



NCAA ACCOUNT MANAGER USER GUIDE

LOGGING IN / 1

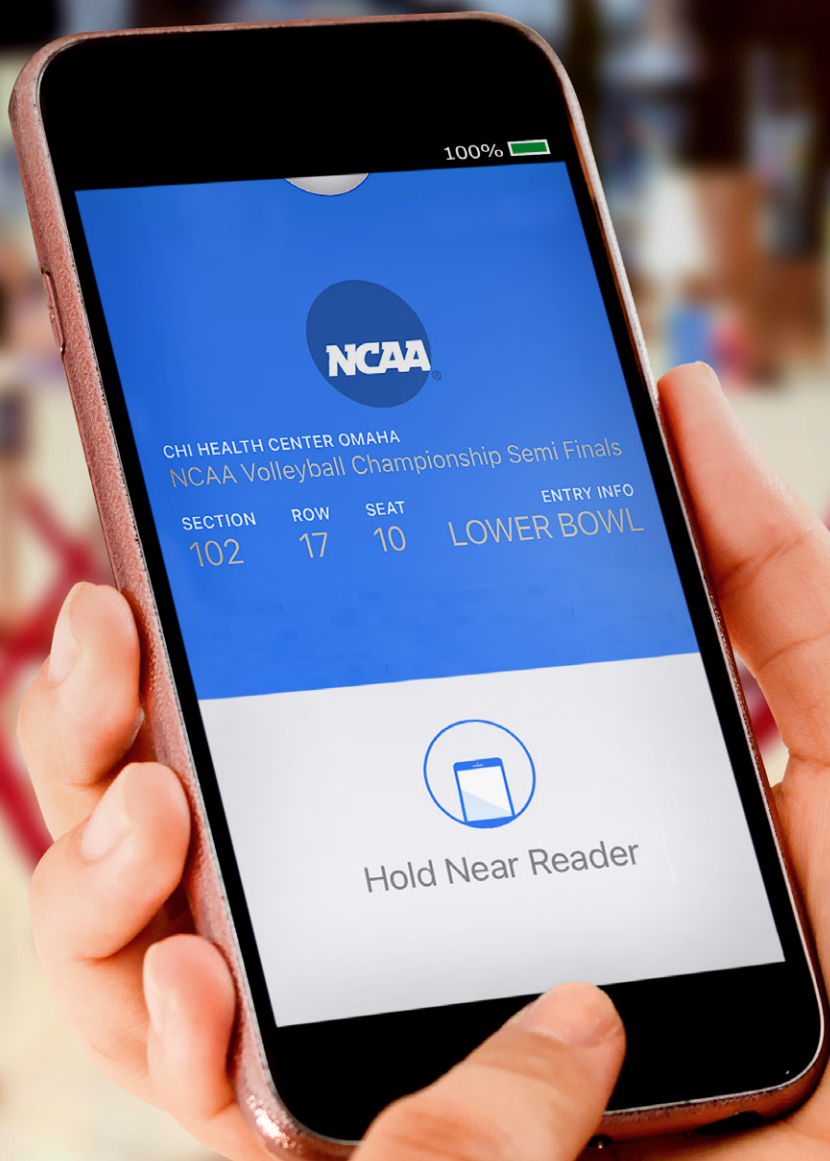
**VIEWING
TICKETS / 3**

**TRANSFERRING
TICKETS / 5**

**DOWNLOADING
TICKETS / 8**

**SELLING
TICKETS / 10**

INVOICES / 13



LOGGING IN

DESKTOP

1

SIGNING IN

Visit ncaa.com/accountmanager and log in with the email and password you used when purchasing tickets. The system may prompt you to reset your password.

2

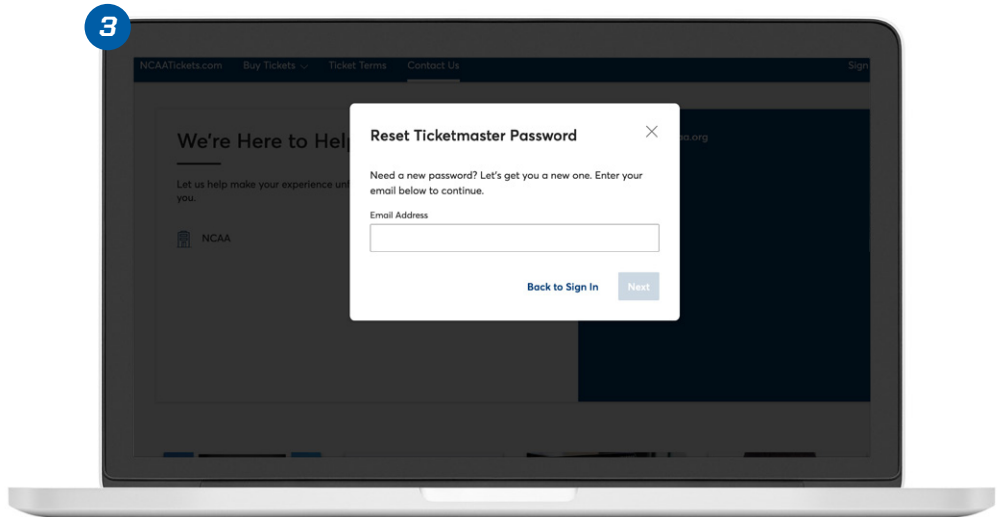
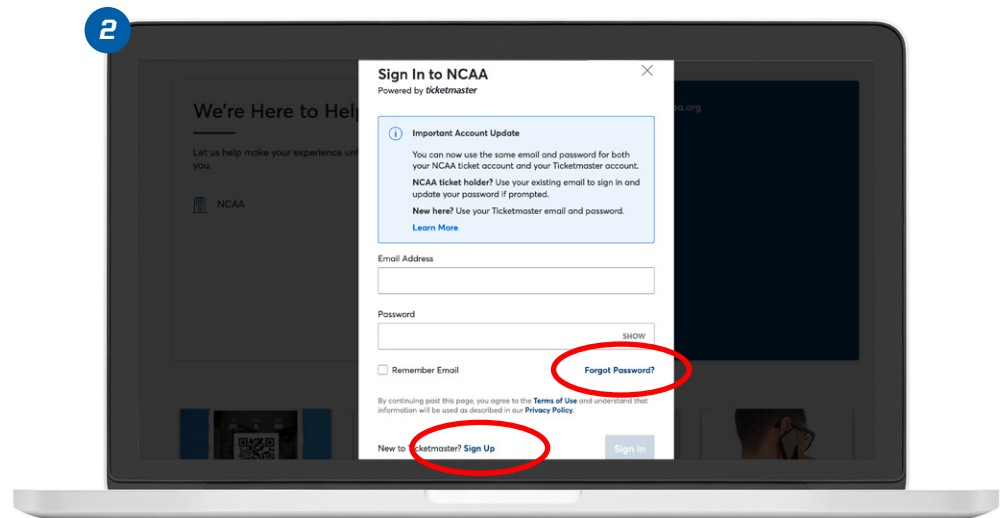
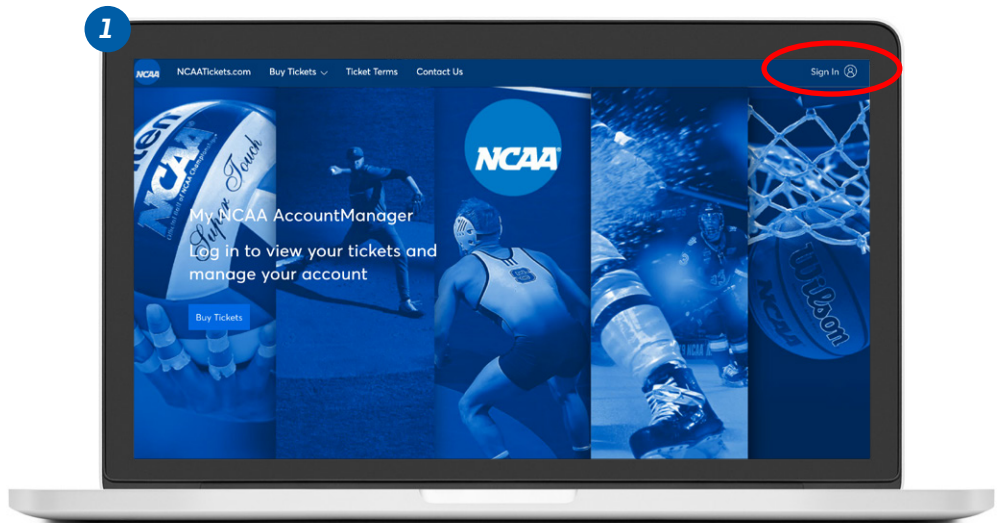
FIRST LOGIN ATTEMPT?

