# Valero Texas Open ACCOUNT MANAGER GUIDE

#### **Account Manager on Computer or Mobile Device**

- To begin, visit: am.ticketmaster.com/ValeroTexasOpen
- Once you are logged into Account Manager, select "Manage Tickets" at the top of your screen to view your ticket inventory

\*On your mobile device select the side bar at the top left corner of the page, then select "Manage Tickets"



 From here you have the ability to transfer tickets and parking within the individual days/events, or you can bulk transfer tickets across multiple days

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# **Individual Day Transfers**

- To transfer tickets/parking for an individual day, click on the day you would like to transfer from
- Once on the individual day's page, select "Transfer"



 Select the box(s) corresponding to the ticket numbers you would like to transfer, then select "Transfer"



 Enter the recipient's First Name, Last Name, and Email Address and select "Transfer"

Apr 07, 2019 All Day Valero Texas Open Good Any O TPC San Antonio	< TRANSF	ER TICKETS	X Print → Trans	sfer
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### **Bulk Management Transfers**

- To bulk transfer tickets, select the "Transfer" button on the Manage Tickets page
- Select "Select All" to bulk transfer tickets across all available events, or select the individual days you wish to transfer, and click "Next"

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2019	Valero Texas Open Friday Tickets Fri • All Day • TPC San Antonio			< >	→ Iransfer	
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• In the first pop up asking to transfer same seats across events, select "No"

	TRANSFER - SELECT TICKETS	×
• 11:59 pm • "	Transfer same seat(s) and/or parking ticket(s) for all selected events?	
e <b>ro Texas C</b> All Day • Th	No	Yes

# **Bulk Management Transfers**

• In the next pop up choose "Select All", or within each event select the boxes next to the tickets you wish to transfer, then click "Next"

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Valero Texas C Fri • All Day • TP	Cancel	Next		Cancel Next
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Enter the recipient's First Name, Last Name, and Email Address then select "Transfer"

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TICKET DETAILS	Cancel	Transfer		TICKET DETAILS	[	Cancel	Transfer	

#### Using the PGA TOUR App

To get started, please download the PGA TOUR App.

 Click on the drop down menu in the top right corner.



- Click on the "MY TOUR" button in the bottom left corner.
- Click on the "My Tickets" button.
- You will be prompted to log into a TOUR Account.
- If you do not have an existing account, create a new one.
- Once you have created your PGA TOUR Account, please sign in to your Valero Texas Open Account Manager with the email and password provided to you
- If you were not provided a password, click forgot password to create your own.



- You will be able to see your available tickets in your account.
- Select the day you would like to access, then click "Send".

#### \*PGA TOUR App can only send one seat group at a time\*

- Select the ticket you would like to transfer.
- Click "SEND TO".
- Choose from "Select From Contacts" or "Manually Enter A Recipient" to choose recipient for tickets
- For "Manually Enter A Recipient", enter the recipient's First Name, Last Name, and Email or Phone Number.
  - You may include a note with this transfer.
- If the information all looks correct, click "Send Tickets"
- Your sent tickets will now show they have been sent to chosen recipient



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o Texas Open Friday Parking

Valero Texas Open Thursday T Thu, Apr 4, 11:59pm • TPC San Antonio
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→ Send
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