

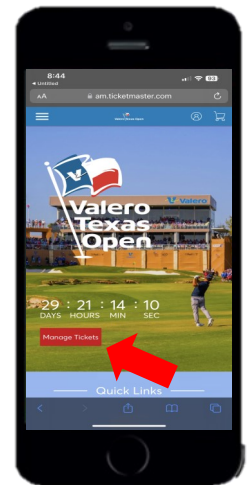
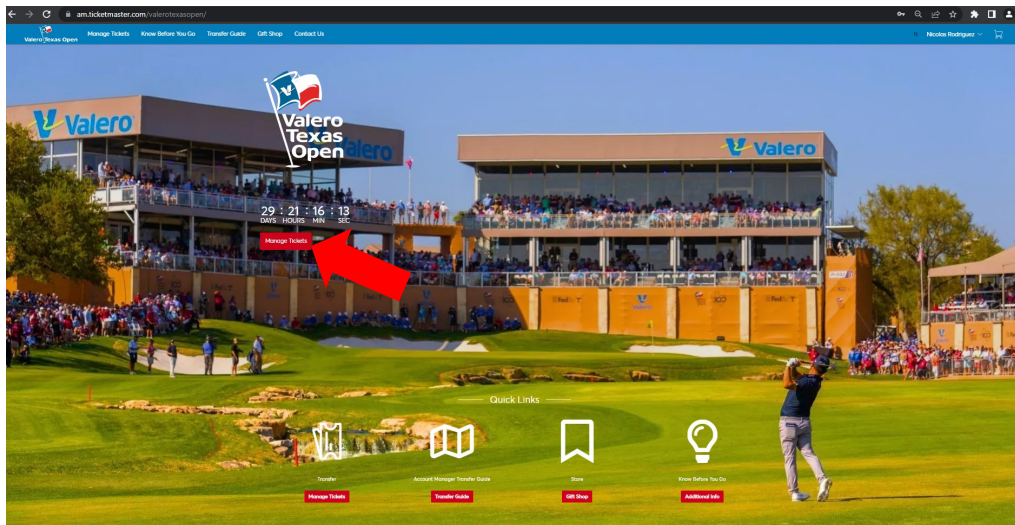


2023 ACCOUNT MANAGER GUIDE

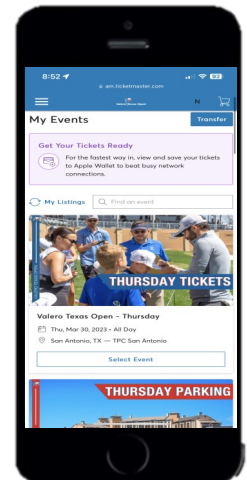
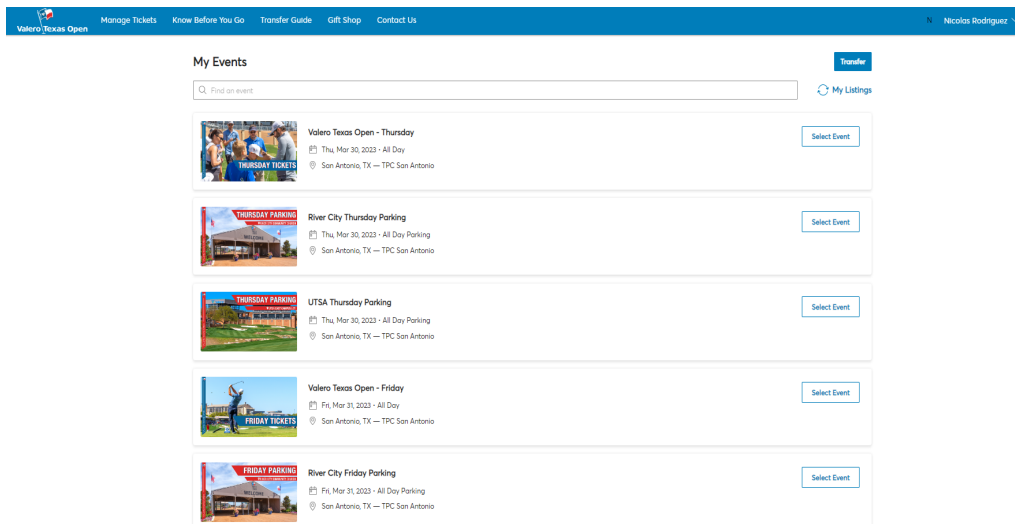
Account Manager on Computer or Mobile Device

