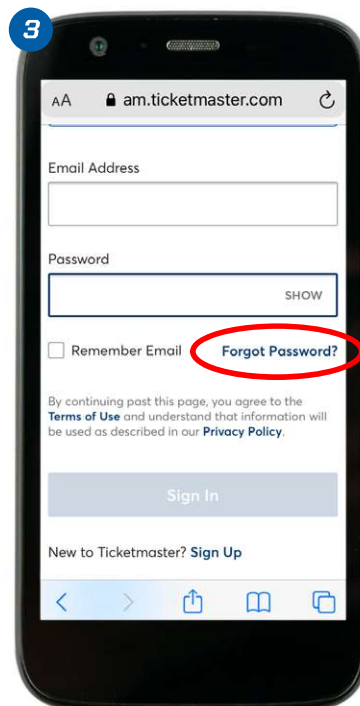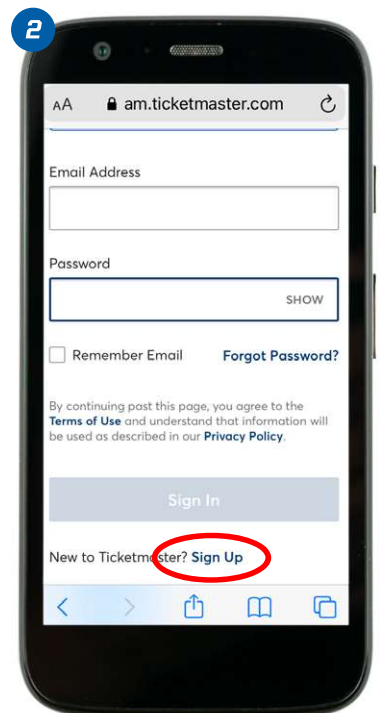# LOGGING IN

MOBILE: ANDROID AND iPHONE

1 SIGNING IN
Visit **ncaa.com/accountmanager** and tap the ⊗ icon in the upper right corner. Log in with the email and password used when purchasing tickets. The system may prompt you to reset your password.

2 FIRST LOGIN ATTEMPT?
Tap the ⊗ icon in the upper right corner of the home screen. Scroll to the bottom of the next screen and choose **Sign Up**.

**3 FORGOT YOUR PASSWORD or NEED TO RESET YOUR PASSWORD?**
Click **Forgot Password** at sign-in to receive an email or text message with a one-time code to reset your password.
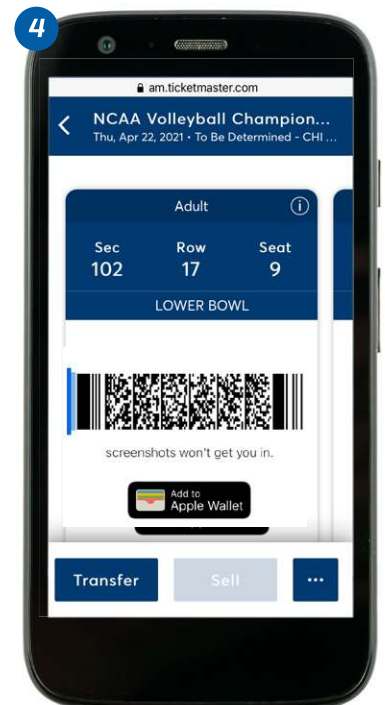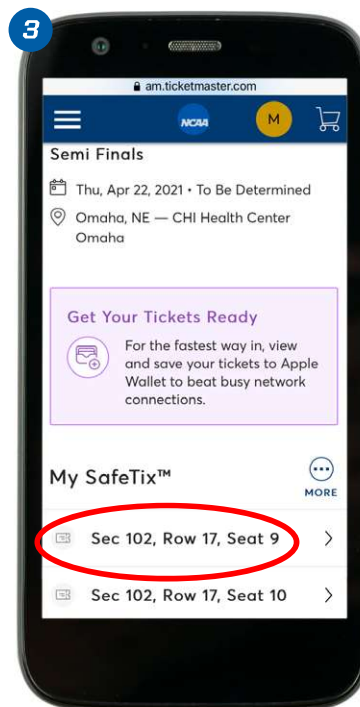
VIEWING TICKETS