After clicking **Sign In**, scroll to the bottom of the pop up and click **Sign Up**. Follow the instructions on the screen to set up your Ticketmaster account.

3

FORGOT YOUR PASSWORD or NEED TO RESET YOUR PASSWORD?


Click **Forgot Password** at sign-in (shown on screen 2) to receive an email or text message with a one-time code to reset your password.




LOGGING IN

MOBILE: ANDROID AND iPHONE

1 SIGNING IN

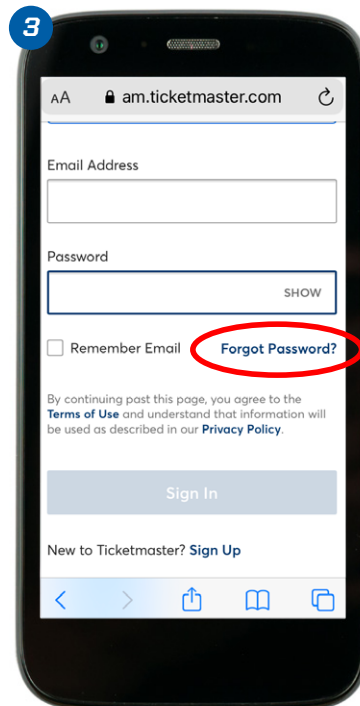
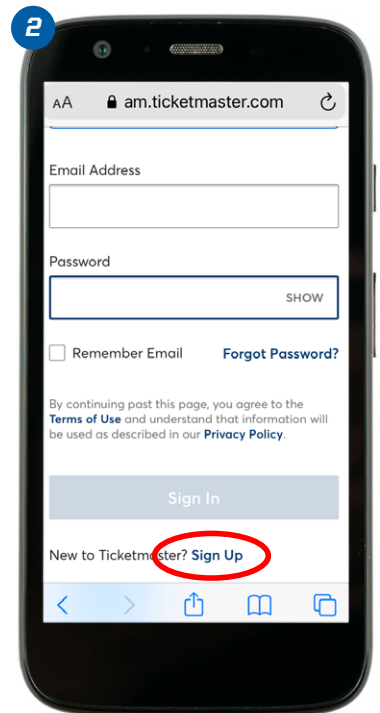
Visit ncaa.com/accountmanager and tap the  icon in the upper right corner. Log in with the email and password used when purchasing tickets. The system may prompt you to reset your password.

2 FIRST LOGIN ATTEMPT?

Tap the  icon in the upper right corner of the home screen. Scroll to the bottom of the next screen and choose **Sign Up**.

3 FORGOT YOUR PASSWORD or NEED TO RESET YOUR PASSWORD?

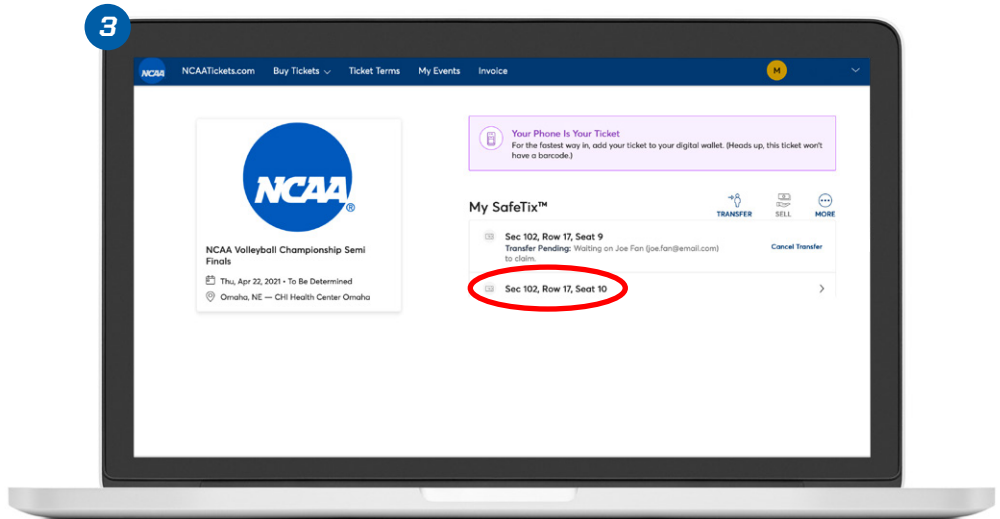
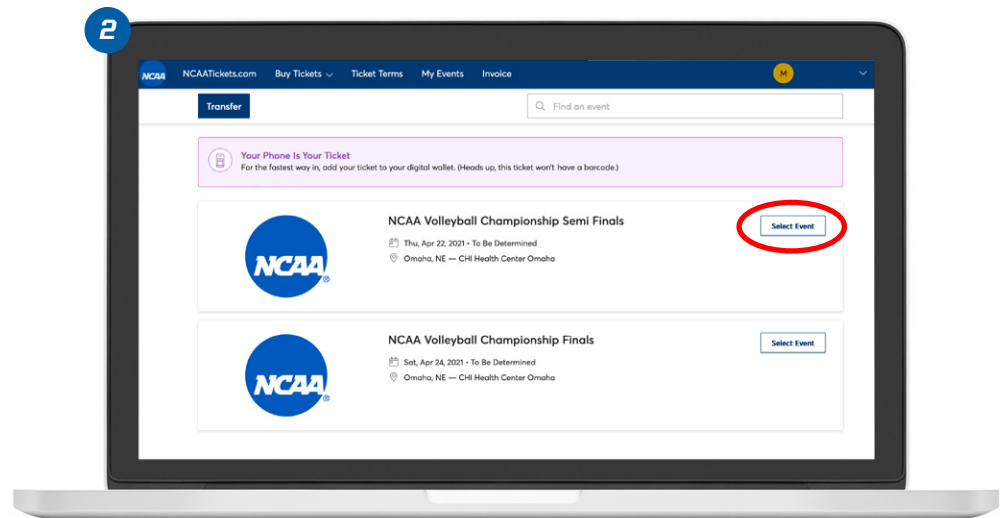
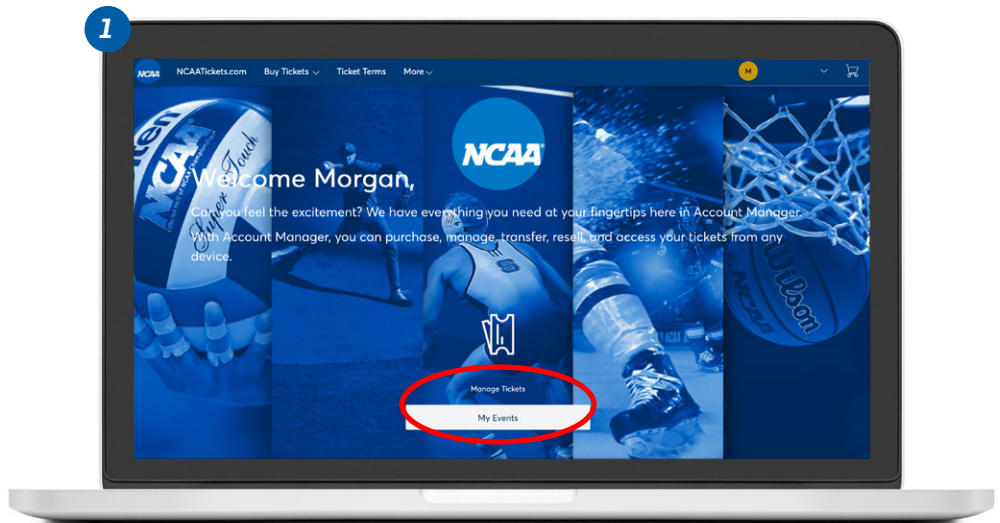
Click **Forgot Password** at sign-in to receive an email or text message with a one-time code to reset your password.



