

EUGENE EMERALDS ONLINE TICKETING FORWARDING YOUR TICKETS

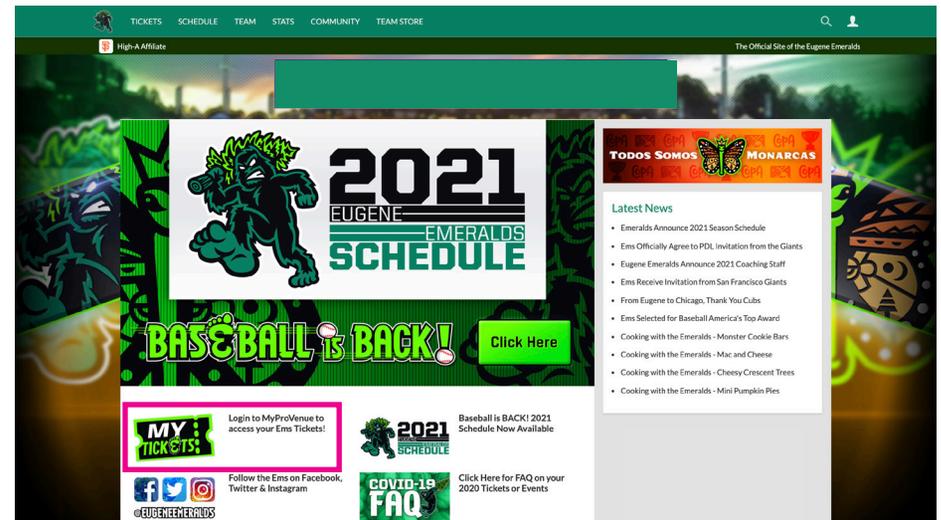


This documentation is intended for those who have purchased tickets with the Emeralds and are looking to forward them to a friend.

Before You Begin: Make sure to have the email of the friend you would like to forward your tickets to.

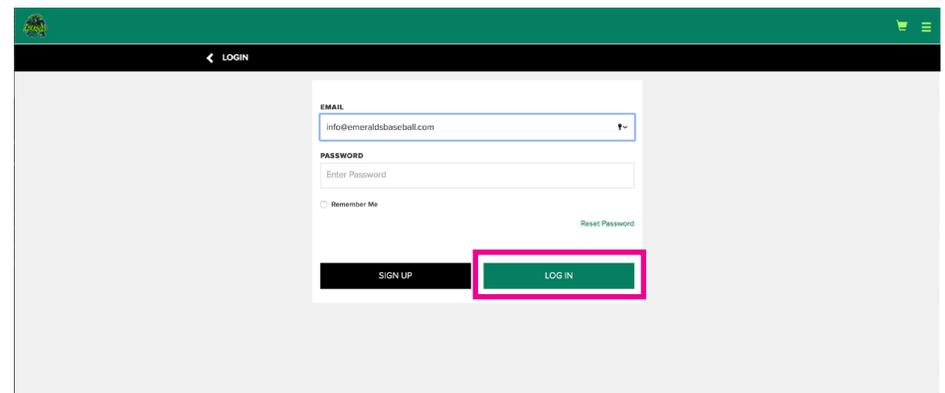
STEP 1

On the front page of the Eugene Emeralds website click on the **MyProVenue MyTickets** link to take you to the log in page.



STEP 2

On the **MyProVenue MyTickets** log in page, type in your email and password and click **LOG IN**.



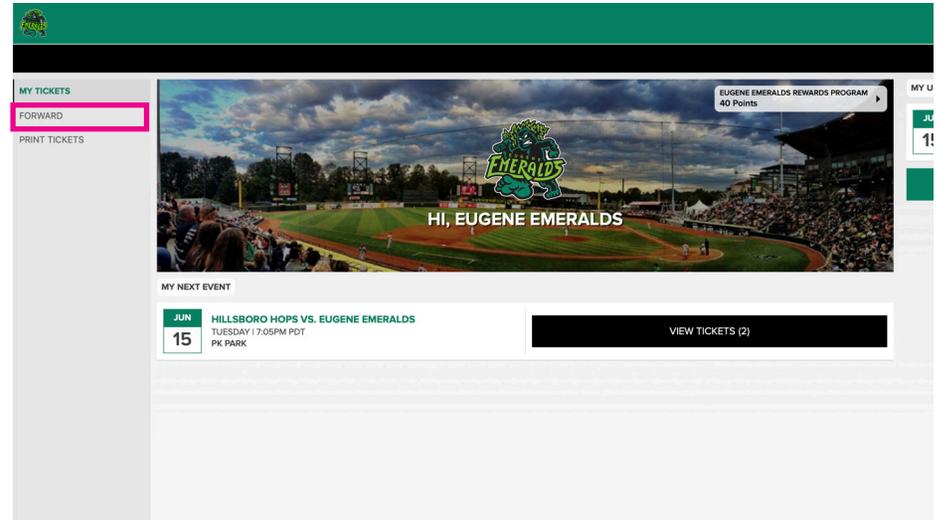
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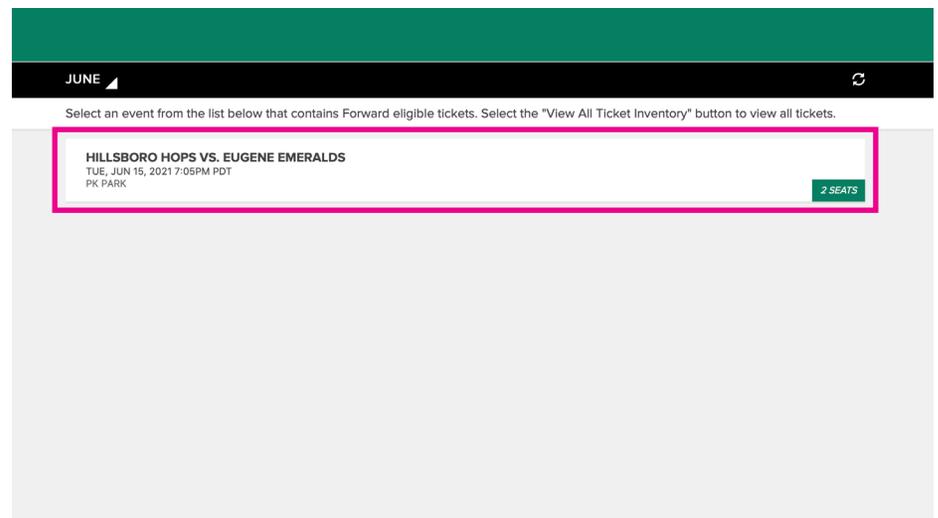
STEP 3

