



MY *Hops* TICKETS

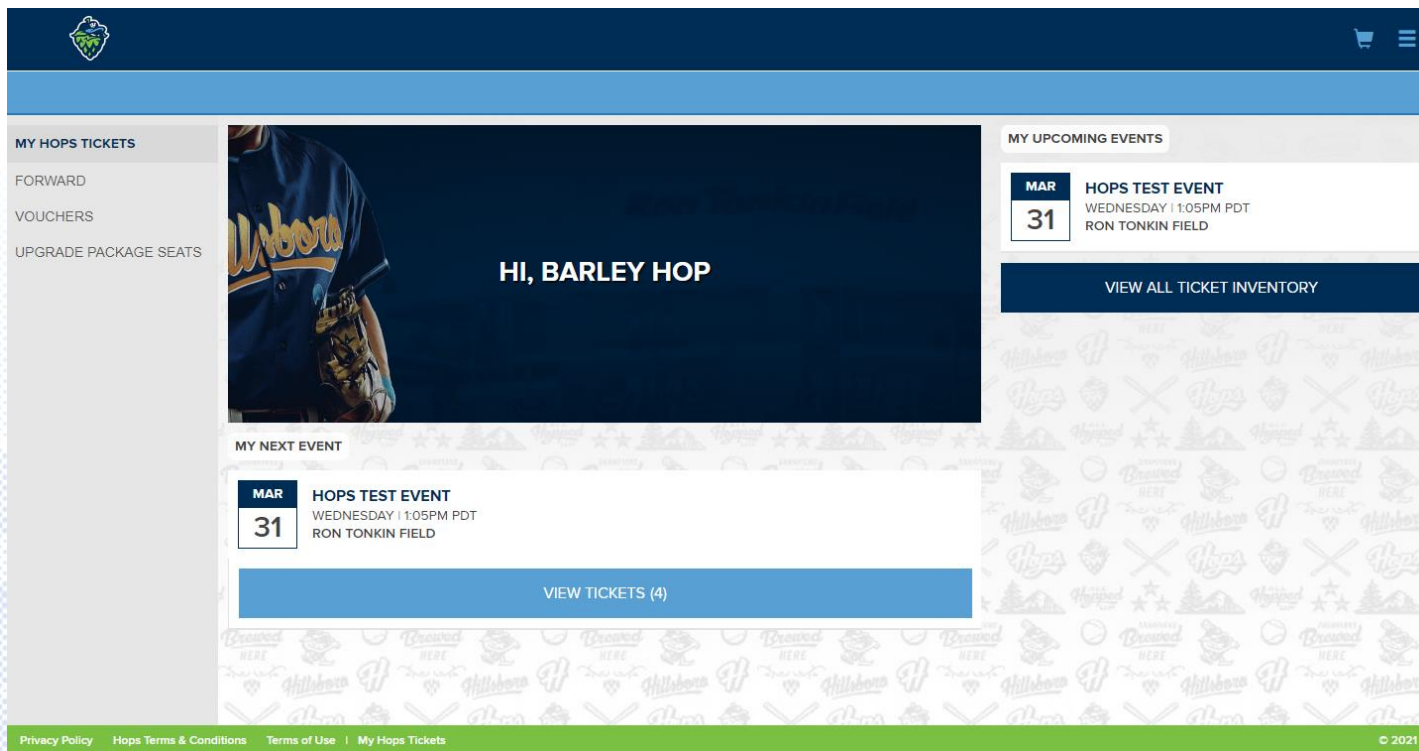
USER GUIDE

MY ACCOUNT & USER TOOLS

FOR MORE INFORMATION, VISIT

HILLSBOROHOPS.COM

OR CALL **503.640.0887**



*IF YOU SHARE TICKETS WITH OTHERS, THE PRIMARY ACCOUNT HOLDER WILL NEED TO ACCESS AND MANAGE THE ACCOUNT FOR ALL PARTIES.

“MY ACCOUNT” IS THE CORE OF YOUR **MY HOPS TICKETS** ACCOUNT. USE THIS AREA TO MANAGE YOUR PASSWORD, UPDATE YOUR PERSONAL INFORMATION, AND PERSONALIZE YOUR PREFERENCES.



AFTER LOGGING INTO YOUR **MY HOPS TICKETS** ACCOUNT YOU WILL FIND YOURSELF ON YOUR PERSONAL HOMEPAGE.