VIEWING TICKETS

DESKTOP

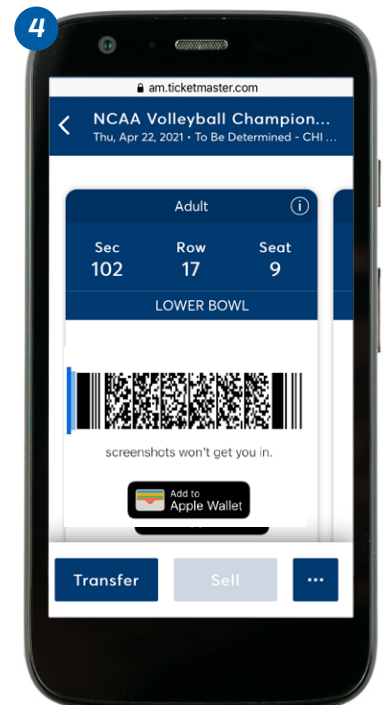
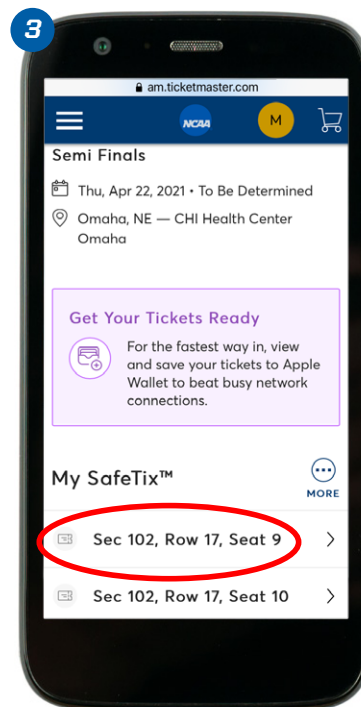
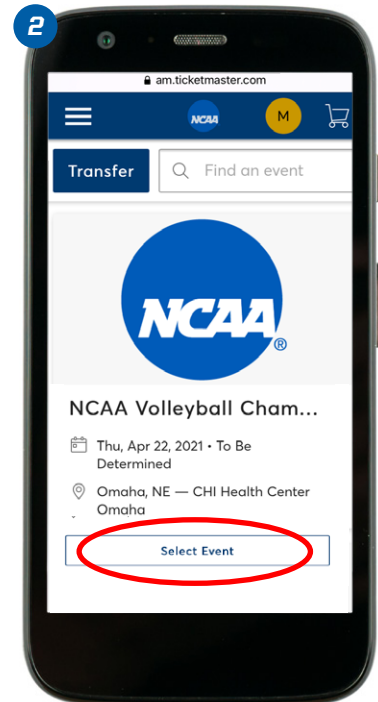
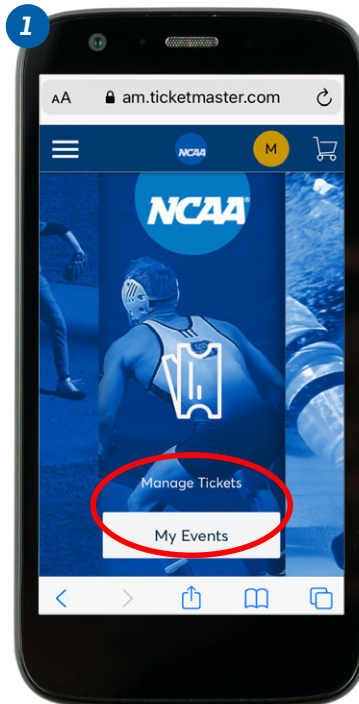
- 1 After logging in to ncaa.com/accountmanager, click on **Manage Tickets** or **My Events**.
- 2 Click on **Select Event** to view your tickets.
- 3 Your tickets are displayed under **My SafeTix™**. Click on a ticket to see ticket details.



VIEWING TICKETS

MOBILE: ANDROID AND iPhone

- 1 After logging in, click on **Manage Tickets** or **My Events** to see your tickets.
- 2 Tap **Select Event**.
- 3 Tickets to the selected event are viewable here. Select your tickets.
- 4 Scroll horizontally to see all tickets to this event. The **Add to Apple Wallet** option is available on an iPhone. The **GPay Save to Phone** option is available on an Android device. (See *Downloading Tickets* section.)



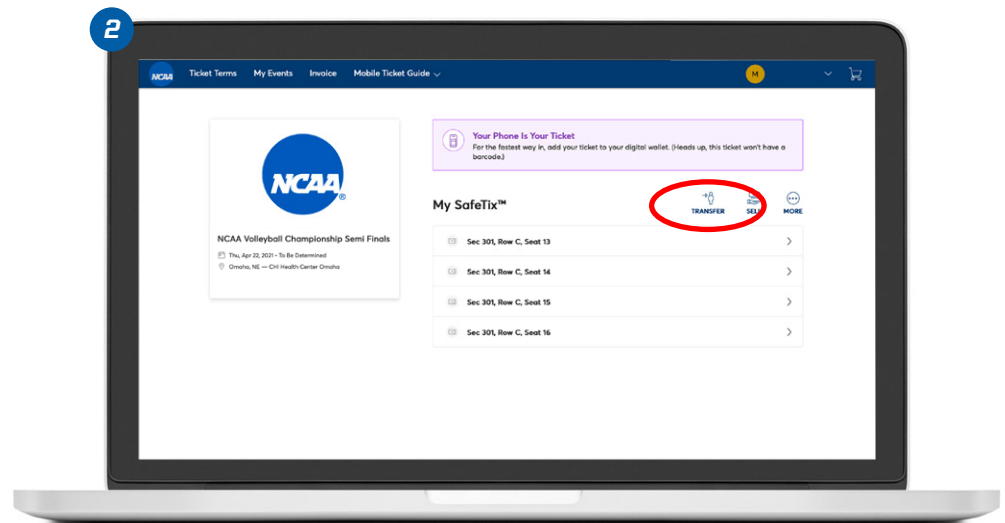
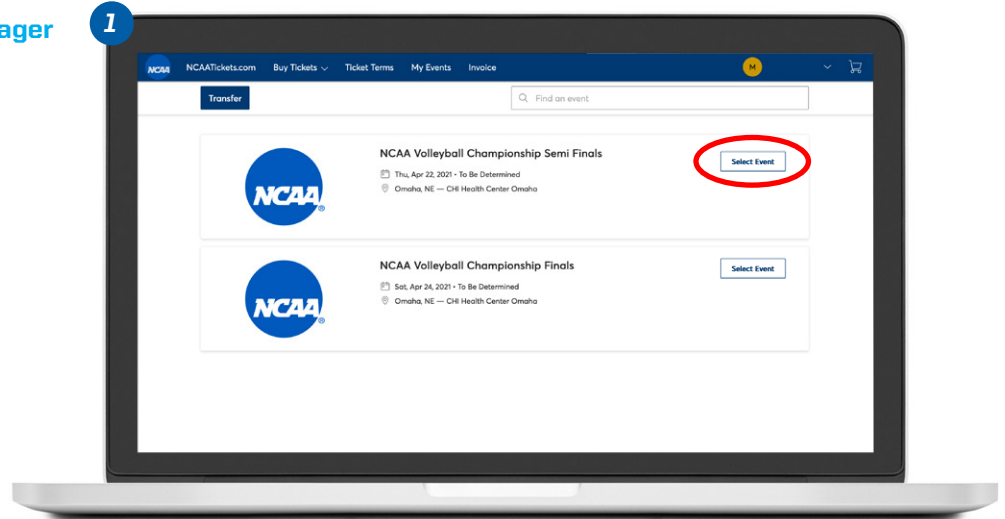
TRANSFERRING TICKETS

