

HOW TO TRANSFER TICKETS

Learn how to forward/transfer your tickets to your friends and family through Account Manager and how to cancel a forward/transfer.

1. Log into [Account Manager](#).
2. Click “manage my tickets”

Manage My Tickets

My Ticket Options

TRANSFER
Transfer tickets to friends.

PRINT
Print your ticket.

SELL
List your tickets for sale.

DONATE TICKETS
Donate your tickets to charity.

manage my tickets

3. Click on the month where your game takes place.

November 2015 ▼

- August 2015 (1 events; 2 tickets)
- September 2015 (2 events; 5 tickets)
- October 2015 (1 events; 2 tickets)
- ✓ November 2015 (3 events; 6 tickets)
- December 2015 (2 events; 4 tickets)
- January 2016 (1 events; 2 tickets)

		Tue	Wed
			4
8	9	10	11

4. Go to the date of the event you wish to manage and click on the event.

January 2016

Sun	Mon	Tue	Wed
3 San Diego Ch... ⓘ	4	5	6
10	11	12	13

5. Click "Transfer tickets" button

6. Click the seat (s) you would like to transfer.

7. Click "transfer (# of seats)" button on the top right.

The screenshot shows the NFL Ticket Exchange interface for a San Diego Chargers game on January 3, 2016. At the top right, there are buttons for "manage more tickets" and "transfer (1)", with the latter circled in red. Below this, there are navigation options for "ticket detail" and "ticket history". The main section is titled "Select an action below to manage your seats." and contains three buttons: "Transfer tickets" (circled in red), "Sell Tickets" (with a "0" badge), and "Donate to Charity". Below the buttons, the user's seat information is displayed: "Section 522, Row 32" and "You have 1 seat(s)". A table lists the seat details, with "Seat 19" checked and circled in red. The table also shows the "Printed online confirmation no: 151112-13435".

8. Review the tickets you would like to transfer and then click "Continue to Transfer".

The screenshot shows a confirmation dialog box titled "Below are your selected seats to transfer." with a "Close" button in the top right. The dialog contains the text: "Review your selected seats below. Note: You may discard a seat by deselecting the checkbox." Below this, it says "Selected Tickets (1 events; 1 tickets)". The selected ticket is listed as "San Diego Chargers" for "Sun, Jan 3, 2016 2:25 PM || Sports Authority Field" in "Section 522, Row 32". Underneath, "Seat 19" is listed with a checked checkbox. At the bottom right, there are two buttons: "cancel" and "Continue to transfer", with the latter circled in red.

9. Enter in recipient's contact info and click the "add" button.

Choose Transfer Recipient

Enter a New Contact

* = Required

Recipient's First Name *	<input type="text" value="Jane"/>
Recipient's Last Name *	<input type="text" value="Doe"/>
Recipient's Email Address *	<input type="text" value="tickets@broncos.nfl.net"/>
Confirm Recipient's Email Address *	<input type="text" value="tickets@broncos.nfl.net"/>

add

10. Choose the transfer recipient.

- a. Enter a message for the recipient.**
- b. Choose if you would like an email reminder if any of your tickets go unclaimed in the ticket transfer.**
- c. Choose if you would like the price of the ticket displayed or not.**

11. Click “next step”.

Choose Transfer Recipient

Name	Email Address	
<input checked="" type="radio"/> Jane Doe	tickets@broncos.nfl.net	edit delete

▶ Enter a New Contact

a. Optional Message

Enter an optional message for the transfer recipient.

b. Email Reminder

Define how many hours or days prior to the event a reminder email is sent to you. This reminder email is only sent if the recipient hasn't accepted your offer.

Notify me if my ticket(s) are unclaimed prior to the event start time.

Please Note: All ticket(s) must be claimed prior to the event start time. An email reminder will be sent to the recipient 24 hours prior to the event cut off time if ticket(s) are unclaimed.

c. Item Price

- Display original item price on Transfer offer. ?
- Do not display original item price on Transfer offer. ?


Total Amount
\$0.00

next step

12. Check the “agree to the terms of use” box and then click the “complete transfer” button.

Items You Are Transferring

[edit items](#)

item	details	number of items	fee	fee total
 San Diego Chargers Sun, Jan 3, 2016 2:25 PM Sports Authority Field	Section 522 Row 32 Seat 19	1	\$0.00	\$0.00
			Transfer Fee Total	\$0.00
			Total Due	\$0.00

Transfer Recipient

[edit transfer recipient](#)

recipient name	email address	offer expiration	display price
Jane Doe	tickets@broncos.nfl.net	Sun, Jan 3, 2016 2:24 PM	Yes

I agree to the **terms of use**. By using this Transfer service you agree that your personal information will be used and disclosed as permitted by the My Denver Broncos **Privacy Policy**, which allows the Denver Broncos, Ticketmaster and others to send you event-related information and other special offers. If you have any questions please contact 720-258-3333.

Total Amount

\$0.00

[« previous step](#)

complete transfer

TO CANCEL TRANSFERS/FORWARDS

1. Log into [Account Manager](#).
2. Click "manage my tickets"

Manage My Tickets

My Ticket Options

TRANSFER
Transfer tickets to friends.

PRINT
Print your ticket.

SELL
List your tickets for sale.

DONATE TICKETS
Donate your tickets to charity.

manage my tickets

3. Click on the month where your game takes place.

November 2015 ▼

- August 2015 (1 events; 2 tickets)
- September 2015 (2 events; 5 tickets)
- October 2015 (1 events; 2 tickets)
- ✓ November 2015 (3 events; 6 tickets)
- December 2015 (2 events; 4 tickets)
- January 2016 (1 events; 2 tickets)

		Tue	Wed
			4
8	9	10	11

4. Go to the date of the event you wish to manage and click on the event.

January 2016

Sun	Mon	Tue	Wed
3 San Diego Ch... ⓘ	4	5	6
10	11	12	13

5. Click “Edit Your Posting”

[Edit Your Posting](#)

[← back to January](#)

JAN
3
SUN

San Diego Chargers
Sports Authority Field - 2:25 PM
Mobile Entry

There are no actions available for the seats below.

Section 522, Row 32 **You have 1 seat(s)**

seat details	current entry method to event
<input type="checkbox"/> Seat 19	Printed online confirmation no: 151112-13435

6. Click “Transfers Sent”

7. Click “Cancel Offer”

Transfers Received **Transfers Sent** Listed for sale [← manage my tickets](#)

To: Jane Doe

JAN
3
SUN

San Diego Chargers
2:25 PM | Sports Authority Field

Section 522, Row 32, Seat 19
1 ticket

Offer expires: 01/03/16 2:24 PM [Cancel Offer](#)

8. Click “agree to the terms of use” then click “cancel offer”

Review Items To Cancel

item	details	fee	fee total
 San Diego Chargers Sun, Jan 3, 2016 2:25 PM Sports Authority Field	Section 522 Row 32 Seat 19	\$0.00	\$0.00

Total Items To Be Canceled

1 Items

Enter a personal message for Jane (optional)

By selecting the 'cancel offer' button, Jane Doe will no longer have access to these ticket(s). An email will be sent to the recipient notifying the cancellation.

I agree to the **Terms of Use**

cancel

cancel offer