Transferring Tickets In Your MY SHEA'S Account On Your Desktop Computer

Please Note:

Ticket transfers are intended to be a one-way, one-time occurrence – you are gifting your current ownership of your tickets to an upcoming event at a Shea's Performing Arts Center theater to another account holder for their personal use. When in doubt, <u>contact the Shea's Box Office</u> and arrange to have the ticket transferred on your behalf to avoid any issues that may occur.

Once a ticket has been transferred and accepted by the new ticket recipient, the ticket *cannot* be returned to the previous owner unless the new ticket owner chooses to transfer it back. It is now the property of the recipient.

For any questions regarding ticket transfers, please contact the Shea's Box Office for assistance.

1. Go to our website at <u>Sheas.org</u> and click on **MY SHEA'S** in the upper-right corner.



2. Once the welcome page has loaded, click the Sign In icon in the upper-right corner.

Sign In to Shea's Performing Arts Center

Powered by ticketmaster

(i) Important Account Update

You can now use the same email and password for both your Shea's Performing Arts Center ticket account and your Ticketmaster account.

X

Shea's Performing Arts Center ticket holder? Use your existing email to sign in and update your password if prompted.

New here? Use your Ticketmaster email and password.

SHOW
Forgot Password
e Terms of Use and understand both the Ticketmaster enter Privacy Policy .
Sign In

3. This is the Sign In screen that will pop up when you log into your MY SHEA'S Account.

Please enter the email and password associated with your account. If you are not sure of your account log-in, please <u>contact the</u> <u>Shea's Box Office</u>.

Click **Sign In** when you are ready.



s Subscriber Name 🗸 🛛 📜

Hi! Thanks for checking in. We've announced rescheduled dates for the shows that were cancelled at the end of last season. Those new dates are reflected in your event listing if you still have the tickets in your account. Returned and refunded shows from last season will not be displayed. We've also announced dates for the New Broadway Series that was put on hold in 2020-21. Those can be found <u>here</u>. The individual shows for the New Broadway Series won't be visible in your My Shea's Account yet. Check your invoice to see the status of or to renew your New Broadway Series.

4. Welcome to your MY SHEA'S Account!

To begin the ticket transfer process, click **My Events** or **Events**.



5. To transfer tickets to *multiple* events, click the **Transfer** button in the upper left-hand corner.

If you are looking to transfer tickets to a *single* event, click **Select Event**.



6. When viewing your tickets for an event, you have the option here to **Transfer** your tickets.

SHEAS	My Tickets	⇒§ TRANSFER	SELL	 Mor
PERFORMING	Sec ORCH3, Row A, Seat 101			>
ARTS CENTER	Sec ORCH3, Row A, Seat 102			>
• Jun 15, 2022 • 08:00 PM Io . NY — Sheas Performina Arts Center	Sec ORCH3, Row A, Seat 103			>
	Sec ORCH3, Row A, Seat 104			>
	Sec ORCH3, Row C, Seat 113			>
	Sec ORCH3, Row C, Seat 114			>

SHEA'S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TERMS OF USE

My Events Invoices Purchase Donate Help \vee

© 1999-2021 Ticketmaster. All rights reserved.

s Subscriber Name 🗸 🛛 📜

7. You need to choose what tickets you'd like to send – *select* each individual seat, and then click to **Continue**.

	Only transfer tickets to people you know and trust to help everyone stay safe and socially distanced.	
DILAD	Selected (1 of 6)	
ARTS CENTER Broadway Show	Sec ORCH3, Row A, Seat 101	
Wed • Jun 15, 2022 • 08:00 PM Buffalo , NY — Sheas Performing Arts Center	Sec ORCH3, Row A, Seat 102	
	Sec ORCH3, Row A, Seat 103	
	Sec ORCH3, Row A, Seat 104	
	Sec ORCH3, Row C, Seat 113	