DESKTOP

- 1 Log in to ncaa.com/accountmanager and click **Manage Tickets** to see the events you have tickets to. Click **Select Event** to see tickets to that event.

- 2 Click **Transfer** and on the next screen you will select the tickets you want to transfer.

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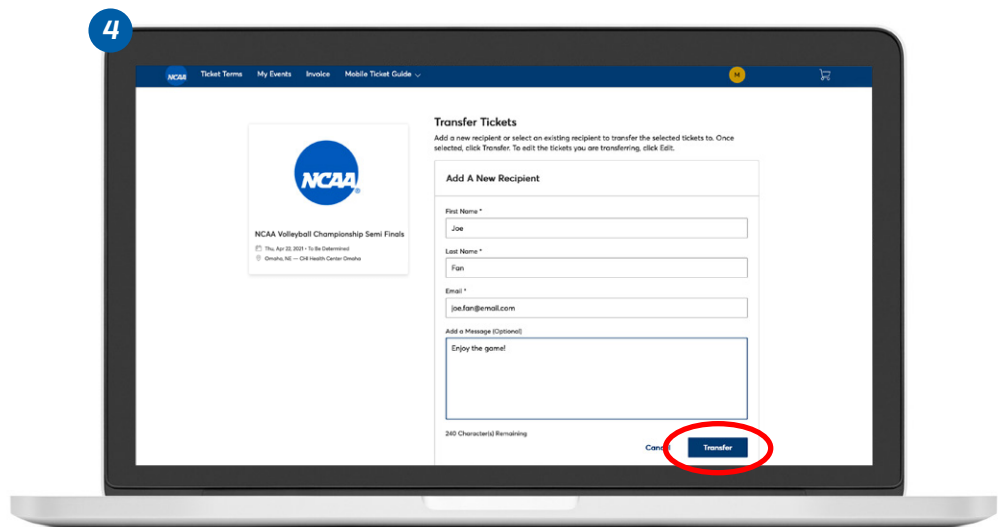
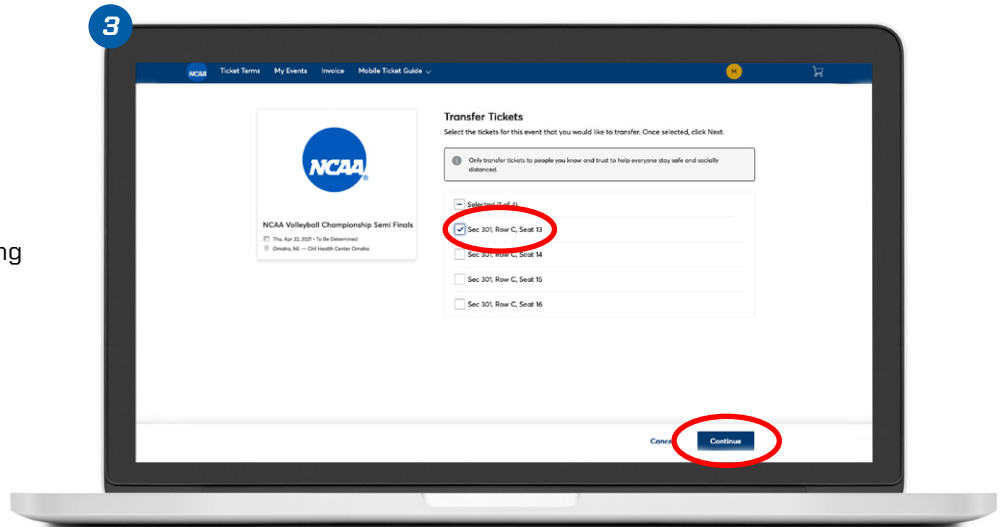


TRANSFERRING TICKETS

DESKTOP

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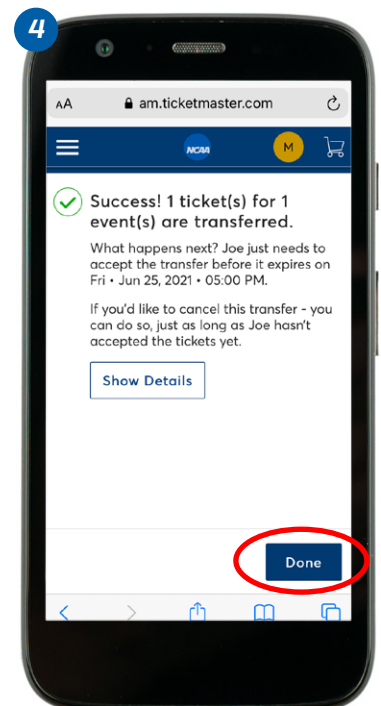
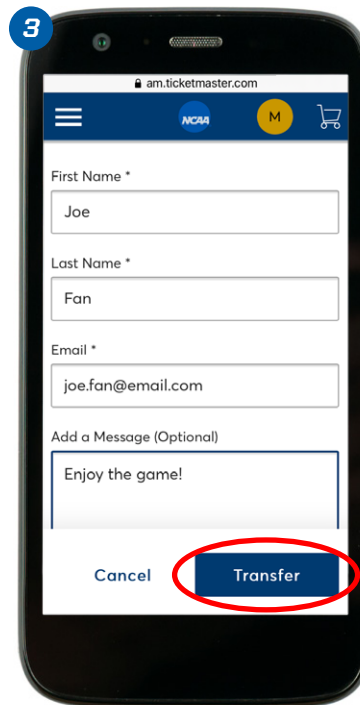
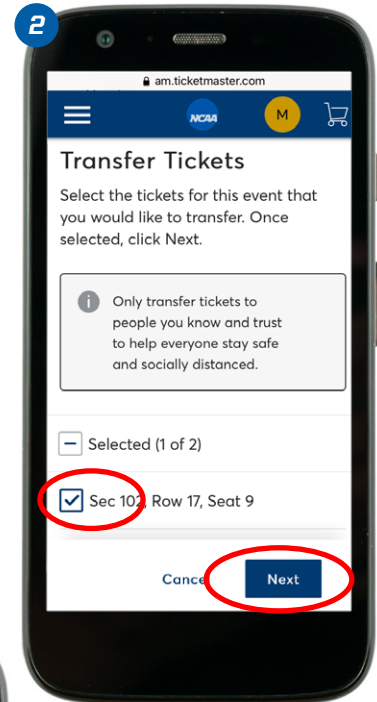
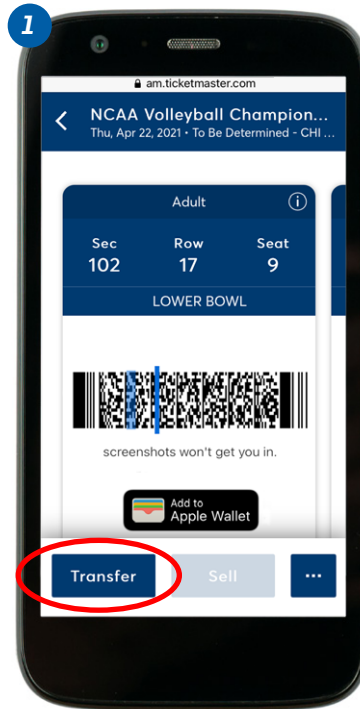
- 3 Select the tickets you want to transfer. Click **Continue**.
- 4 Complete the information regarding the recipient. You may also add an optional message if you like. Click **Transfer**. Your transfer is now complete and you will see a confirmation page. Click **Done** to return to the ticket page.