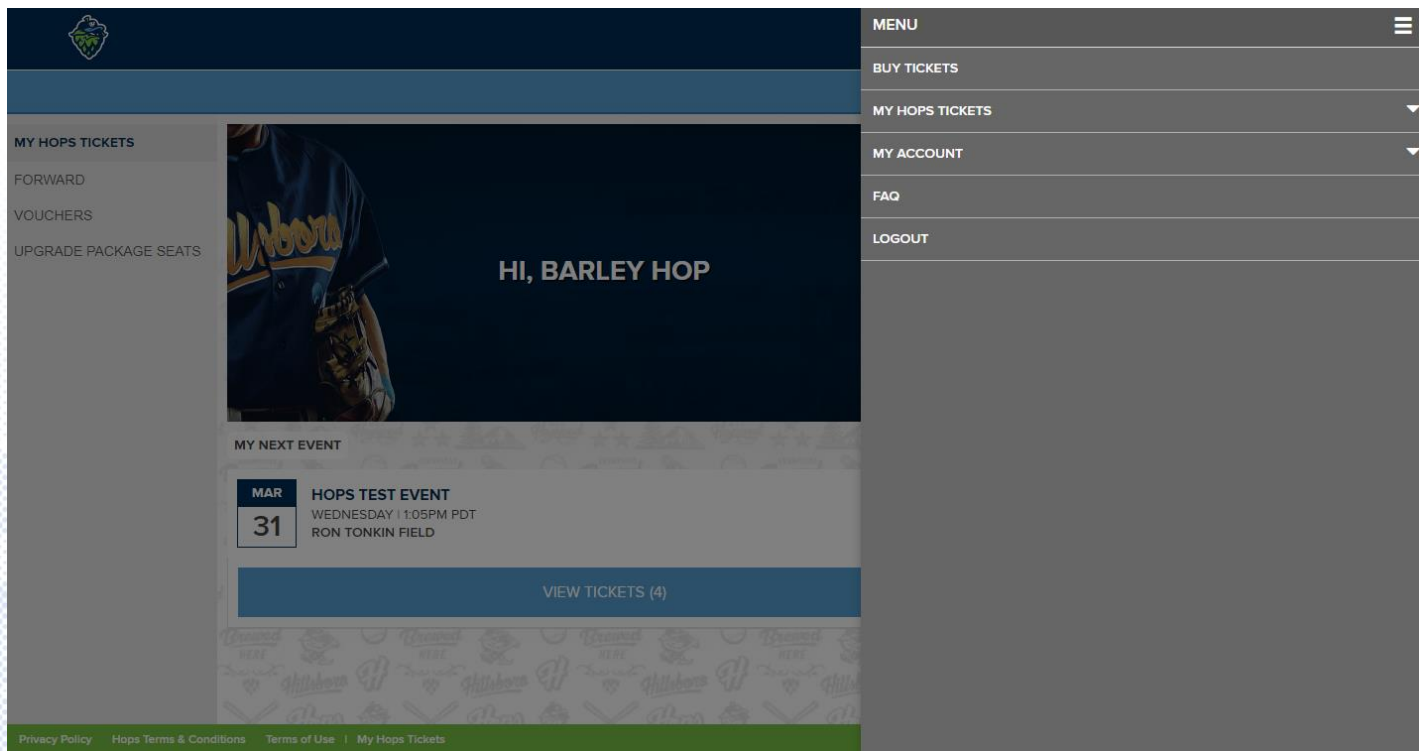
FROM HERE YOU CAN ACCESS ALL OF THE FEATURES OF YOUR **MY HOPS TICKETS** ACCOUNT

TO ACCESS YOUR PERSONAL ACCOUNT INFORMATION, NAVIGATE TO THE “HAMBURGER MENU” (THE THREE HORIZONTAL LINES IN THE TOP RIGHT-HAND CORNER OF THE PAGE) AND CLICK TO OPEN IT.

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NOW THAT THE “HAMBURGER MENU” IS OPEN, NAVIGATE TO THE BUTTON THAT SAYS “MY ACCOUNT” AND CLICK THE ARROW TO EXPAND IT.

