



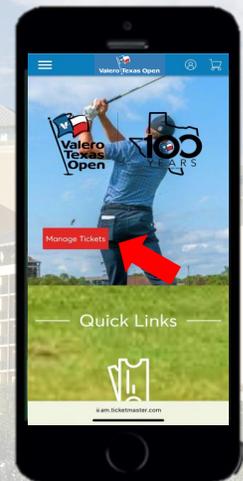
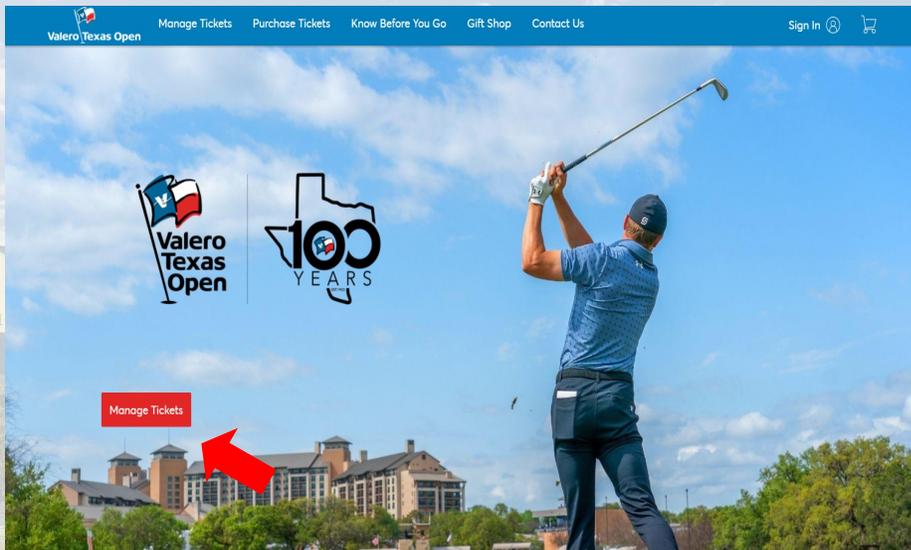
2022 ACCOUNT MANAGER GUIDE



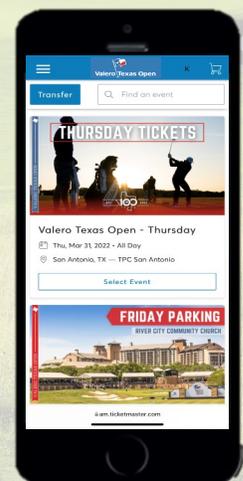
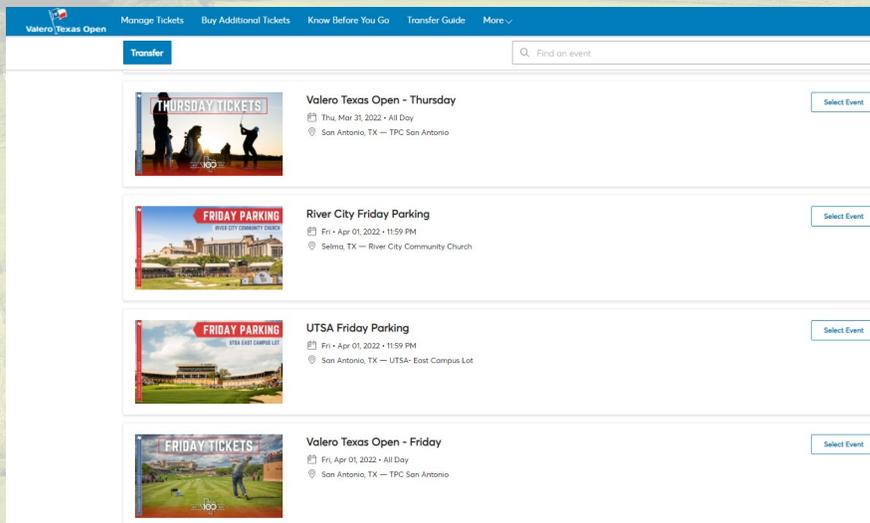
Account Manager on Computer or Mobile Device

- To begin, visit: am.ticketmaster.com/ValeroTexasOpen
- Select the "Manage Tickets" button on the left side of your screen and log in 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"*



