PHP Monopoly
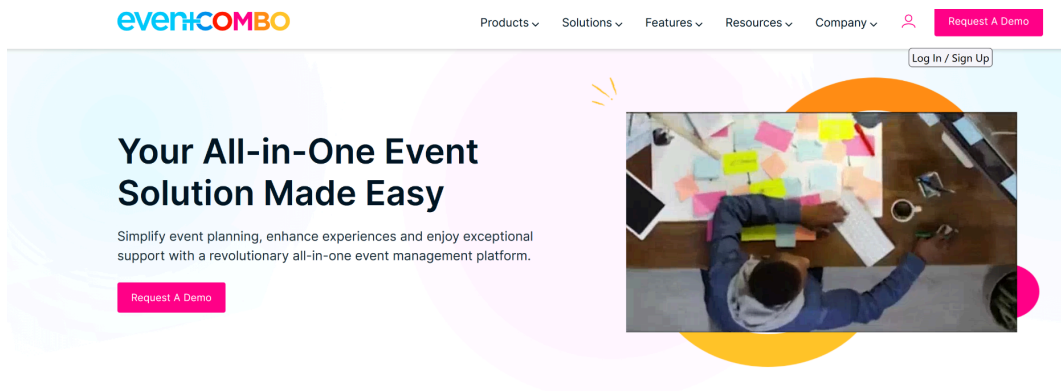*Ticket Reassignment*

<mark>KEY REMINDERS</mark>

- 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/
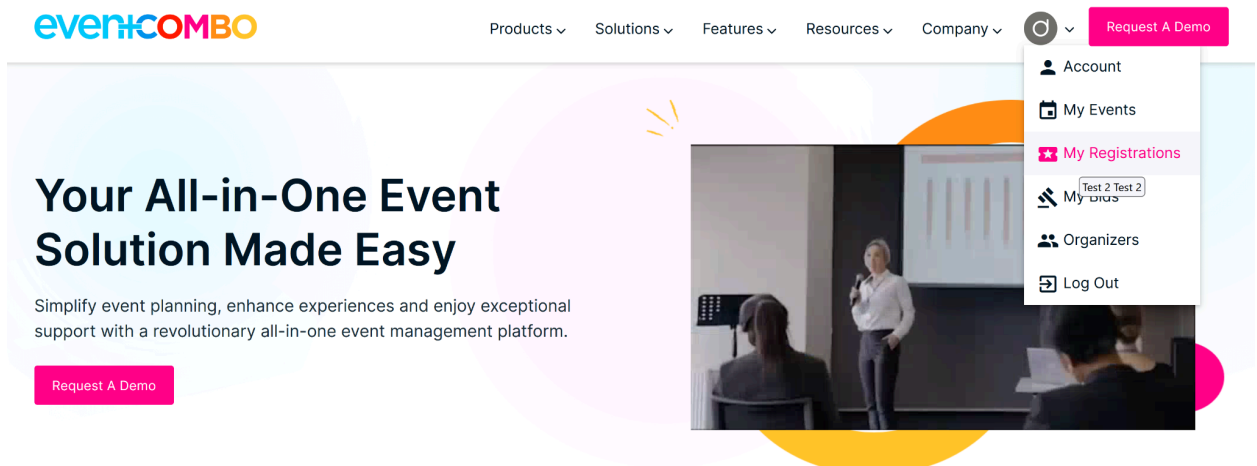

