

# PHP Monopoly

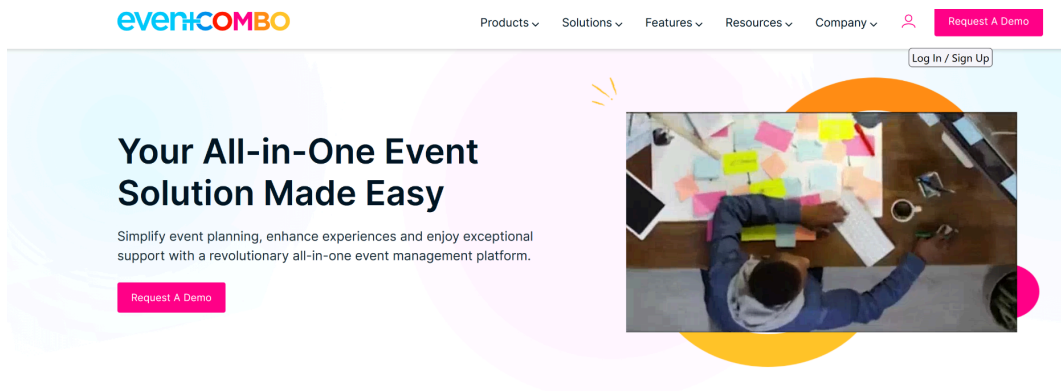
## Ticket Reassignment

### KEY REMINDERS

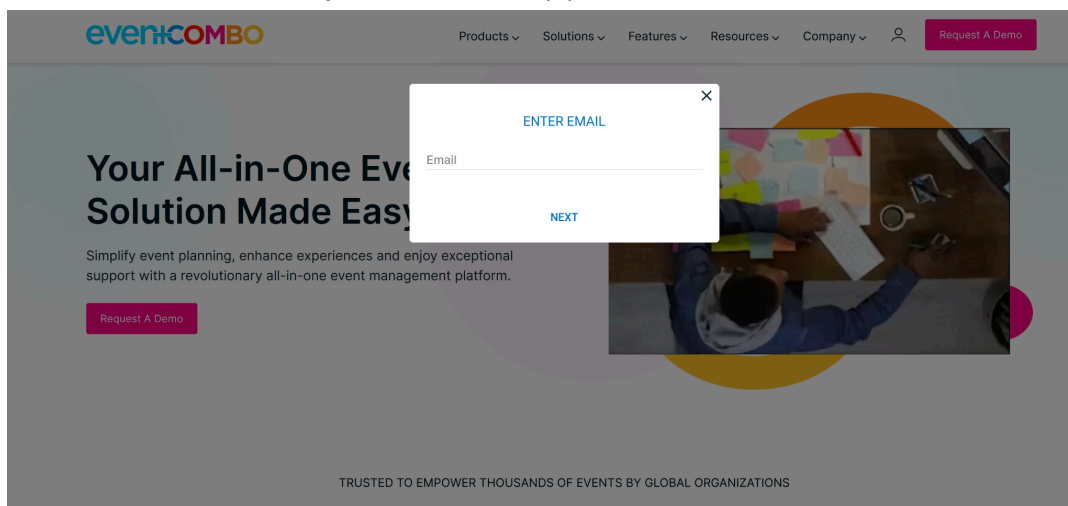
- Tickets are not refundable; verify the person who is receiving the transferred ticket is aware of the refund policy. For reference, it is listed on the [event page](#).
- Include a unique email for each transferred ticket to ensure the registrant receives their QR code for check-in.

