

# TRANSFERRING TICKETS

**Email your Tickets to a friend- FREE OF CHARGE**

**Your My Goldeyes Account allows you to transfer tickets to virtually anyone with an email address. All the recipient will need to print is Adobe Acrobat Reader 4.0(free) or higher and any standard printer.**

## **How to Transfer Tickets:**

- ⊗ **Log in to My Goldeyes Account.**
  - ⊗ **Select "Manage My Tickets"**
  - ⊗ **Select an event**
  - ⊗ **Select the 'Transfer Tickets' button.**
  - ⊗ **Select seats that you wish to transfer and click the "transfer" button in located the top right corner of the page.**
  - ⊗ **Review the seats you are about to transfer and click "Continue to Transfer"**
  - ⊗ **If you do not have any contacts yet in your account, create a new contact by entering the persons first and last name as well as the email address you are sending the tickets to, and then click "add". Once completed click the button beside the name of the person you are sending the tickets to.**
- Review the optional message, Email Reminder and Item Price and act accordingly to your needs. Then click "next step"**
- ⊗ **Check the box "I agree to terms of Use". Then click "complete transfer".**  
**Your tickets have now been emailed to the contact you have chosen**



**When completed, an email invite will be sent to the recipient to accept or decline the transferred tickets. If accepted, your original ticket will no longer be valid**

***Note : do not destroy or discard your original tickets until the recipient has completed the acceptance process. You will receive an email confirmation when the recipient either accepts or declines the transfer invite.***

