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
Terms of Use and understand oth the Ticketmaster nter Privacy Policy.
Sign In
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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.



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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.

SHRAS	My Tickets	TR	⇒8 SELL	
PERFORMING	Sec ORCH3, Row A, Seat 101			>
ARTS CENTER way Show	Sec ORCH3, Row A, Seat 102			>
d • Jun 15, 2022 • 08:00 PM falo , NY — Sheas Performing Arts Center	Sec ORCH3, Row A, Seat 103			>
and the second the state in State and State	Sec ORCH3, Row A, Seat 104			>
	Sec ORCH3, Row C, Seat 113			>
	Sec ORCH3, Row C, Seat 114			>

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

	Transfer Tickets Select the tickets for this event that you would like to transfer. Once selected, click Next. Only transfer tickets to people you know and trust to help everyone stay safe and socially distanced.	
DEF FORMING ARTS CENTER Broadway Show [™] Wed + Jun 15, 2022 + 08:00 PM [®] Buffalo , NY — Sheas Performing Arts Center	 Selected (1 of 6) ✓ Sec ORCH3, Row A, Seat 101 Sec ORCH3, Row A, Seat 102 Sec ORCH3, Row A, Seat 103 Sec ORCH3, Row A, Seat 104 Sec ORCH3, Row C, Seat 113 Sec ORCH3, Row C, Seat 114 	
	Cancel	

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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.

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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.

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	Find an event	() Your seats don't match across all the event.	events. Please continue to select seats for each
Your phone is your ticket. For the fastest way in add your ticket to your digital wallet.		HAMILTON That - Dec 16, 2021 - 07:30 PM	
HAMILTON March 102 - 0730 PM Briffic, N° — Steen Performing Ats Center	Solict Gent	Select All (1)	
HAMILTON		Section BALC4, Row P, Seat 201	
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STERS Buffalo, NY — Sheas Performing Arts Center Buffalo, NY — Sheas Performing Arts Center		Select All (56)	
2007 CENTER AND CENTER		Section ORCH3, Row A, Seat 104	
		Section ORCH3, Row C, Seat 113	
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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.



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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	→8 TRANSFER SELL
PERFORMING ARTS CENTER	Sec ORCH3, Row A, Seat 101	
adway Show	Sec ORCH3, Row A, Seat 102	
ad • Jun 15, 2022 • 08:00 PM Ifalo , 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	

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HOW TO:







<u>Exchange Tickets</u>



Invoice



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.