### HOW TO REASSIGN TICKETS

1. Go <https://www.eventcombo.com/>

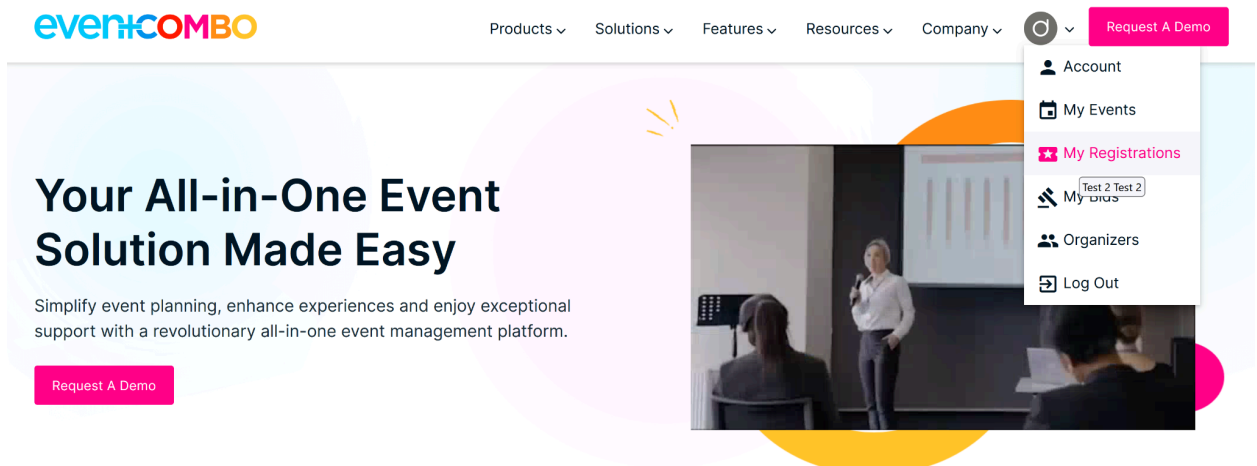


2. Click the person icon next to REQUEST A DEMO on the top right. Enter the email address used to purchase ticket(s). Then, click NEXT.

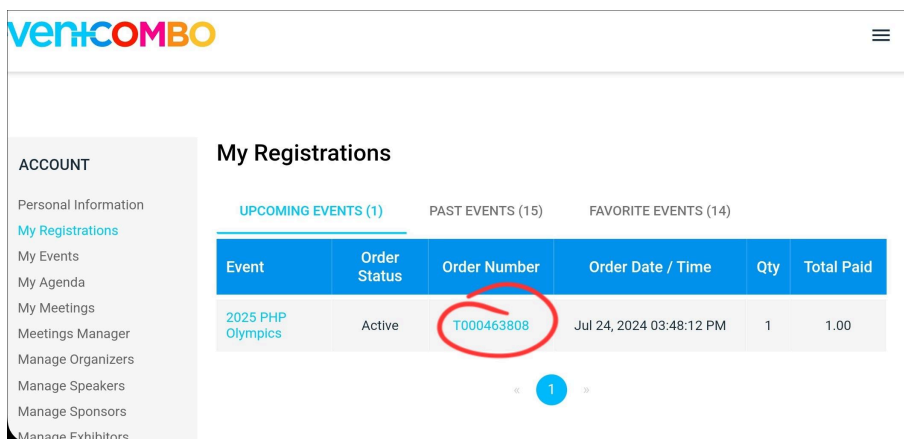


3. Enter your password on the following screen and click LOGIN.

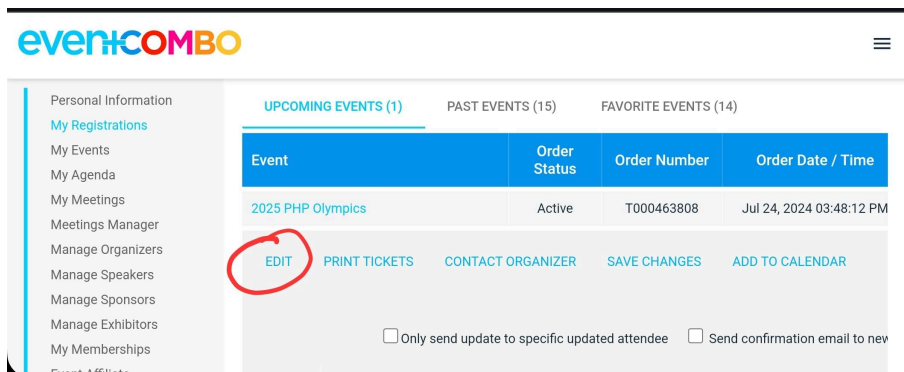
4. Once logged in, click the icon to the left of REQUEST A DEMO and select MY REGISTRATIONS.



