How to Transfer a Ticket Online in 5 Easy Steps

Transferring unused tickets to family and friends is now easier than ever. Eliminate the need to meet face-to-face or stand in will call lines before the game to drop off or pick up extra tickets. Simply access your account online and transfer your ticket to a friend. The recipient then gets an email notifying them of the transfer, instantly receives the tickets, and prints the tickets on-demand. It’s that easy!

Benefits

- Simplify the transfer of tickets to friends and family on short notice.
- Receive transferred tickets instantly by print-at-home or mobile delivery.
- Support the team by filling the venue.

1. Login to your account on www.txstatebobcats.com/tickets
2. Click “Transfer”
3. Select game to transfer
   vs. UTSA
   Event Date: Sat, Sep-23-2017
   Event Time: 6:30 PM
   BOBCAT STADIUM

4. Fill in complete transfer details
   **Transfer Item**
   **Transfer Recipient**
   **UTSA**
   Event Date: Sat, Sep-23-2017 at 6:30 PM
   BOBCAT STADIUM
   Football
   Lower Level: Section 122:
   Row 22: Seats 1-2
   **Boko the Bobcat**
   boko@txstate.edu
   559-555-1234

5. Click “Submit” and Sign out.

   The recipient receives an email notification of the transfer, instantly receives the tickets and prints the tickets on-demand.
How Do I Transfer A Ticket?

1) Sign in to your online ticket account.
2) Once signed in, click My Account on the left side of the screen.
3) Select the Transfer option.
4) Select and click on the game you wish to transfer.
5) Check each box for each individual seat you wish to transfer and enter the recipient’s contact information (case sensitive). You will be asked to confirm your request on the following page.
6) Then simply select “Recipient” and then “Submit.” Click the “Sign Out” button to complete the transfer.
7) Wait for the recipient to claim the tickets; they have up to kickoff to accept the transfer. You will receive an email notice once the tickets are accepted, rejected, or unclaimed. Once the transfer is accepted, the season ticket holder should destroy the original tickets as their barcode has been deactivated.

How Do I Accept a Transferred Ticket?

1) Transfer recipients receive an email that includes a link to accept the transfer. The subject line of the email will read “Ticket Transfer Invitation.” Open your email program, find the email and click on the link.
2) Enter your email address in the appropriate field and click the “Accept” button.
3) Sign in to your ticket account using your email address and password, or click the “register here” link if you have never used the online ticketing system.
4) You will then receive an email containing your transferred ticket attached to it in the form of a “Print-At-Home” PDF document. Open the email and print out the ticket.

When Can I Transfer A Ticket?

Anyone can transfer their ticket up to kickoff. The transfer process (offer and acceptance) must be completed by game time.

Any Special Notes To Remember?

1) The free Adobe Reader version 6.0 or greater is required to open the transferred ticket attachment. 2) The deadline to accept and complete a transfer is up to kickoff.