- 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"*



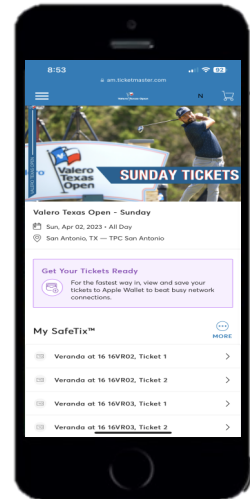
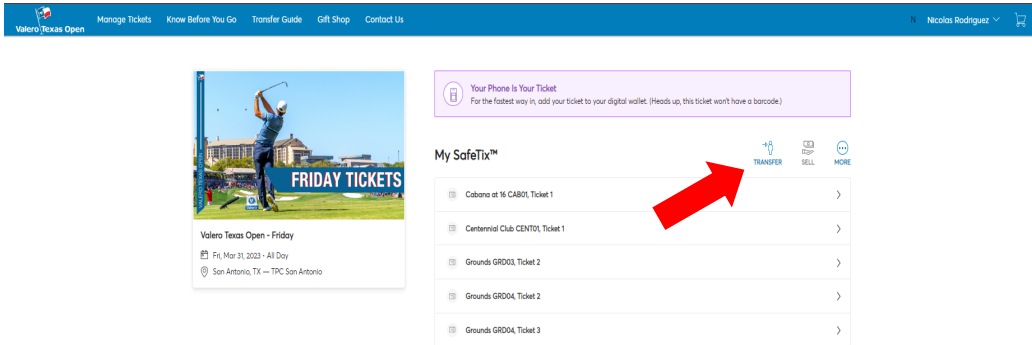
- From here, you have the ability to transfer tickets and parking within the individual days/events, or you can bulk transfer tickets across multiple days



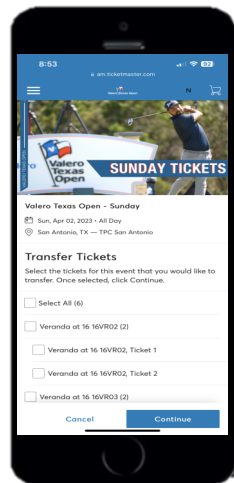
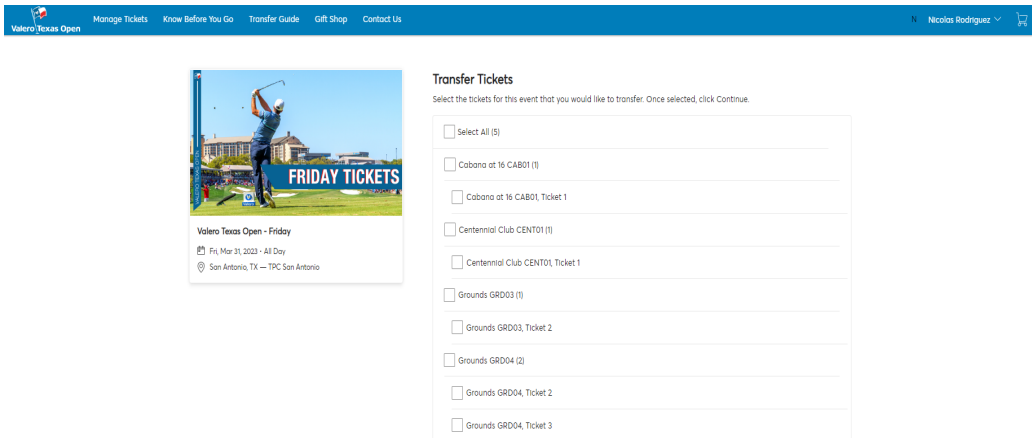
Individual Day Transfers

- 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".