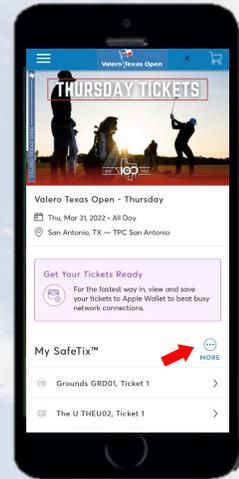
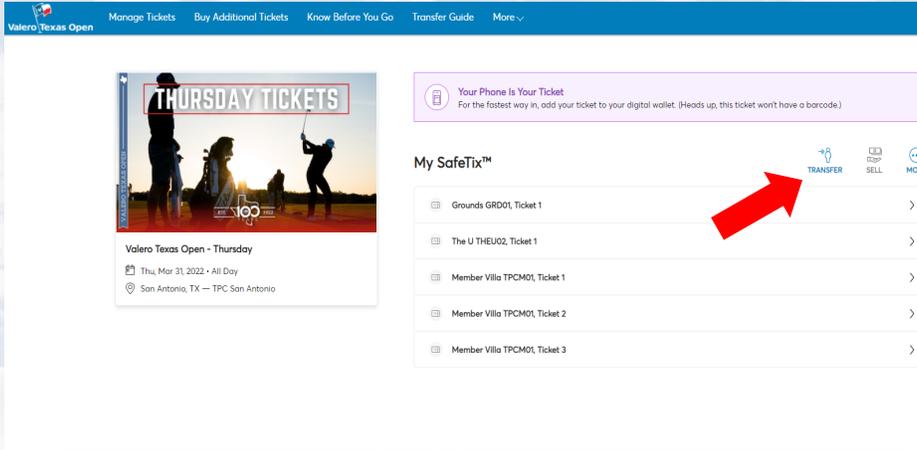
- From here you have the ability to transfer tickets and parking within the individual days/events, or you can bulk transfer tickets across multiple days



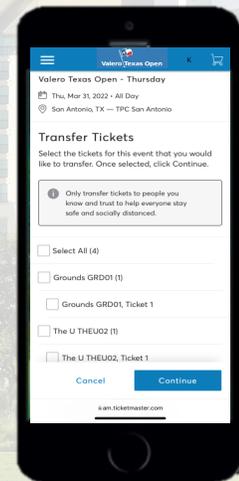
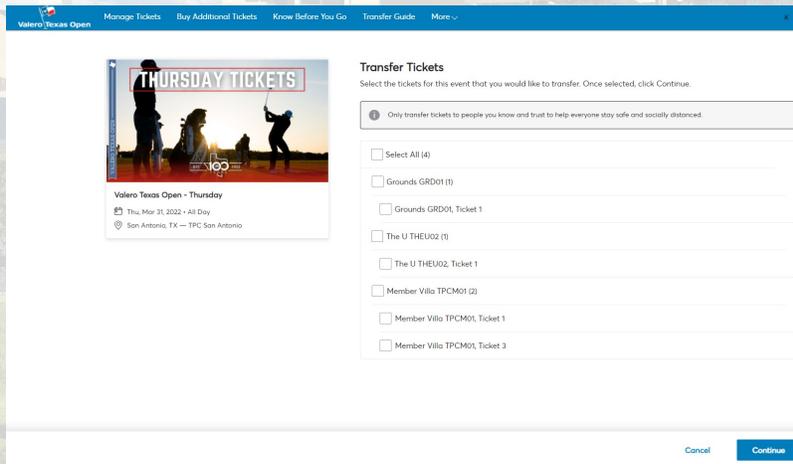
Individual Day Transfers

- 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"

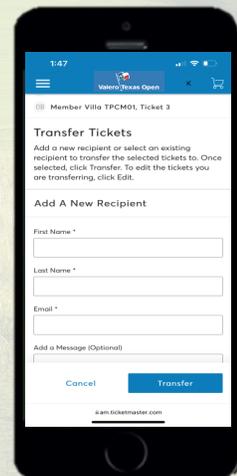
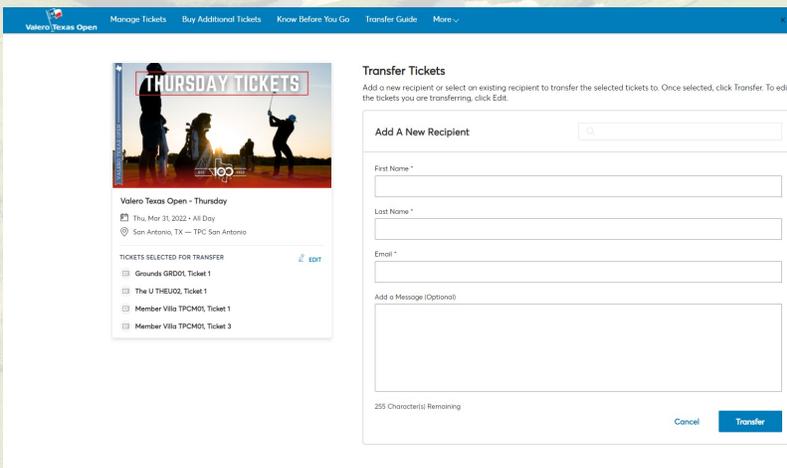
**On your mobile device select the three dots to the right of "My Tickets", then select "Transfer"*