DESKTOP

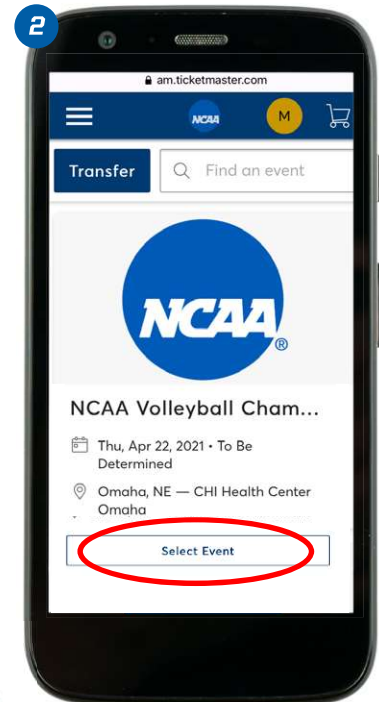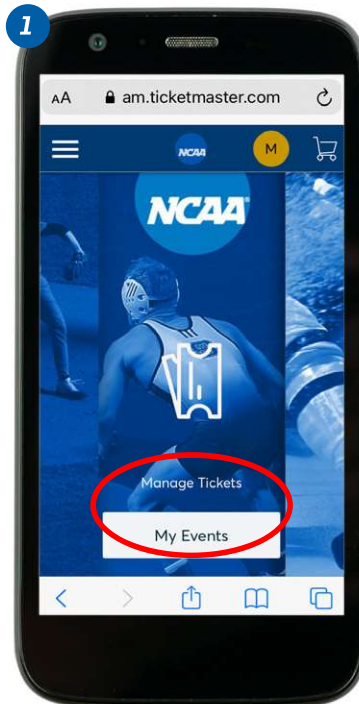**1** After logging in to **ncaa.com/accountmanager**, click on **Manage Tickets** or **My Events**.

2 Click on **Select Event** to view your tickets.

3 Your tickets are displayed under **My SafeTix™**. Click on a ticket to see ticket details.
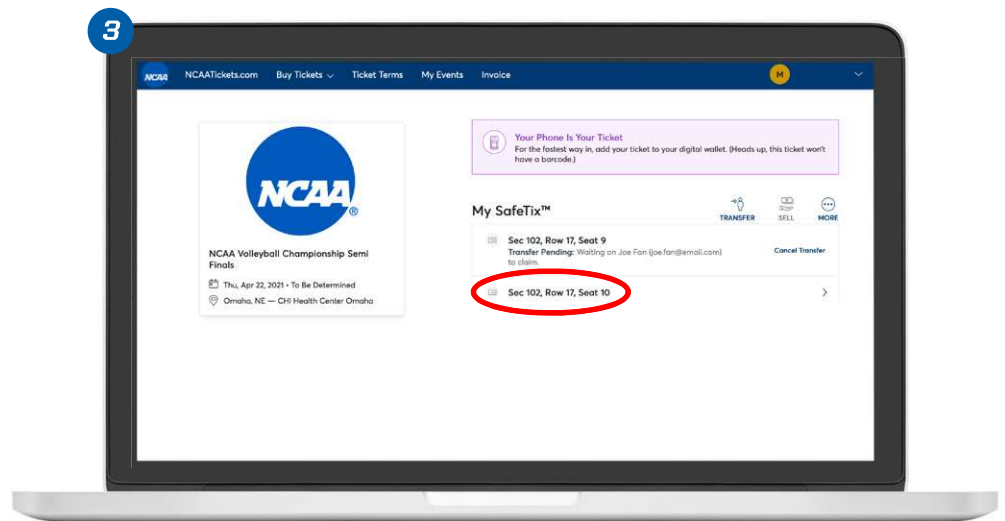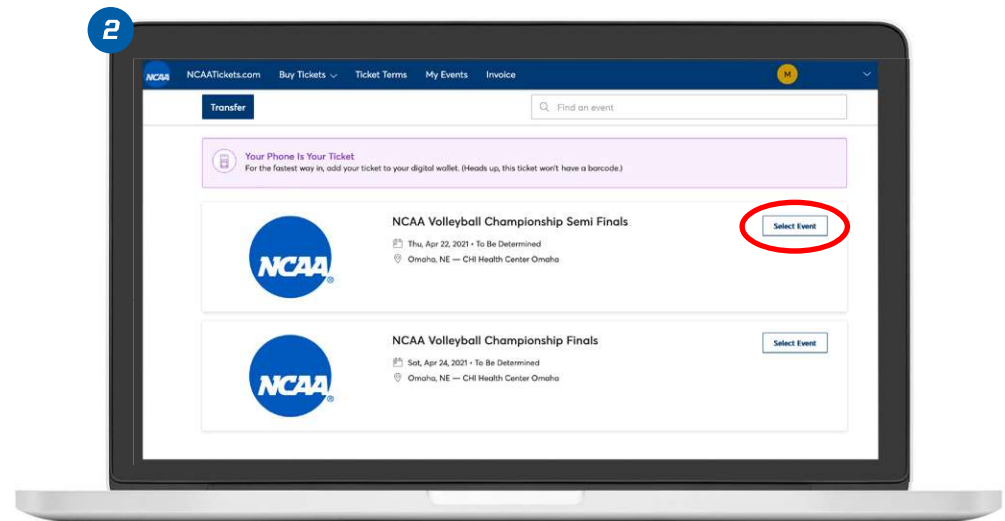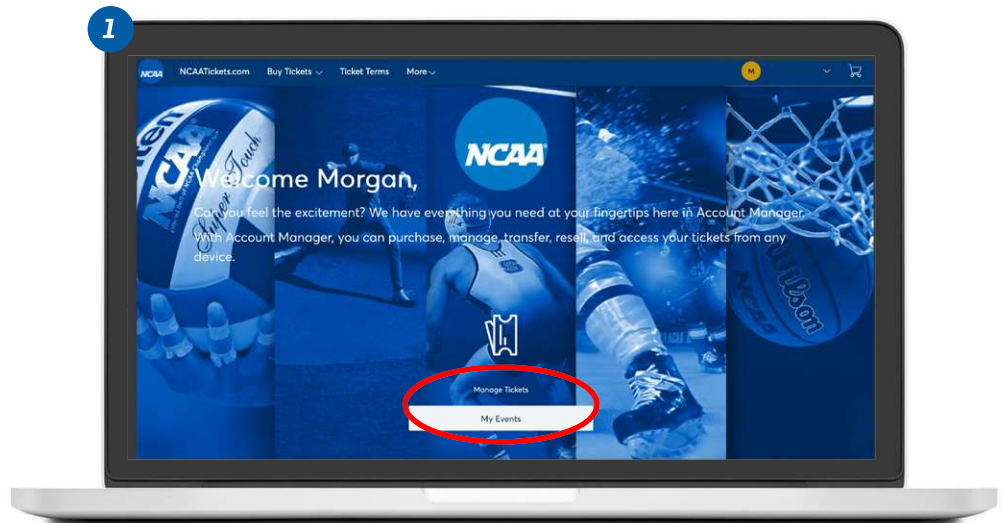
VIEWING TICKETS