FROM HERE YOU WILL BE ABLE TO CHOOSE WHICH PART OF YOUR ACCOUNT YOU WOULD LIKE TO MANAGE

- USER PROFILE
- PAYMENT INFO
- MANAGE FRIENDS
- CHANGE PASSWORD

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MY ACCOUNT	
USER PROFILE	ACCOUNT DETAILS
PAYMENT INFO	NAME
MANAGE FRIENDS	Barley Hop
CHANGE PASSWORD	ACCOUNT ID
	7019015
	EMAIL
	barley@hops.com
	DAY NUMBER
	5036400887
	MOBILE NUMBER
	ADDRESS
	4460 NE Century Blvd
	Hillsboro Oregon 97124
	United States of America

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YOUR “USER PROFILE” IS DIRECTLY LINKED TO YOUR ACCOUNT IN THE HOPS OFFICE. ANYTHING YOU CHANGE HERE WILL BE UPDATED IN OUR INTERNAL TICKETING SYSTEM.

NOTE: IF YOU CHANGE YOUR EMAIL ADDRESS HERE, IT WILL CHANGE THE EMAIL YOU LOG INTO **MY HOPS TICKET** WITH IN THE FUTURE.

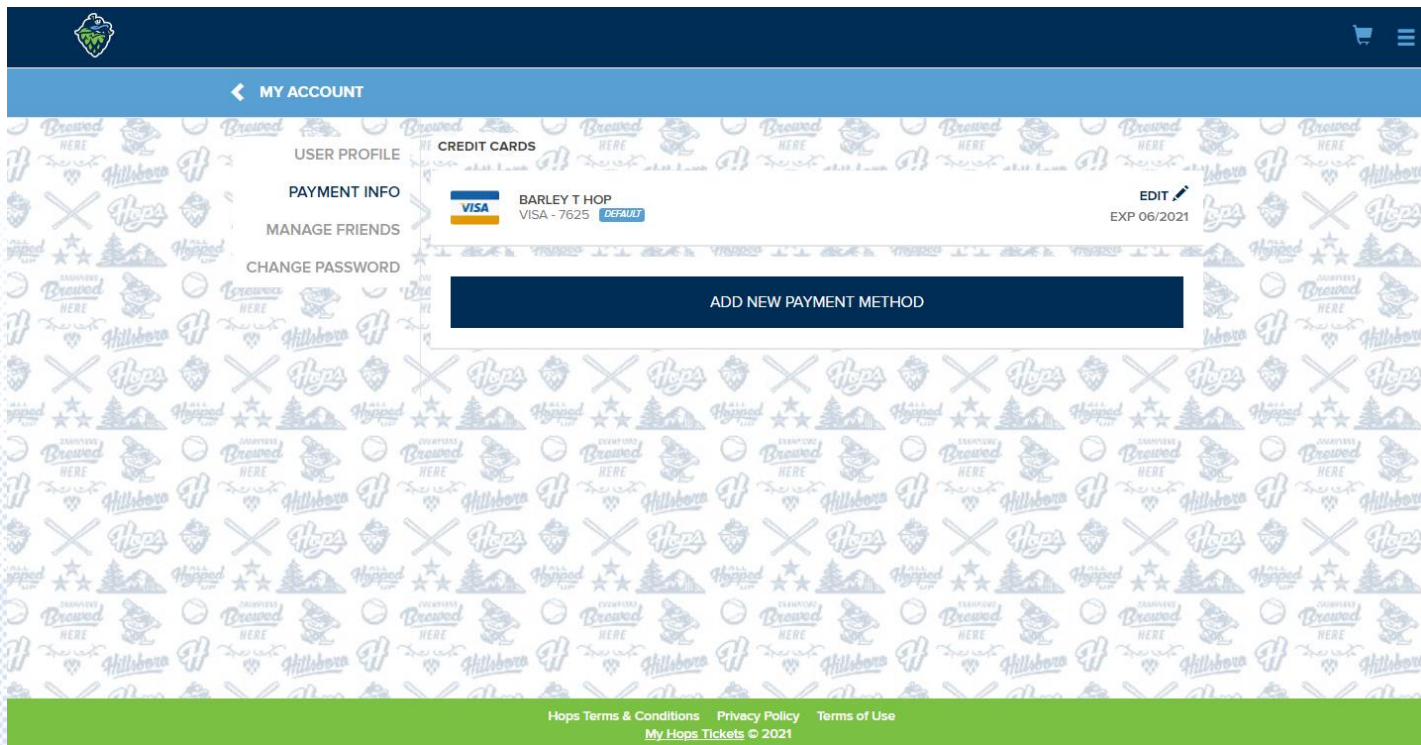
TO UPDATE YOUR INFORMATION, CLICK THE “PENCIL” ICON IN THE TOP RIGHT-HAND CORNER OF THE WHITE BOX.