5. Click on the ORDER NUMBER to expand order details and view tickets linked to the order.



6. Click EDIT.



7. Edit the field(s) that need(s) to be updated. (E.g. First Name, Last Name, email).

eventCOMBO

My Registrations

Manage Co-Hosts  
Manage Sub Accounts  
Manage Global Discount  
Manage Event Calendar  
Exhibitor Dashboard  
Contacts  
Silent Auction  
My Bids  
My Documents  
Venue Manager  
Email Domain Setting  
Consolidated Reporting

Billing Address: 15450 Summit Avenue Suite 230, Oakbrook Terrace, Illinois 60181

Event: 2025 PHP Olympics

Order Line#

Attendee #	First Name	Last Name	Email	Phone	Schedule
			@livingm	+1	Select

8. Scroll to the far right, click the drop down.

eventCOMBO

My Registrations

UPCOMING EVENTS (1) PAST EVENTS (15) FAVORITE EVENTS (14)

Event	Order Status	Order Number	Order Date / Time	Qty	Total Paid
2025 PHP Olympics	Active	T000463808	Jul 24, 2024 03:48:12 PM	1	\$1.00

EDIT PRINT TICKETS CONTACT ORGANIZER SAVE CHANGES ADD TO CALENDAR

☐ Only send update to specific updated attendee ☐ Send confirmation email to new attendee

Customer Phone: +1 7087030374

Billing Address: 15450 Summit Avenue Suite 230, Oakbrook Terrace, Illinois 60181

Event: 2025 PHP Olympics

Order Line#

Attendee #	First Name	Last Name	Email	Phone	Schedule
			@livingm	+1	Select Schedule

Name	Type	QTY	Price
Jamille	TEST Ticket (01/11/2025 Georgia World Congress Center)	1	\$1.00
Total			\$1.00

9. Update the agent's title, PHP Code #, upline VP, Upline MD and VP team name.

**\*\*\*\* REMEMBER, these fields print on the badge! If anything is listed incorrectly on the ticket, it will be listed incorrectly on the badge.**

**Badges are not re-printed.**

**Waiting to update or fix the ticket at check-in results in LONG waiting times for the agent and everyone else. For quicker check-in, 🙏 update correctly before arrival. \*\*\*\***

10. Check the box next to the ticket that was modified.

☐ Only send update to specific updated attendee ☐ Send confirmation email to new attendee

**Customer Phone** +1 7087030374

**Billing Address** 1S450 Summit Avenue Suite 230, Oakbrook Terrace, Illinois 60181

**Event** 2025 PHP Olympics

**Order Line#**

Lock Select Ticket ID	Ticket Line #	First Name	Last Name	Email	Phone	Schedule
<input checked="" type="checkbox"/> 2KZ9D05GWV4Q					+1 7087030374	Select S

**PHP Agent Code #**  
14927

**Agent Title**  
Please Select  
Marketing Direc...

**Upline MD & SVP Acknowledgement**  
☒ Check you have selected the correct MD & SVP team

11. Scroll backup and select one of the following options:

- Only send update to specific updated attendee *(for when you keep the email address the same, but modify other fields), or*
- Send confirmation email to new attendee *(for when you've modified them email address on the ticket)*

12. Click SAVE CHANGES.

eventCOMBO

My Registrations

UPCOMING EVENTS (1) PAST EVENTS (15) FAVORITE EVENTS (14)

Event	Order Status	Order Number	Order Date / Time	Qty	Total Paid
2025 PHP Olympics	Active	T00003808	Jul 24, 2024 03:40:12 PM	1	\$1.00

EDIT PRINT TICKETS CONTACT ORGANIZER **SAVE CHANGES** ADD TO CALENDAR

☐ Only send update to specific updated attendee ☐ Send confirmation email to new attendee

**Customer Phone** +1 7087030374

**Billing Address** 1S450 Summit Avenue Suite 230, Oakbrook Terrace, Illinois 60181

**Event** 2025 PHP Olympics

**Order Line#**

Lock Select Ticket ID	Ticket Line #	First Name	Last Name	Email	Phone	Sched
<input type="checkbox"/> 2KZ9D05GWV4Q		Juan	Maldonado	janette@lvsrgm	+1 7087030374	Select