MOBILE: ANDROID AND iPHONE

1 After logging in, click on **Manage Tickets** or **My Events** to see your tickets.

2 Tap **Select Event**.

3 Tickets to the selected event are viewable here. Select your tickets.

4 Scroll horizontally to see all tickets to this event. The **Add to Apple Wallet** option is available on an iPhone. The **GPay Save to Phone** option is available on an Android device. *(See Downloading Tickets section.)*
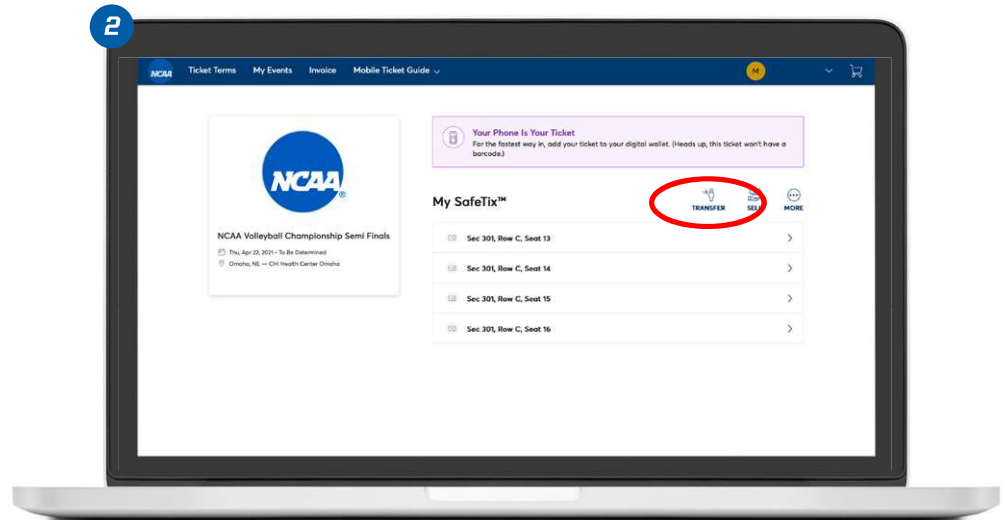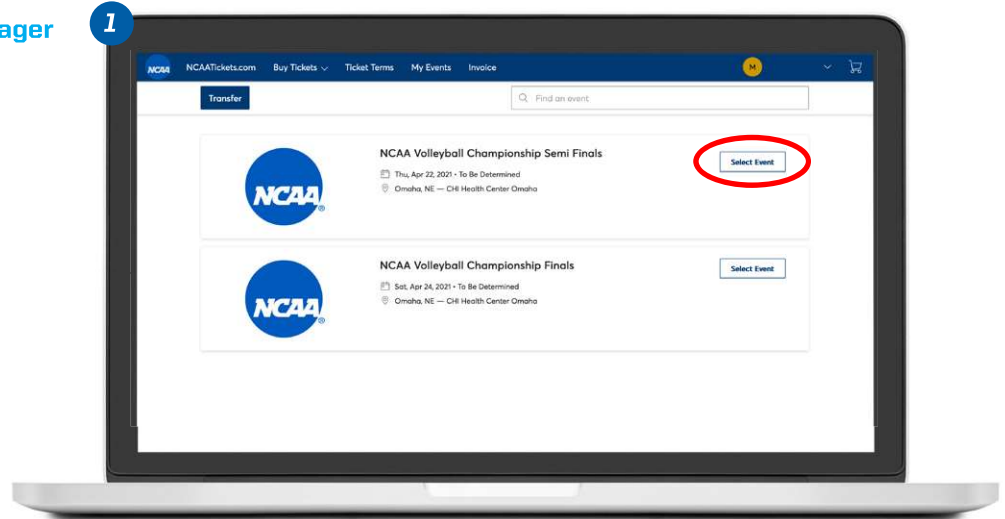