TRANSFERRING TICKETS

MOBILE: ANDROID AND iPHONE

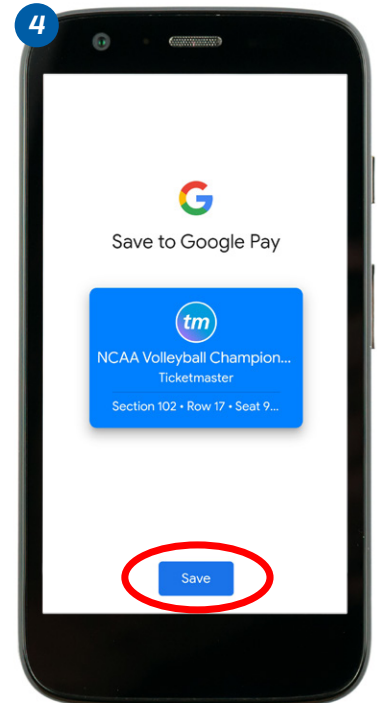
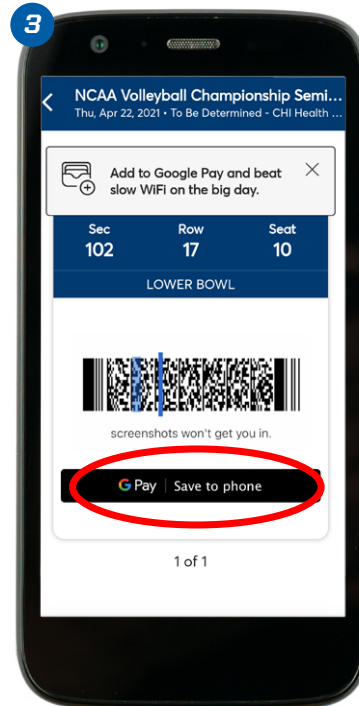
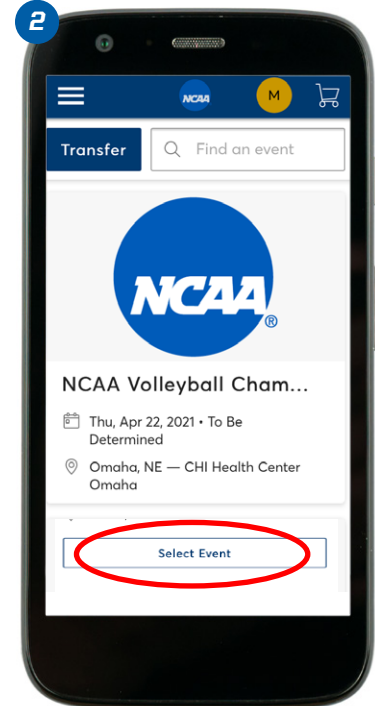
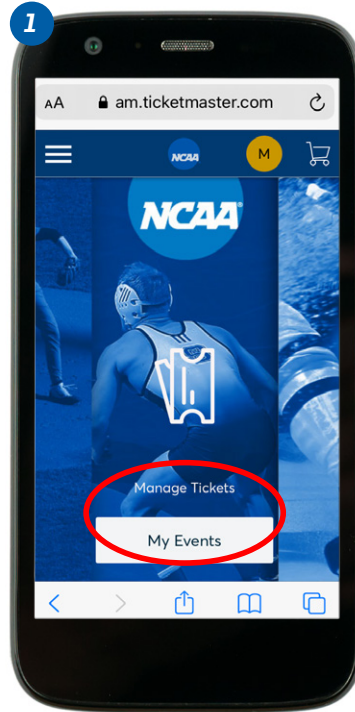
- 1 Once you have completed the previous steps, your tickets will be viewable. Find the tickets you would like to transfer and tap **Transfer**.
- 2 Select the tickets you would like to transfer and tap **Next**.
- 3 Enter the recipient's First Name, Last Name, Email Address and an optional message and press **Transfer**.
- 4 You will receive a confirmation once the transfer is complete. Tap **Done** to finish.



DOWNLOADING TICKETS

MOBILE: ANDROID

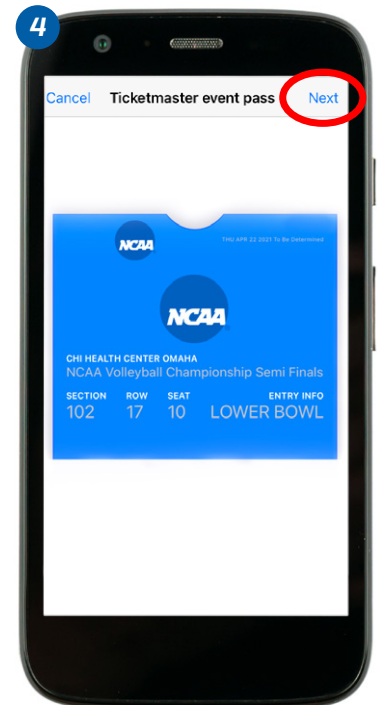
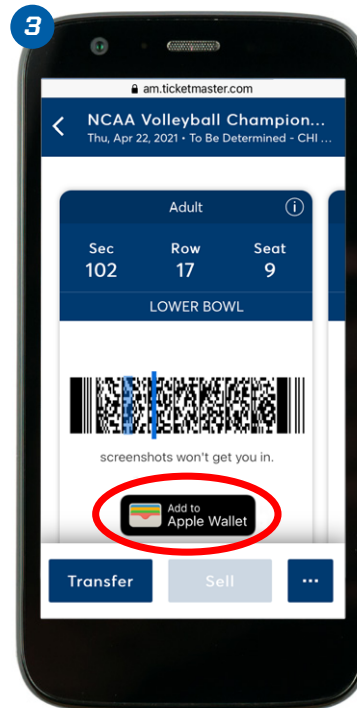
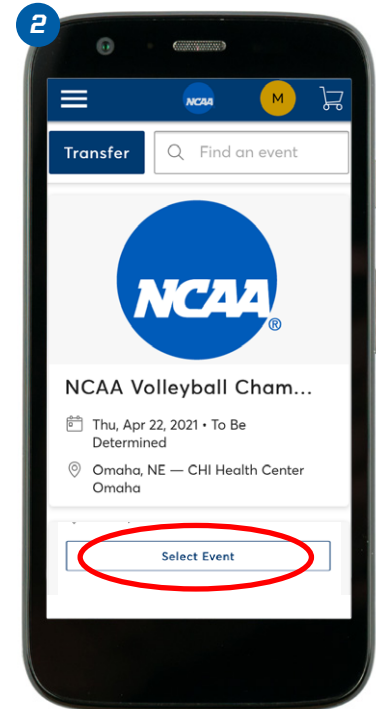
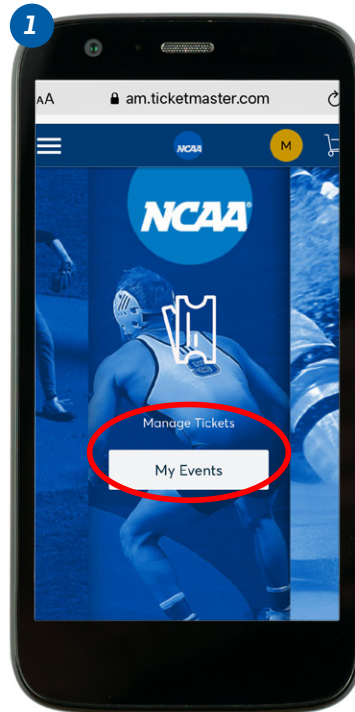
- 1 After logging in, select **Manage Tickets** or **My Events**. Your events will appear.
- 2 Tap **Select Event** to access your tickets for that event.
- 3 Tap **GPay Save to Phone**.
- 4 Click **Save** at the bottom of your screen. To confirm your tickets are in **GPay**, click the **GPay** icon on your home screen and choose **Passes** at the bottom of your screen. You should see your tickets here.