2. Click the person icon next to REQUEST A DEMO on the top right. Enter the email address used to purchase ticket(s). Then, click NEXT.
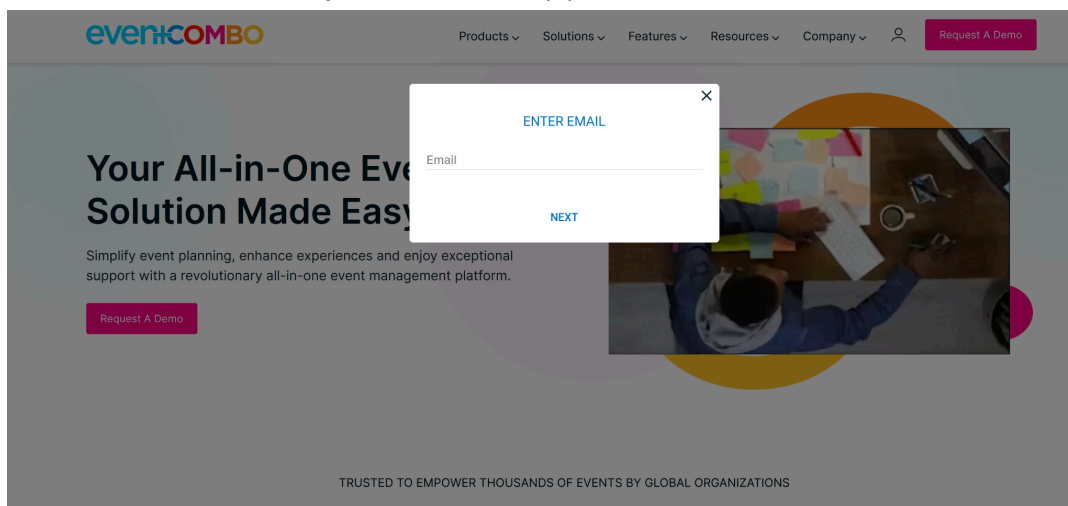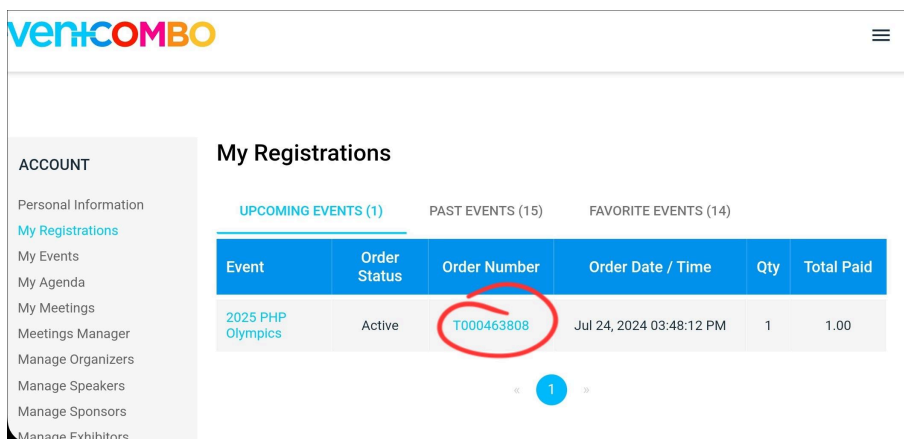

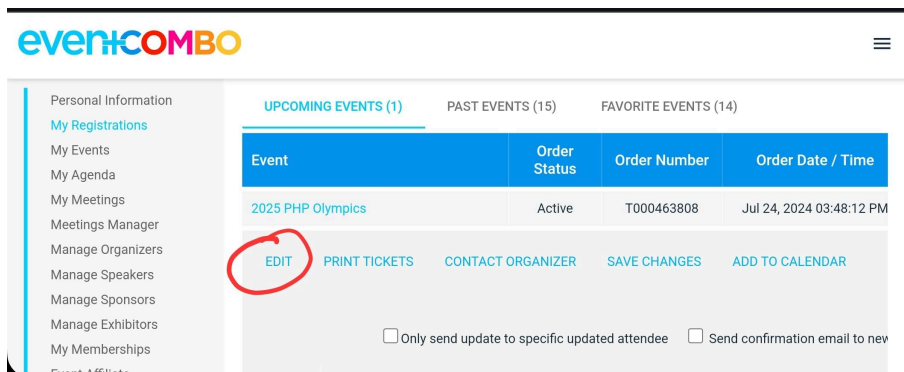3. Enter your password on the following screen and click LOGIN.

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).

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

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.

11. Scroll backup and select <u>one</u> of the following options:
    a. Only send update to specific updated attendee *(for when you keep the email address the same, but modify other fields)*, or
    b. Send confirmation email to new attendee *(for when you've modified them email address on the ticket)*

12. Click SAVE CHANGES.