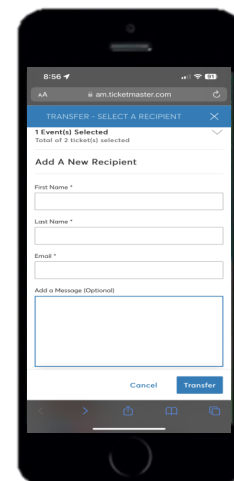
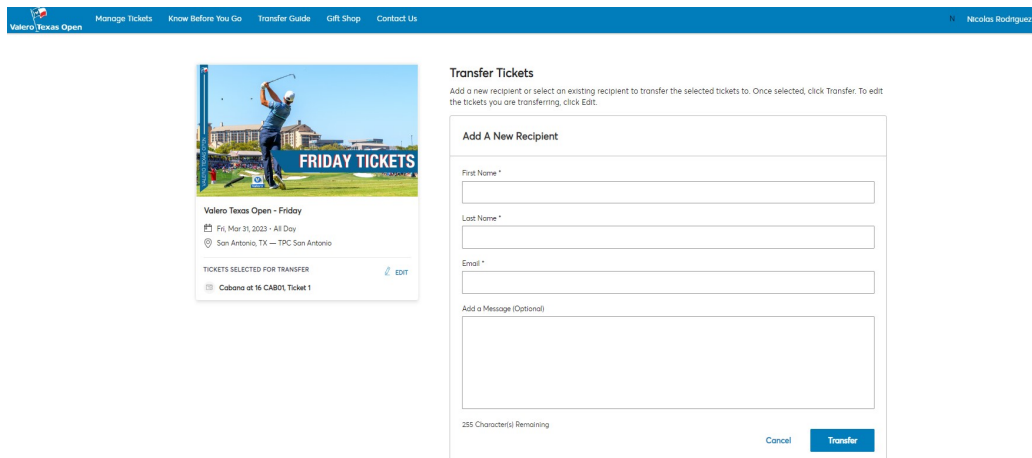
**On your mobile device select the three dots to the right of "My Tickets", then select "Transfer"*



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

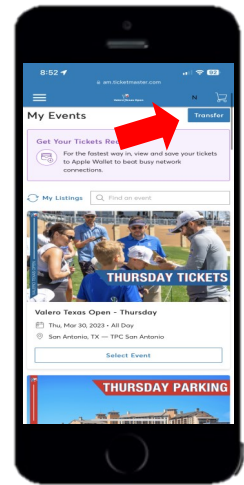
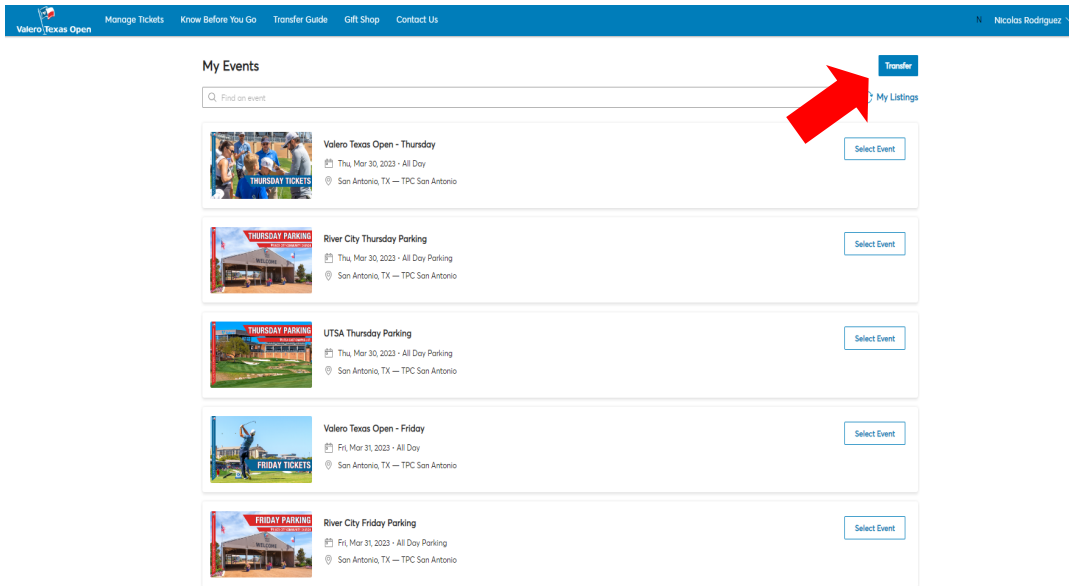


- Enter the recipient's First Name, Last Name, and Email Address and select "Transfer"