On your MyProvenue MyTickets homepage, click on **FORWARD** located in the left hand menu bar.



STEP 4

Click on the game you would like to forward tickets from.



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STEP 5

Select which tickets you would like to forward. If you would like to forward all of your tickets for that game, then check **SELECT ALL**. When finished click **CHOOSE FRIEND**.

STEP 6

Click on the friend you want to forward your tickets to. If they are not already in your list you can click **ADD FRIEND** to fill out their contact information.

< SELECT TICKETS TO FORWARD

HILLSBORO HOPS VS. EUGENE EMERALDS
TUE, JUN 15, 2021 7:05PM PDT
FK PARK

Select the tickets you wish to forward and then select "Choose Friend" below.

SELECT ALL

<input checked="" type="checkbox"/>	SECTION 1	ROW 14	SEAT 2
<input checked="" type="checkbox"/>	SECTION 1	ROW 14	SEAT 3

CHOOSE FRIEND

< FORWARD TO A FRIEND

HILLSBORO HOPS VS. EUGENE EMERALDS
TUE, JUN 15, 2021 7:05PM PDT
FK PARK

Choose the friend who will receive your tickets or select "Add Friend". Use the Find Friend search box to filter your list.

FIND FRIEND

SLUGGO EMERALDS
kennedy@emeraldsbaseball.com

ADD FRIEND

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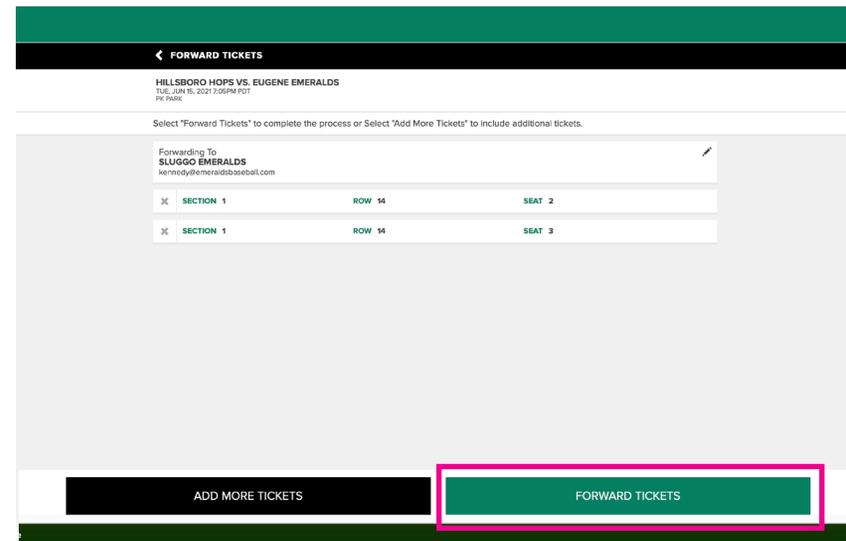
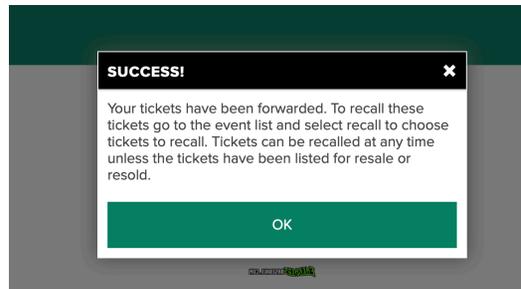
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STEP 7

Make sure you have selected the right friend and tickets, and then click **FORWARD TICKETS**. You will then receive the "SUCCESS!" confirmation message. Both you and your friend will receive a confirmation email.

Your friend will either have to log in to MyProvenue MyTickets or create an account using the same email you used to send them tickets.



NOTE

Forwarded tickets can also be recalled.

If you typed your friend's email wrong, chose the wrong tickets, sent your tickets to the wrong friend, or just changed your mind you can always recall them and try again.