DOWNLOADING TICKETS

MOBILE: IPHONE

- 1 After logging in, select **Manage Tickets** or **My Events**. Your events will appear.
- 2 Tap **Select Event** to access your tickets for that event.
- 3 Select your ticket and tap **Add to Apple Wallet**.
- 4 Tap **Next** in the upper right corner of your screen. To confirm your tickets are in your **Apple Wallet**, find the icon on your home screen and click into it. You should see your tickets here.

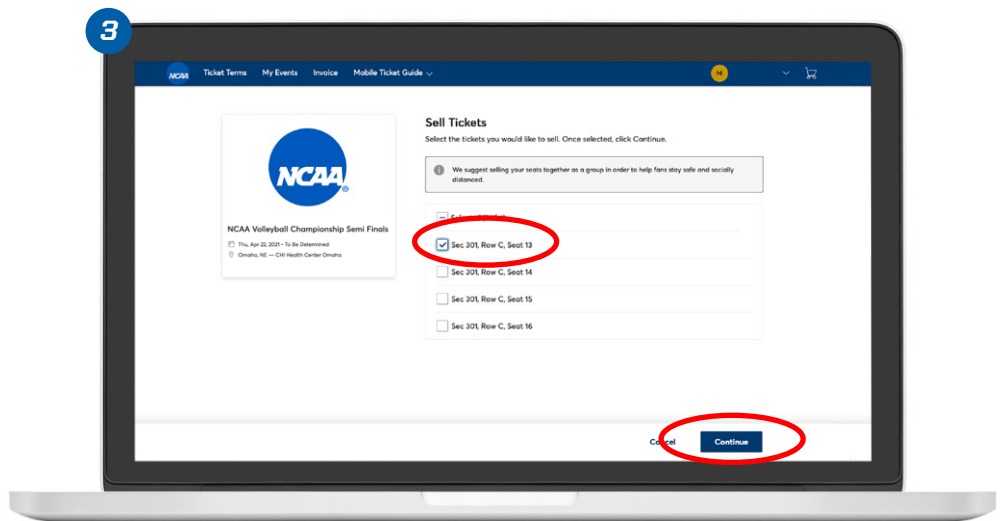
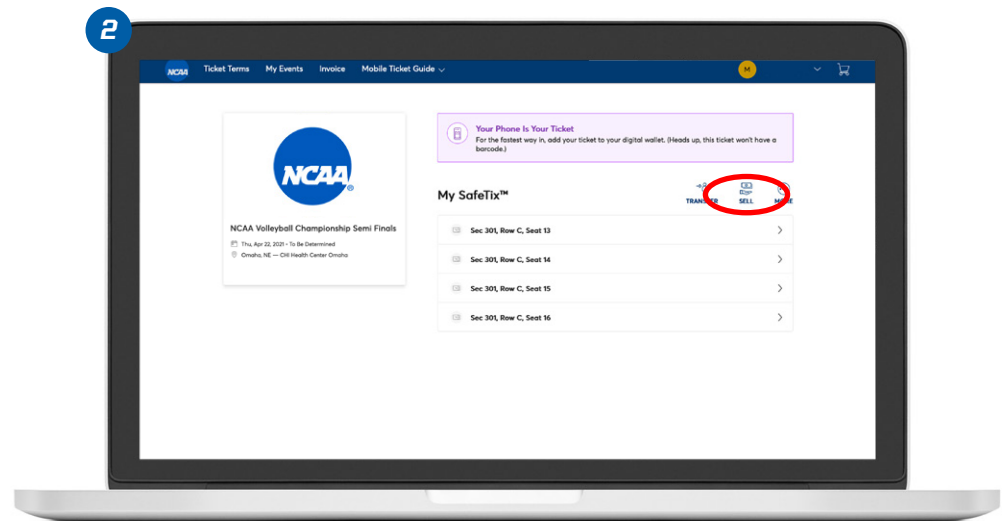
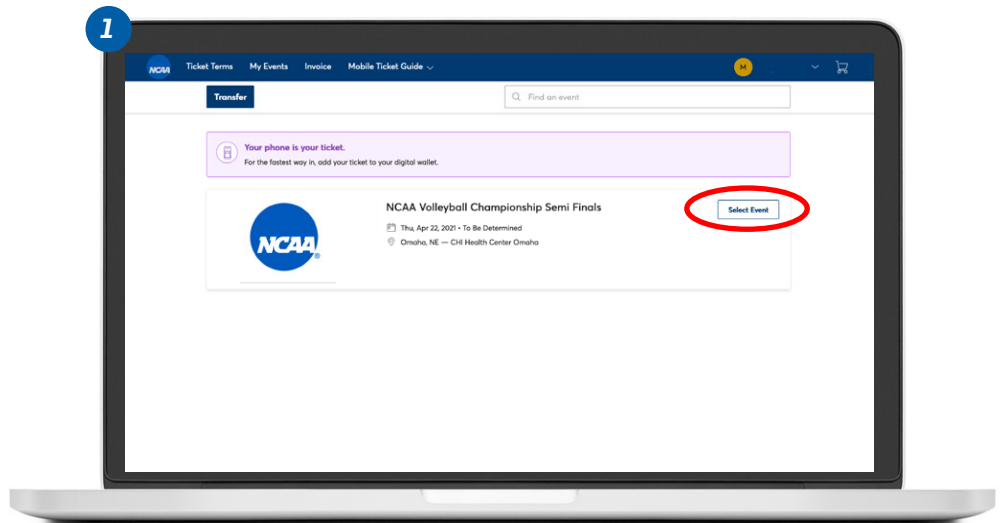


SELLING TICKETS

DESKTOP

- 1 After logging in, select **My Events** at the bottom of the screen, then click **Select Event** on the next screen to access the tickets you want to sell.
- 2 Tap **Sell** to select your tickets.
- 3 Select the tickets you want to sell. Click **Continue**.