My Events Invoices Purchase Donate Help \sim

s Subscriber Name 🗸 🛛 🖵

	Starter of the second s					
My Events Invoices Purchase Danate Help V		Subscriber Name L	My Events Invoices Purchase Donate Help >		ر پر Bubscriber Name کی ایچ	
	Transfer Tickets Add in new receivers do water, an exacting receiver to bransfer the selected tickets to. Once selected the tickets you are bransferring, click Edit.	4, click Transfer, To edit		Transfer Tickets Add a new recipient or select an existing recipient to transfer the se the tickets you are transferring, click Edit.	elected tickets to. Once selected, click Transfer: To edit	
	Transfer Tickets Add a new receiver of a sket on axiting receiver to bornfer the selected tickets to. Once selecter the tickets you are bornferring, click Edit. Add A New Recipient First Norme * Michael Last Norme * Shea Errol * michaelkels	d. cleck Tronsfer. To edit	Boodway Show Marks Center Marks Center Ma	Transfer Tickets Add a new recipient or white an existing recipient to transfer the set the tockets you are transferring, click Edit.	elected tickets to. Once selected, click Transfer. To edit michaetshea@sheas.org @ Cancel Transfer	
Introductory Show Introductory Show <t< th=""><th>Funder Tickets Add a new necessarit or solited on soliting recipient to branker the solitected tockets to. Once solited to tockets to once solited to tockets Add A New Recipient Method Mathod Mathod Method Method</th><th>d. click Tronsfer. To edit</th><th>Control of the state of th</th><th>Transfer Tickets Add a new recipient or bandler the set the tockets you are transferring, click Edit. Add A New Recipient </th><th>elected tickets to. Once selected, click Transfer. To edit</th><th></th></t<>	Funder Tickets Add a new necessarit or solited on soliting recipient to branker the solitected tockets to. Once solited to tockets to once solited to tockets Add A New Recipient Method Mathod Mathod Method	d. click Tronsfer. To edit	Control of the state of th	Transfer Tickets Add a new recipient or bandler the set the tockets you are transferring, click Edit. Add A New Recipient 	elected tickets to. Once selected, click Transfer. To edit	

8. To transfer a ticket, you need to know the recipient's **First Name**, **Last Name**, and their **Email**. If this is a new ticket recipient, you will need to fill out their information before you can **Transfer** a ticket to them.

Your MY SHEA'S Account will keep their contact information on file, so once you have added a new recipient, you don't have to fill it out again, but you can simply select their name and click **Transfer**.



9. Once you have transferred a ticket, you will receive 3 confirmations: you will be redirected a confirmation screen; the tickets in your MY SHEA'S Account will have a *Transfer Pending* status; and you will receive an email confirmation for your records.

10. When the tickets have been claimed by the recipient, you will see an updated ticket status in your MY SHEA'S Account, and you will receive a final email notification that the tickets have been accepted.

My Events Invoices Purchase Donate Help v	S Subscriber Name 🗸 📜	TRANSFER - SELECT TICKETS	\times
Transfer Q. Find an event	57	() Your seats don't match across all the events. Please continue to select seats for each event.	ch
Your phone is your ticket. For the fastert way in add your ticket to your digital waller.			
HAMILTON Mar Thu - Dac KK, 2021 - 0730 PM Diffuls, NY — Sheas Performing Arts Getter	Select Event	Select All (1)	
HAMILTON		Section BALC4, Row P, Seat 201	
Broadway Show ⊡ ₩e-1.un 5, 2022- 06:00 PM	Select Event	Broadway Show Wed - Jun 15, 2022 - 08:00 PM	
Buffsla, IV - Staca Performing Arts Center		Select All (56)	
		Section ORCH3, Row A, Seat 104	
	100		, v
S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TERMS OF USE	© 1999-2021 Ticketmaster. All rights reserved.	Cancel	Next
S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TERMS OF USE	© 1999-2021 Ticketmoster. All rights reserved.		Next
S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TEINS OF USE	© 1999-2023 Ticketmoter: All rights reserved.		Next
SPERFORMING ARTS CENTER PRIVACY POLICY # TICKETMASTER PRIVACY POLICY # TEIRS OF USE TRANSFER - SELECT TICKETS	© 1999-2021 Ticketmonter. All rights reserved.	TRANSFER - SELECT A RECIPIENT	Next
SPERIORMING ARTS CENTER PRIVACY POLICY # TICRETMASTER PRIVACY POLICY # TERRS OF USE TRANSFER - SELECT TICKETS	e 199-2021 Ticketmoster. Al ingéti reserved.	TRANSFER - SELECT A RECIPIENT 2 Event(s) Selected Total of 2 ticket(s) selected	Next
SPERIORENG ARTS CENTER PRIVACY POLICY & TICRETMASTER PRIVACY POLICY & TERMS OF USE TRANSFER - SELECT TICKETS Transfer same seat(s) and/or parking ticket(s) for all selected events?	© 1999-2021 Ticketmonter. All rights reserved.	TRANSFER - SELECT A RECIPIENT 2 Event(s) Selected Total of 2 ticket(s) selected	Next
stearcommo ARTS CENTER PRANCY POUCY & TICKETMASTER PRANCY POUCY & TERMS OF USE TRANSFER - SELECT TICKETS Transfer same seat(s) and/or parking ticket(s) for all selected events?	e 1999-2021 Ticketrooter. Al ingéts reserved.	Concel TRANSFER - SELECT A RECIPIENT 2 Event(s) Selected Total of 2 ticket(s) selected	Next X
s resrotements ARTS centrer provery POLICY & TICKETMASTER PROVERY POLICY & TERMS OF USE TRANSFER - SELECT TICKETS Transfer same seat(s) and/or parking ticket(s) for all selected events?	e 199 2021 Ticketrosotte: Al rights reserved.	TRANSFER - SELECT A RECIPIENT 2 Event(s) Selected Total of 2 ticket(s) selected Add A New Recipient Ms Michael Shea michaelshea@she	Next