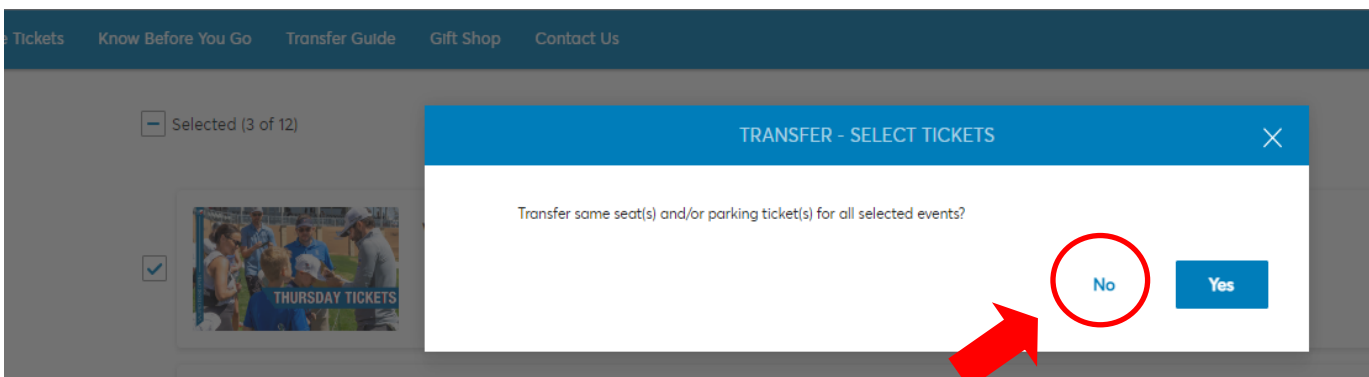


Bulk Management Transfers

- 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"

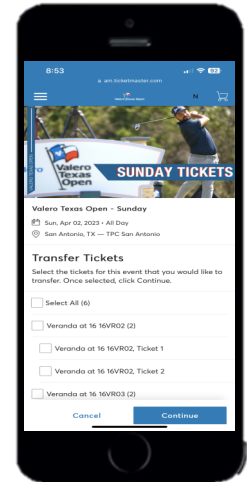
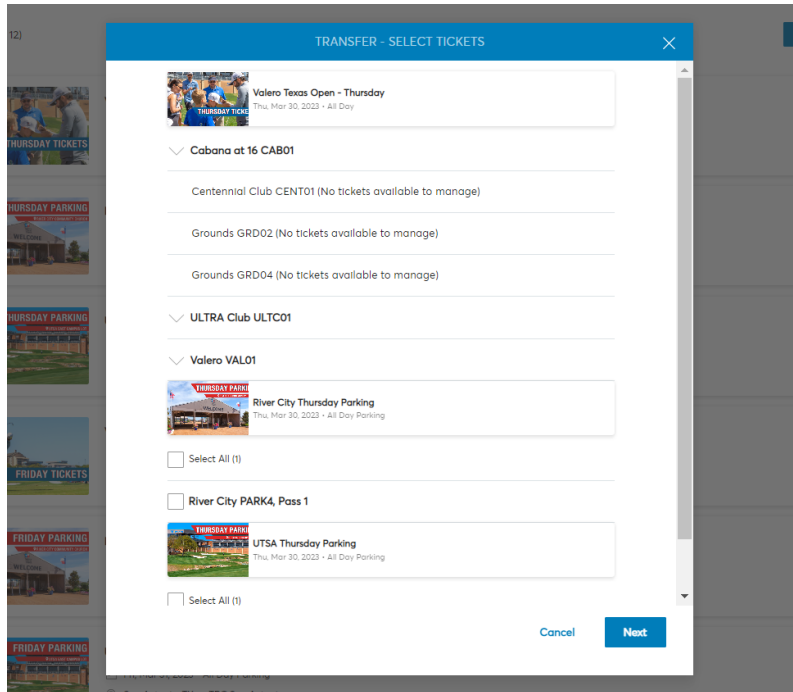


- In the first pop up asking to transfer same seats across events, select "No"