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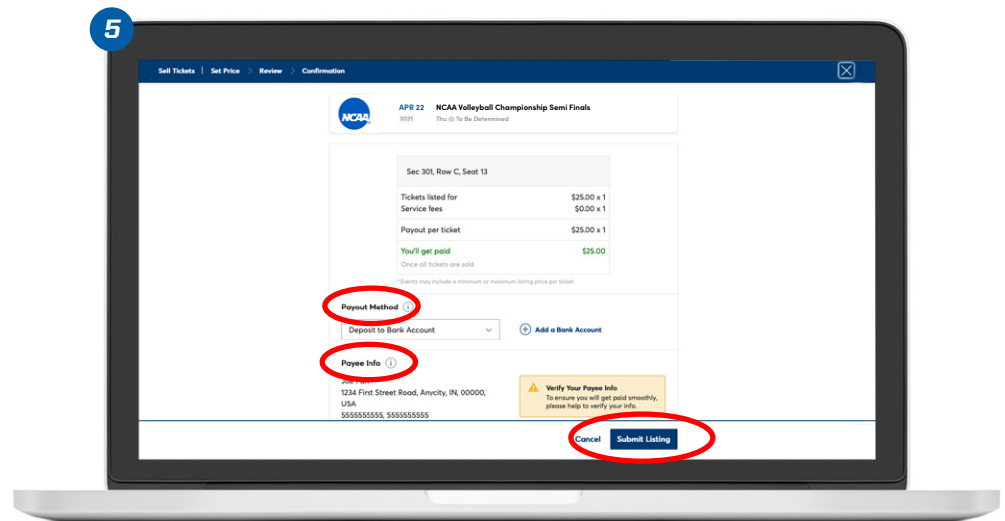
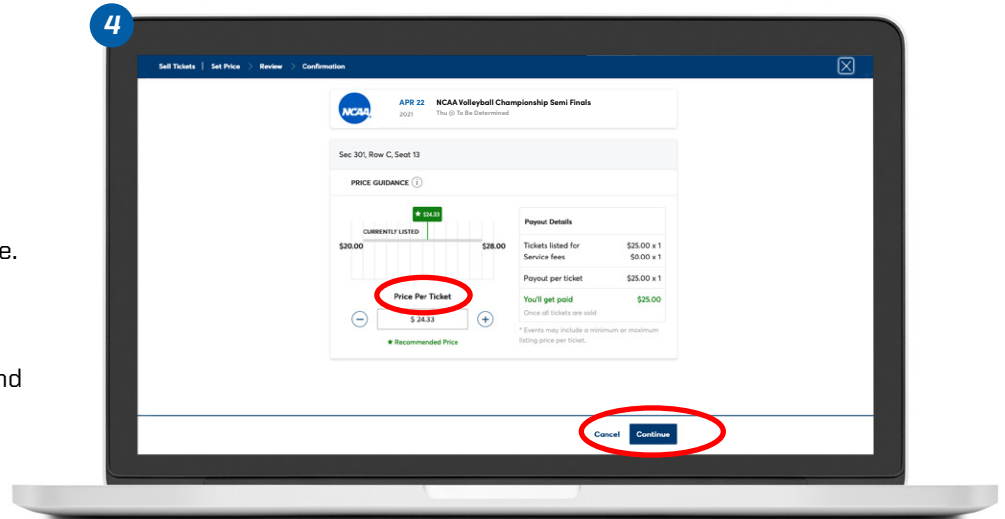
SELLING TICKETS

DESKTOP

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- 4 By default, the ticket resale price will be recommended based on the average price of tickets sold and tickets currently listed on Ticketmaster's resale marketplace. The option to set a different price is available by clicking the + or - buttons under **Price Per Ticket**. You may also click into the field and enter a price. Select **Continue**.

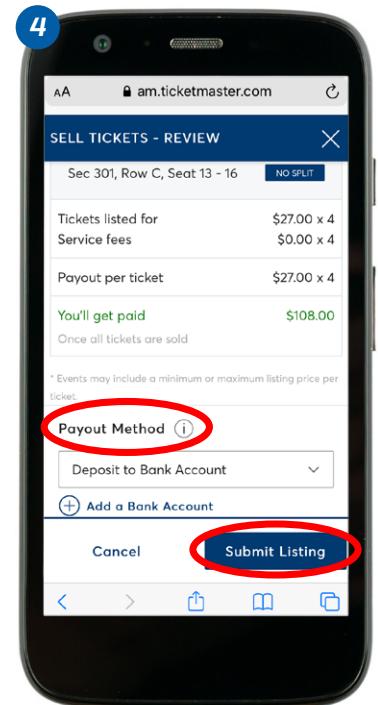
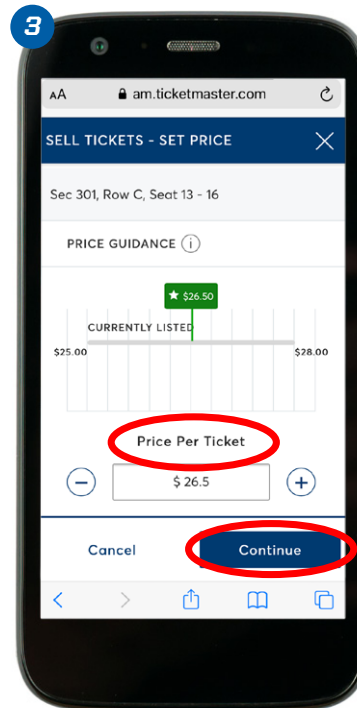
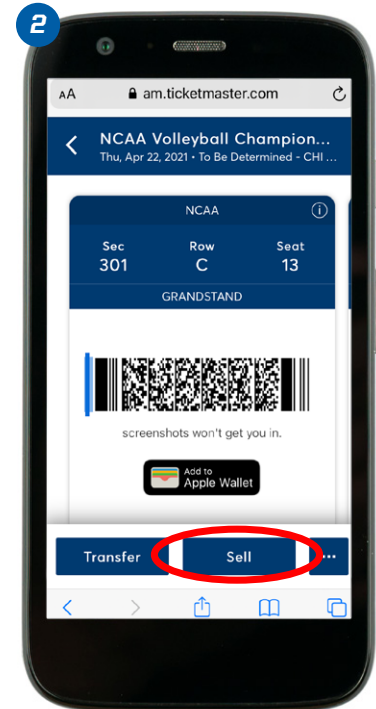
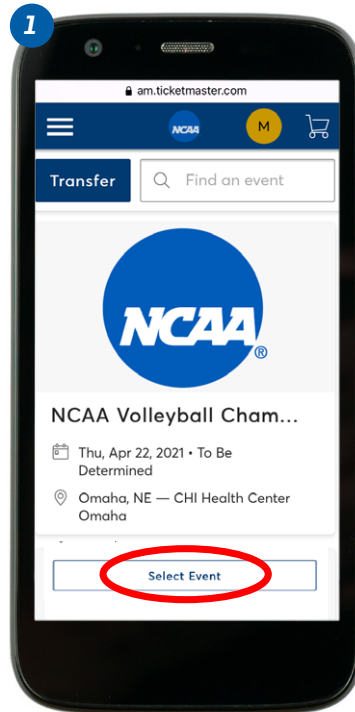
- 5 Review the resale information. Choose the preferred **Payout Method** in the drop down and add the **Payee** information. Click **Submit Listing** to post your tickets for resale.