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

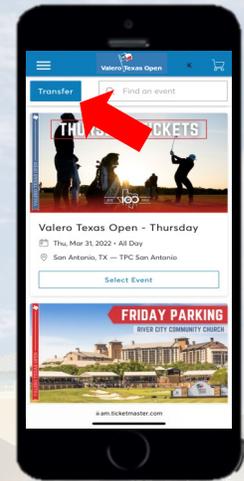
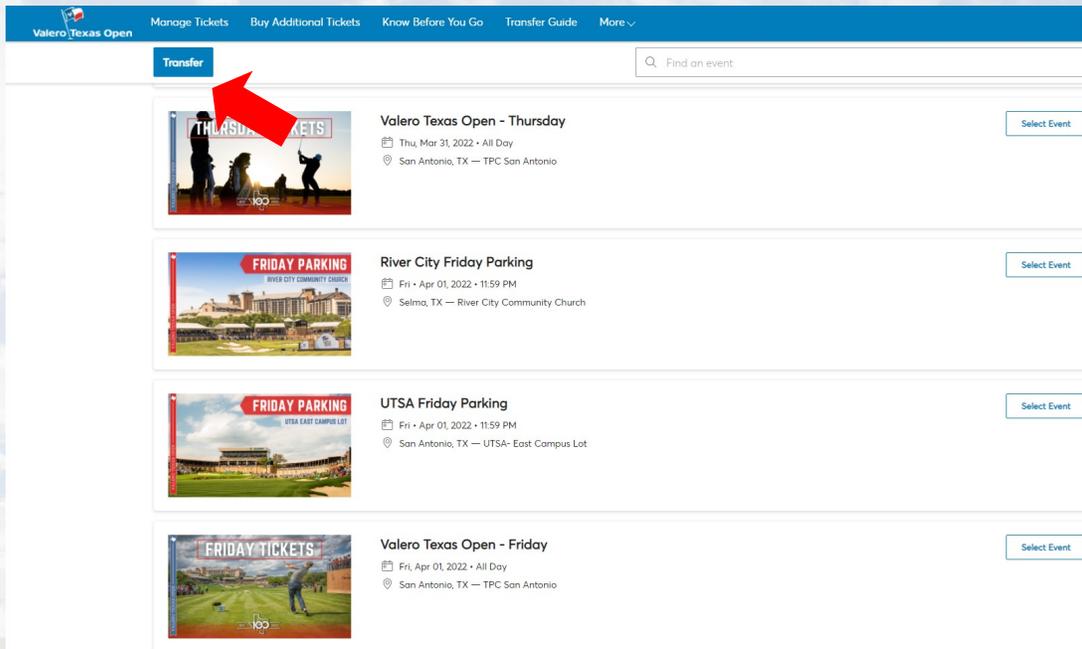


- Enter the recipient's First Name, Last Name, and Email Address and select "Transfer"

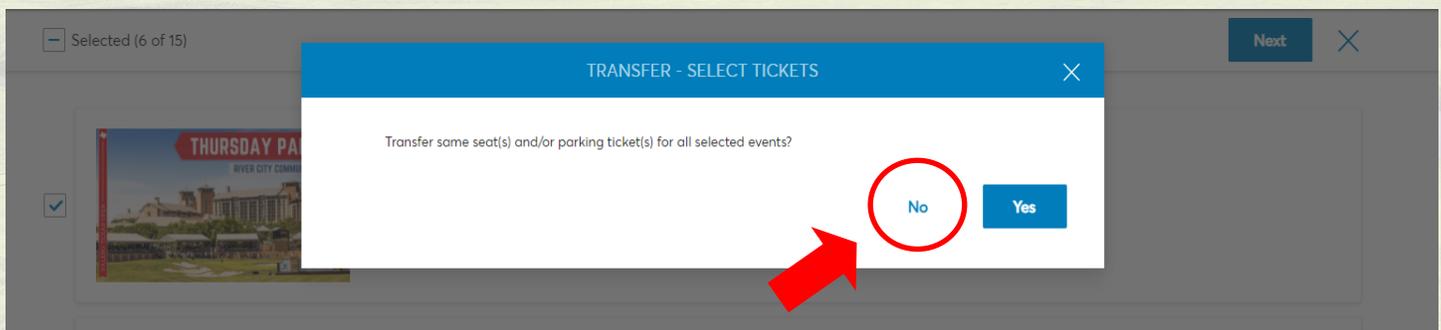


Bulk Management Transfers

- 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"



- In the first pop up asking to transfer same seats across events, select "No"



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"

TRANSFER - SELECT TICKETS

Only transfer tickets to people you know and trust to help everyone stay safe and socially distanced.

THURSDAY PARKING
River City Thursday Parking
Thu · Mar 31, 2022 · 11:59 PM

Lot PARK1

Select All (1)

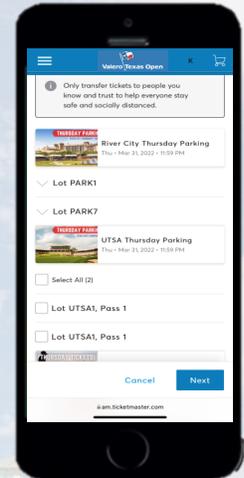
Lot PARK1, Pass 16

Lot PARK7

THURSDAY PARKING
UTSA Thursday Parking
Thu · Mar 31, 2022 · 11:59 PM

Select All (2)

Cancel Next



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

TRANSFER - SELECT A RECIPIENT

1 Event(s) Selected
Total of 2 ticket(s) selected

Add A New Recipient

First Name *

Last Name *

Email *

Add a Message (Optional)

Cancel Transfer