TRANSFERRING TICKETS

DESKTOP

1 Log in to **ncaa.com/accountmanager** and click **Manage Tickets** to see the events you have tickets to. Click **Select Event** to see tickets to that event.

2 Click **Transfer** and on the next screen you will select the tickets you want to transfer.
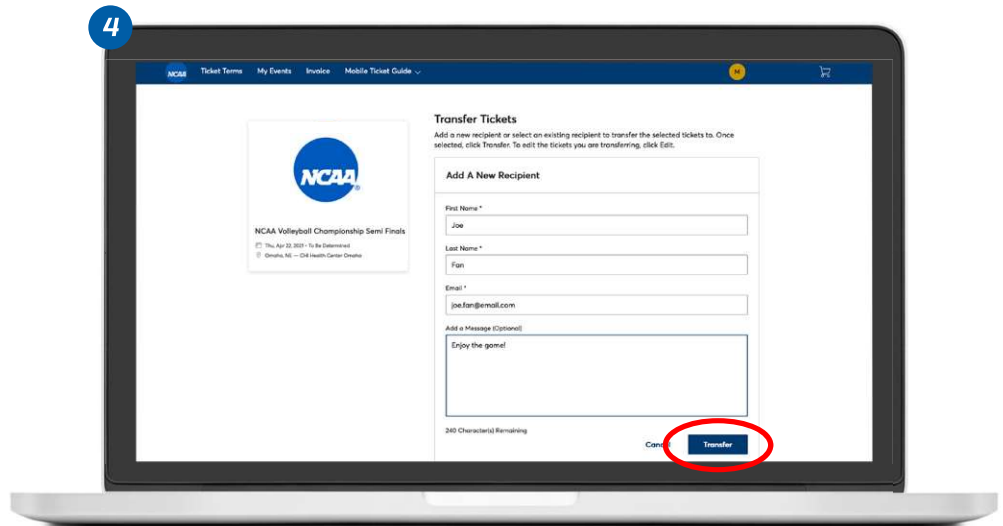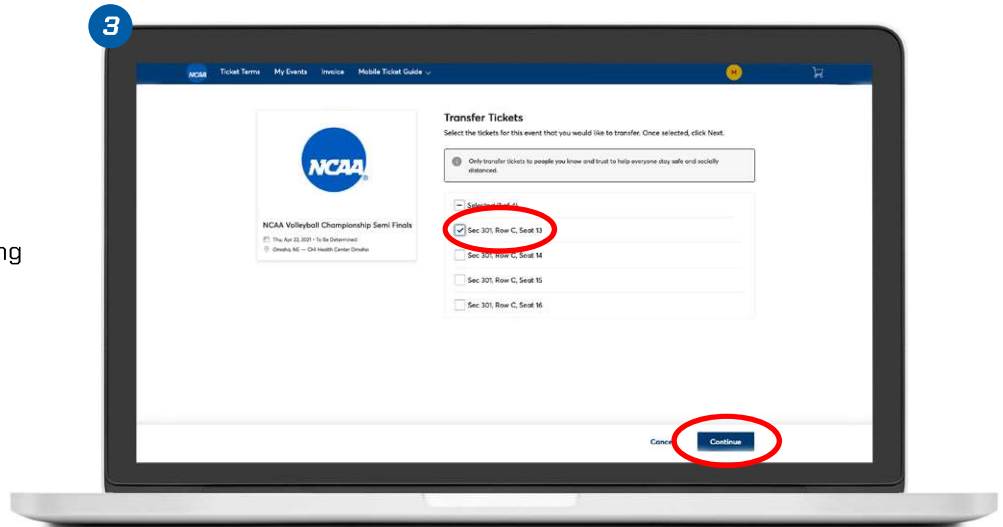
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TRANSFERRING TICKETS