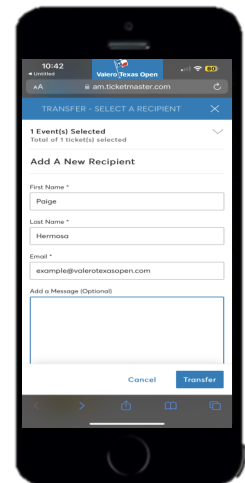
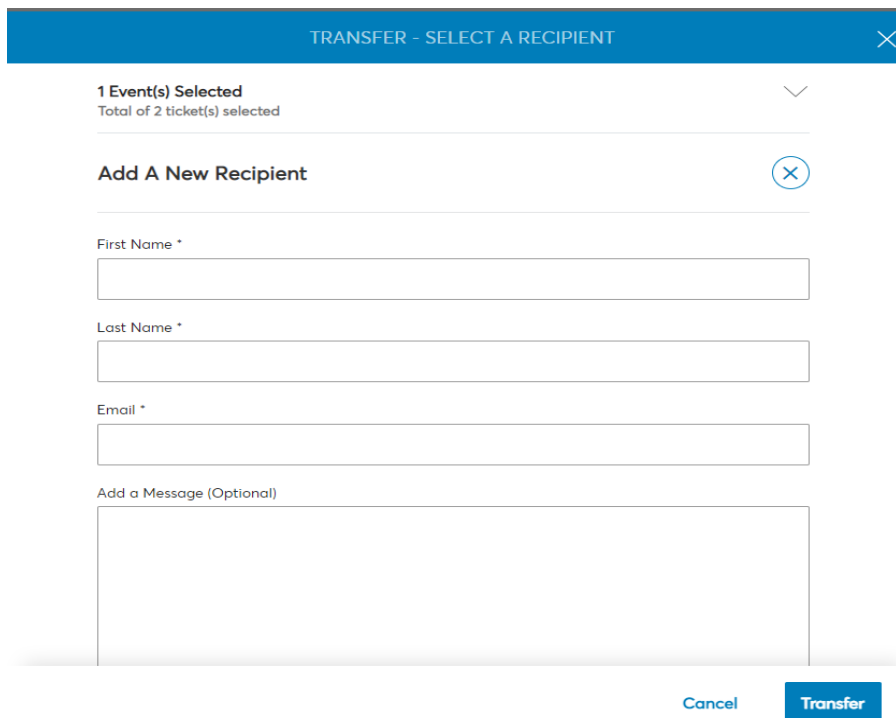


Bulk Management Transfers

- 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"



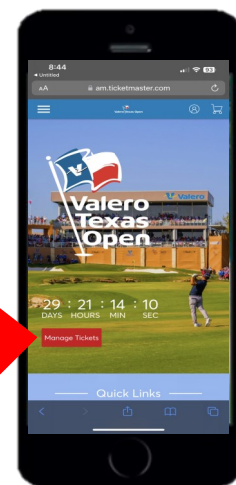
- Enter the recipient's First Name, Last Name, and Email Address then select "Transfer"



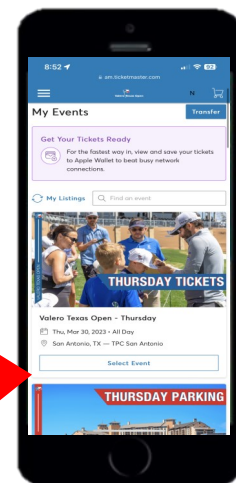
Saving Tickets To Mobile Wallet

- To save ticket(s) to your mobile wallet start by going to am.ticketmaster.com/ValeroTexasOpen

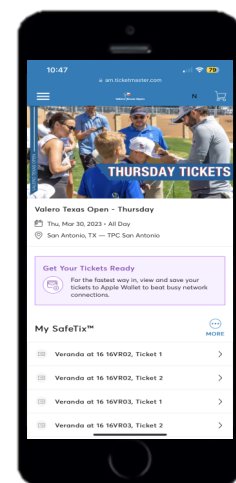
⇒ Select "Manage Tickets"



Select the event/day you wish to add to your Mobile Wallet.

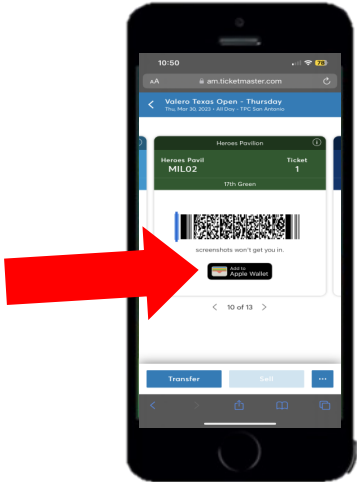


- Select the tickets you wish to add to your Mobile Wallet (You will have to add tickets to wallet one at a time)

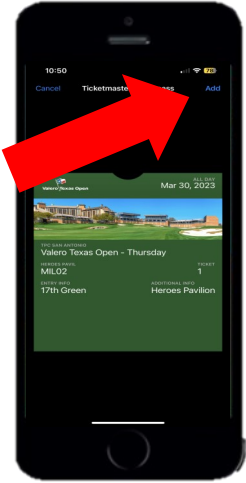


Saving Tickets To Mobile Wallet

- After choosing the selected ticket, click "Add to Apple Wallet"



- You will be re-directed to your wallet where you will select "Add"



- Tickets are ready to be used when you see "Hold Near Reader"