6B. If you would like to transfer tickets to multiple events, you can transfer them altogether via the **Transfer** button available on the **My Events** page. It will assume you want to transfer the same tickets for all shows selected – if you have different seats, it will ask you to choose tickets to transfer.

11. Should you decide to Cancel Transfer, it should be done as soon as possible.

Once the tickets have been accepted, the transfer cannot be cancelled.



SHEA'S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TERMS OF USE

My Events Invoices Purchase Donate Help \checkmark

© 1999-2021 Ticketmaster. All rights reserved.

s Subscriber Name 🗸 🛛 🖵



If the transfer is still pending, you may choose to cancel it. Click **Yes** to confirm the cancellation – both you and the recipient will receive an email confirmation that the transfer has been cancelled / the tickets may no longer be claimed.

Once a ticket transfer has been cancelled, it will return to your account.

SHEAS	My Tickets	→ A TRANSFER SELL
	Sec ORCH3, Row A, Seat 101	
dway Show	Sec ORCH3, Row A, Seat 102	
Jun 15, 2022 • 08:00 PM o , NY — Sheas Performing Arts Center	Sec ORCH3, Row A, Seat 103	
	Sec ORCH3, Row A, Seat 104	
	Sec ORCH3, Row C, Seat 113	
	Sec ORCH3, Row C, Seat 114	

SHEA'S PERFORMING ARTS CENTER PRIVACY POLICY // TICKETMASTER PRIVACY POLICY // TERMS OF USE

My Events Invoices Purchase Donate Help \vee

© 1999-2021 Ticketmaster. All rights reserved.

s Subscriber Name 🗸 🛛 📜

HOW TO:







Exchange Tickets



<u>Invoice</u>



FAQ:

How does a recipient accept tickets?

We have put together this guide with step-by-step instructions that you can share with the recipient on **how to claim their new tickets**.

I made a mistake with my transfer.

What if the tickets are not accepted?

What is the difference between a ticket transfer and an exchange?

What if the recipient doesn't have an email / smartphone?

Remember, you can always <u>cancel a transfer</u> up until the tickets have been claimed by the recipient. For further issues, please <u>contact the</u> <u>Shea's Box Office</u> so that we may better assist you.

You will receive an email once the transfer has expired to let you know that they have not been claimed. You may also choose to cancel the transfer and keep the tickets instead.

A *ticket transfer* is to move the ticket from one account to another – you are transferring your ticket ownership to a friend. An *exchange* is trading your seat location / show-date / show-time for another performance of the same show.

In this scenario, please <u>contact the Shea's Box Office</u> for assistance – we can arrange to have the tickets manually transferred to a new account holder.