DESKTOP

Continued from previous page.

3 Select the tickets you want to transfer. Click **Continue**.

4 Complete the information regarding the recipient. You may also add an optional message if you like. Click **Transfer**. Your transfer is now complete and you will see a confirmation page. Click **Done** to return to the ticket page.

TRANSFERRING TICKETS

MOBILE: ANDROID AND iPHONE

**1** Once you have completed the previous steps, your tickets will be viewable. Find the tickets you would like to transfer and tap **Transfer**.

2 Select the tickets you would like to transfer and tap **Next**.

3 Enter the recipient's First Name, Last Name, Email Address and an optional message and press **Transfer**.

4 You will receive a confirmation once the transfer is complete. Tap **Done** to finish.
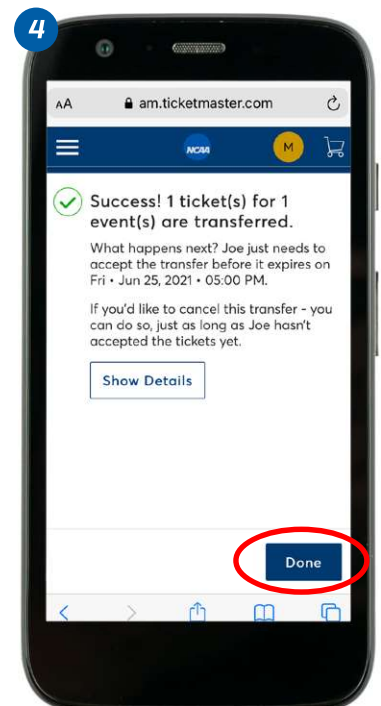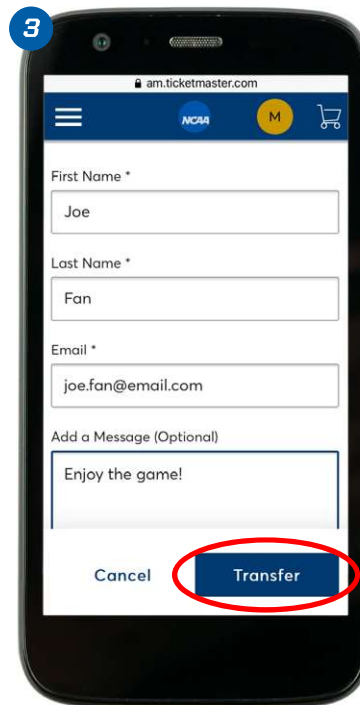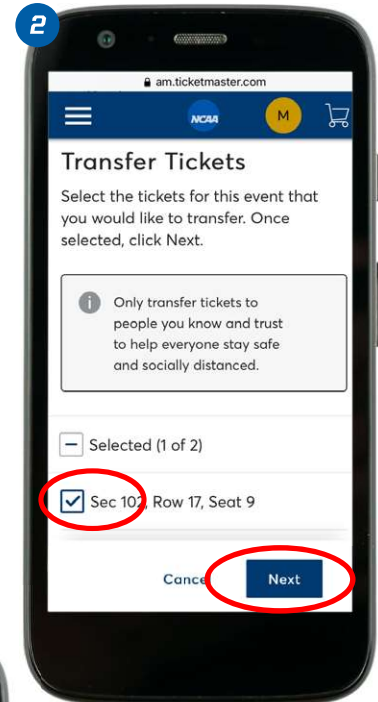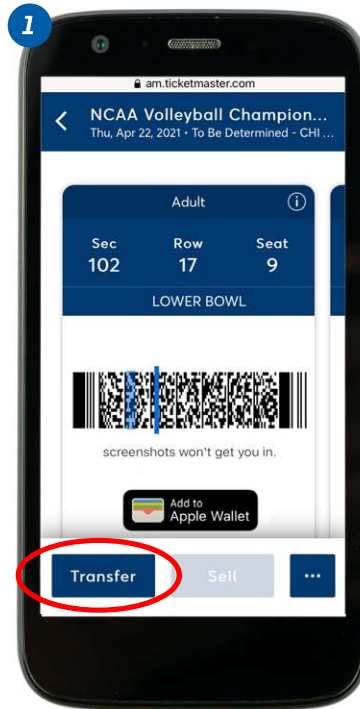
DOWNLOADING TICKETS

