

QUICK START GUIDE

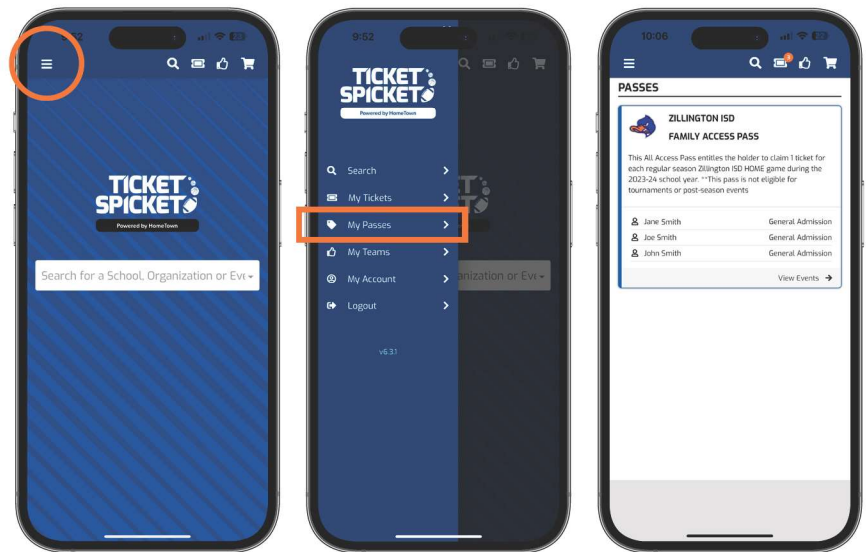
Transferring an Access Pass

TICKET SPICKET

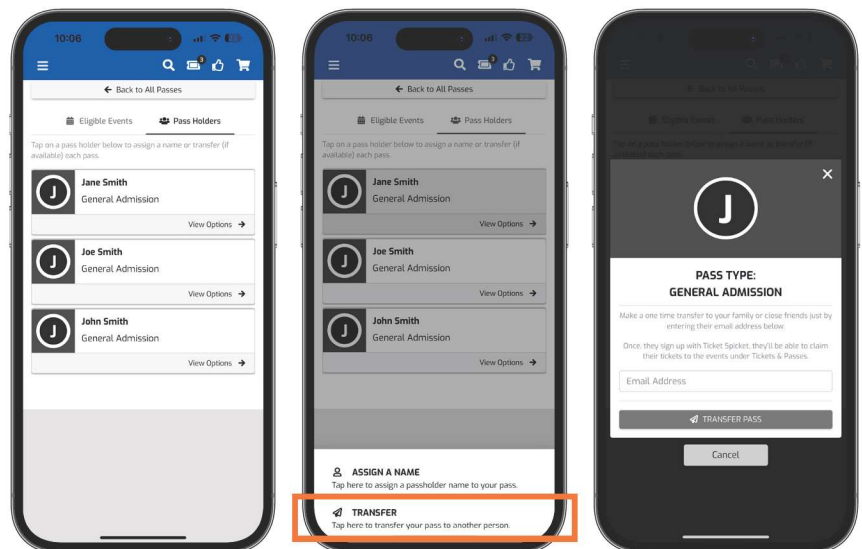
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Welcome to Ticket Spicket, powered by HomeTown! We look forward to helping you easily use tickets and passes online that support your school or organization. Below you will find more information on how to quickly and conveniently transfer a mobile season pass to another Ticket Spicket customer.

- 1 While using the Ticket Spicket mobile app or website, navigate to the three-line main menu icon located at the top of the display.
- 2 Click on the 3rd link in the menu labeled "My Passes." Any passes you have purchased previously will be listed here and available for quick access.
- 3 Select the pass you would like to transfer to another account.



- 4 You will see a list of any other pass holders associated with your account. Simply tap the pass / pass holder that you would like to share, & select the "Transfer Pass" option at the bottom.
- 5 Enter the person's email address & the recipient will receive an email indicating that you've sent them a Ticket Spicket access pass.
- 6 If they haven't already done so – the recipient will need to register their email address to create a Ticket Spicket account & accept the transfer. Once they accept, the pass will then be associated with their Ticket Spicket account & no longer visible to you.



Have questions? We're here to help.

Contact us at fansupport@hometownticketing.com or 1-866-HTT-4TIX