A NEW PAGE WILL OPEN THAT WILL ALLOW YOU TO UPDATE SPECIFIC FIELDS AS NEEDED. CLICK “UPDATE” TO SAVE YOUR EDITS.

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YOUR “PAYMENT INFO” IS DIRECTLY LINKED TO YOUR ACCOUNT IN THE HOPS OFFICE. ANYTHING YOU CHANGE HERE WILL BE UPDATED IN OUR INTERNAL TICKETING SYSTEM.

CARDS ARE ENCRYPTED AND SAVED SECURELY IN THE TICKETING SYSTEM. SALES STAFF CANNOT SEE CARD DETAILS, AND MAY NEED TO ASK FOR ADDITIONAL INFORMATION (ex. ccv code) AT TIMES IN ORDER TO COMPLETE A TRANSACTION. WE WILL NOT RUN YOUR CARD WITHOUT PRIOR AUTHORIZATION.

TO ADD A NEW CARD TO YOUR WALLET, CLICK “ADD NEW PAYMENT METHOD” AND FILL IN THE FIELDS IN THE POP-UP BOX. CLICK “ADD NEW CARD” ONCE COMPLETED.

TO UPDATE A CURRENT CARD ON FILE, CLICK THE “PENCIL” ICON IN THE TOP RIGHT-HAND CORNER OF THE WHITE BOX. UPDATE THE FIELDS IN THE POP-UP BOX AS NEEDED. CLICK “UPDATE CARD” TO SAVE YOUR EDITS.

YOU CAN ALSO REMOVE OLD CARDS BY CLICKING “REMOVE CARD”.

FOR MORE INFORMATION, VISIT

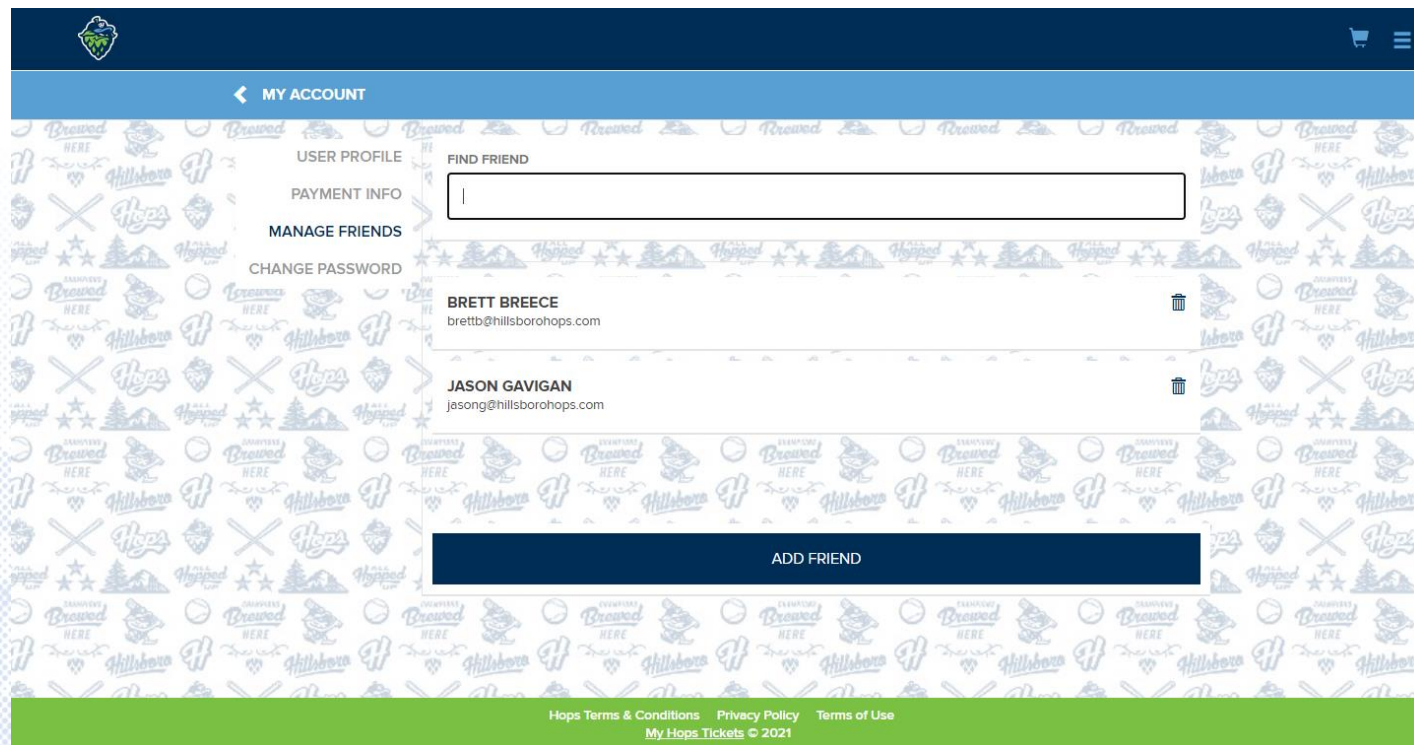
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“MANAGE FRIENDS” IS AN IMPORTANT TOOL FOR SETTING UP YOUR PROFILE TO FORWARD TICKETS TO FAMILY, FRIENDS, EMPLOYEES, AND/OR CLIENTS.