MOBILE: ANDROID

1 After logging in, select **Manage Tickets** or **My Events**. Your events will appear.

2 Tap **Select Event** to access your tickets for that event.

3 Tap **GPay Save to Phone**.

4 Click **Save** at the bottom of your screen. To confirm your tickets are in **GPay**, click the **GPay** icon on your home screen and choose **Passes** at the bottom of your screen. You should see your tickets here.
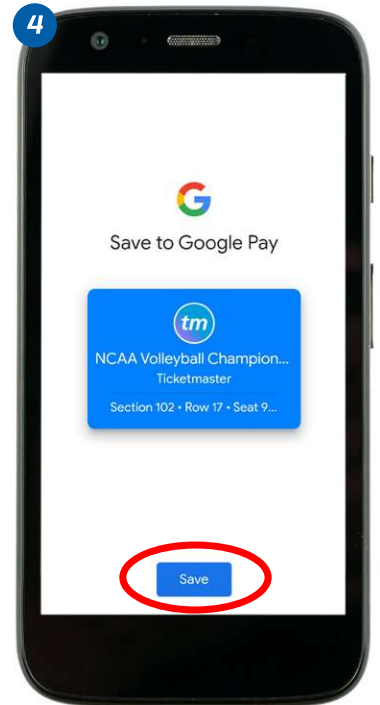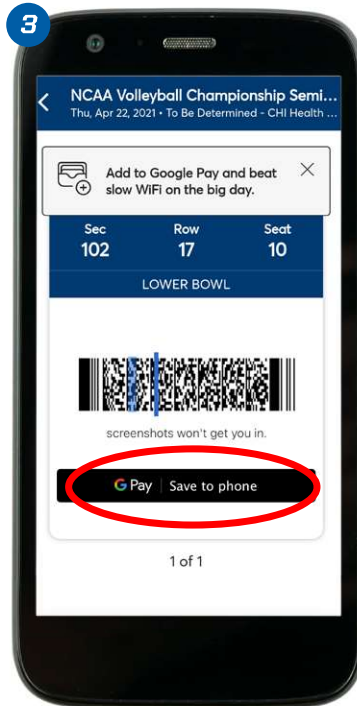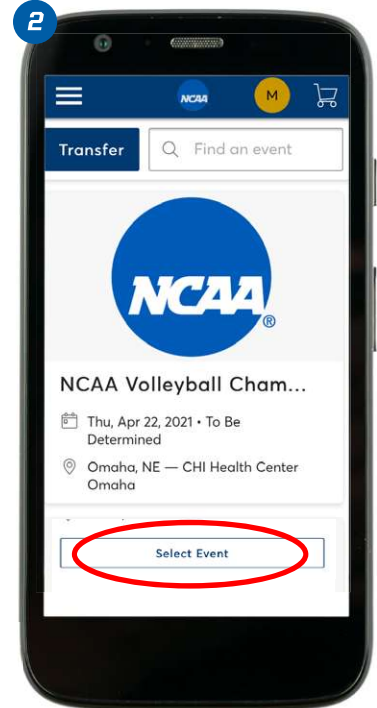
DOWNLOADING TICKETS

MOBILE: iPHONE

1 After logging in, select **Manage Tickets** or **My Events**. Your events will appear.

2 Tap **Select Event** to access your tickets for that event.

3 Select your ticket and tap **Add to Apple Wallet**.

4 Tap **Next** in the upper right corner of your screen. To confirm your tickets are in your **Apple Wallet**, find the icon on your home screen and click into it. You should see your tickets here.