NOTE: HOPS ACCOUNT REPS CANNOT SEE YOUR FRIENDS LIST, ADD CONTACTS, OR FORWARD TICKETS TO YOUR CONTACTS ON YOUR BEHALF.



TO ADD A NEW CONTACT, CLICK “ADD FRIEND” AND COMPLETE THE FIELDS IN THE POP-UP BOX.* ONCE COMPLETED, CLICK, “CREATE FRIEND” TO SAVE THEM IN YOUR LIST.

IF YOU HAVE A LOT OF CONTACTS IN YOUR FRIENDS LIST, YOU CAN SEARCH FOR A SPECIFIC PERSON BY USING THE “FIND FRIEND” FIELD AT THE TOP OF THE PAGE.

IF YOU NO LONGER PLAN TO SEND TICKETS TO A CONTACT IN THE FUTURE, YOU CAN REMOVE THEM FROM YOUR LIST BY CLICKING THE “TRASH CAN” IN THEIR NAME FIELD.

*EMAIL IS REQUIRED, AS TICKETS WILL BE FORWARDED TO CONTACTS VIA EMAIL.

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“CHANGE PASSWORD” ALLOWS YOU TO UPDATE THE PASSWORD FOR ACCESSING YOUR **MY HOPS TICKETS** ACCOUNT.

The screenshot shows the 'MY ACCOUNT' page with a sidebar menu containing 'USER PROFILE', 'PAYMENT INFO', 'MANAGE FRIENDS', and 'CHANGE PASSWORD'. The 'CHANGE PASSWORD' form is active, displaying a message: 'After changing your password you will be logged out and returned to the login page.' The form includes fields for 'OLD PASSWORD' (with a hint 'Enter Old Password'), 'NEW PASSWORD' (with a hint 'Enter New Password'), and 'CONFIRM PASSWORD' (with a hint 'Enter Confirm Password'). Below the fields, a note states: 'Passwords must be between 8 and 15 characters and contain at least one uppercase letter, one lowercase letter and one number. Passwords are case sensitive.' At the bottom of the form are two buttons: 'CANCEL' and 'SAVE CHANGES'. The footer of the page contains links for 'Hops Terms & Conditions', 'Privacy Policy', and 'Terms of Use', along with the text 'My Hops Tickets © 2021'.

SIMPLY FILL IN THE PROVIDED FIELDS AND CLICK “SAVE CHANGES” TO UPDATE YOUR PASSWORD.

THIS NEW PASSWORD WILL BE YOUR KEY TO ACCESSING YOUR ONLINE ACCOUNT AND TICKET INVENTORY FOR THE SEASON. KEEP A NOTE OF IT, AS WE ARE NOT ABLE TO LOOK IT UP OR RESET IT FOR YOU.

IF YOU DO LOSE YOUR PASSWORD, REPEAT THE “FORGOT PASSWORD” STEPS ON THE MAIN LOGIN PAGE TO OBTAIN A NEW TEMPORARY PASSWORD.

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