SELLING TICKETS

MOBILE: ANDROID AND iPHONE

- 1 After logging in, select **My Events** in the navigation bar, then **Select Event** to access the tickets you want to sell.
- 2 Tap **Sell** and select the tickets you would like to sell. Click **Continue**.
- 3 By default, the ticket resale price will be recommended based on the average price of tickets sold and tickets currently listed on Ticketmaster's resale marketplace. The option to set a different price is available by clicking the + or - buttons under **Price Per Ticket**. You may also click into the field and enter a price. Select **Continue**.
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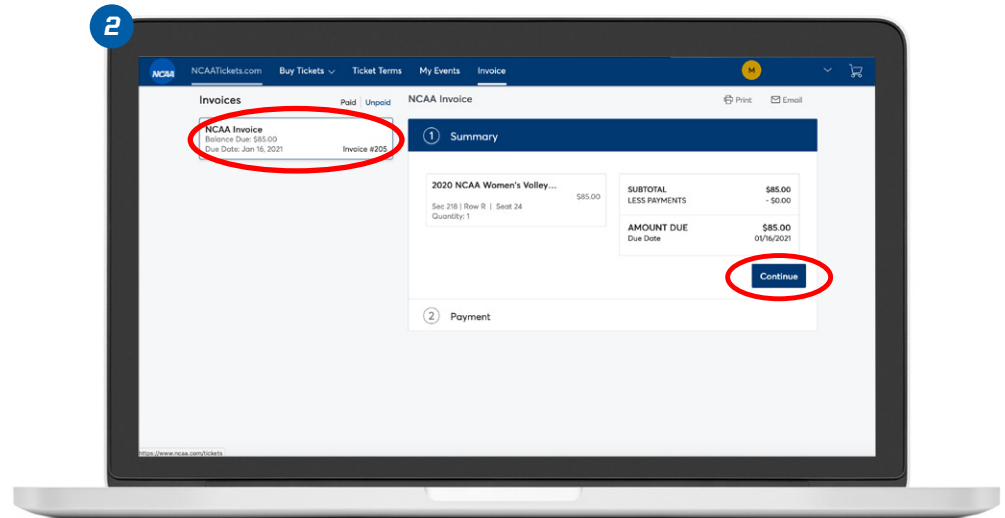
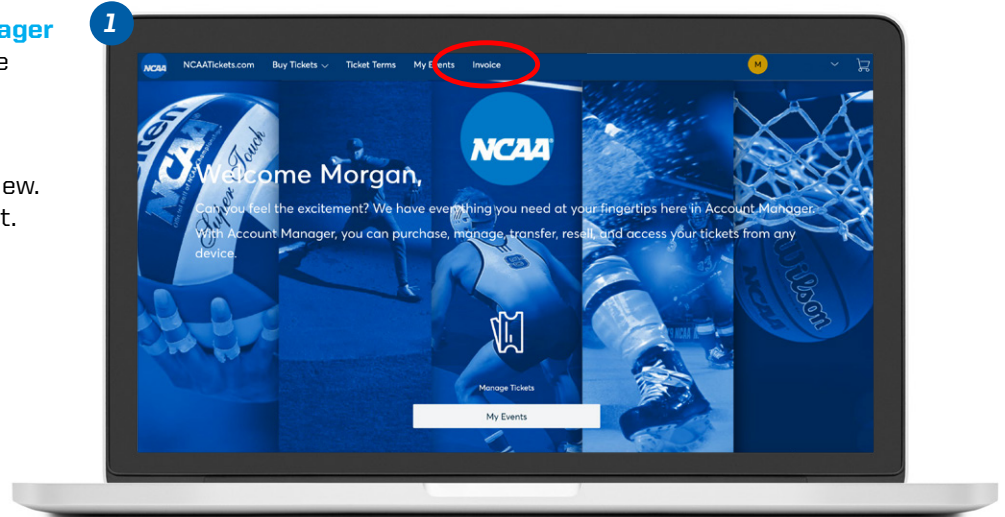


INVOICES

DESKTOP

- 1 Log in to ncaa.com/accountmanager and click **Invoice** at the top of the menu bar.
- 2 Select the invoice you wish to review. Click **Continue** to make a payment.

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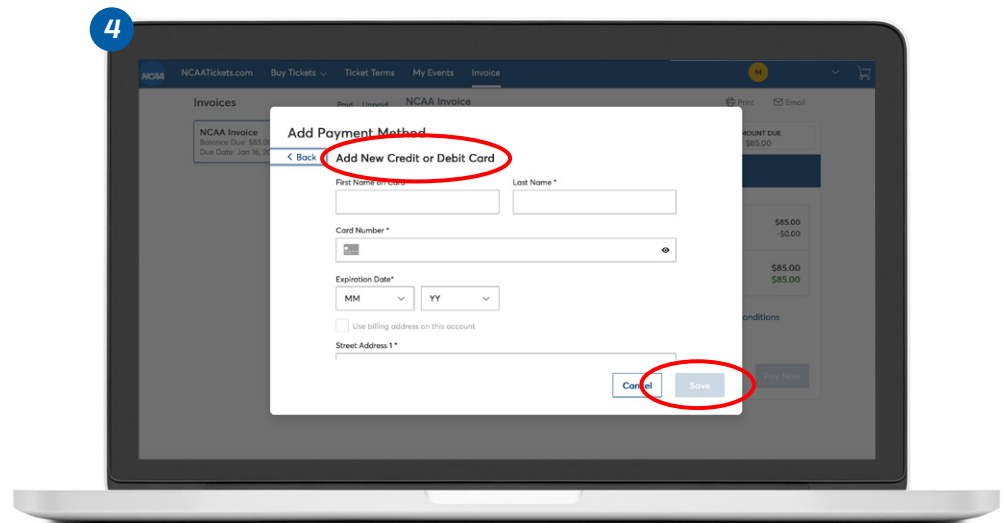
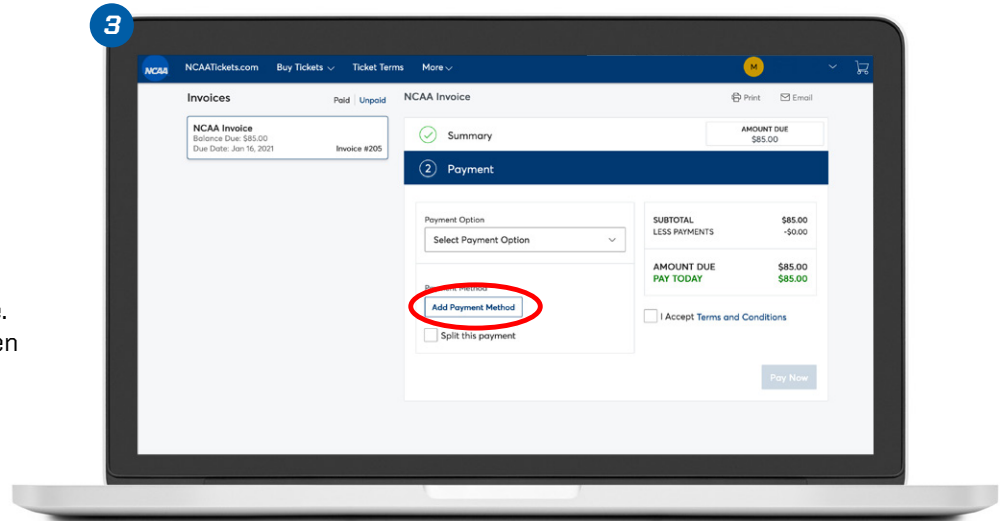


INVOICES

DESKTOP

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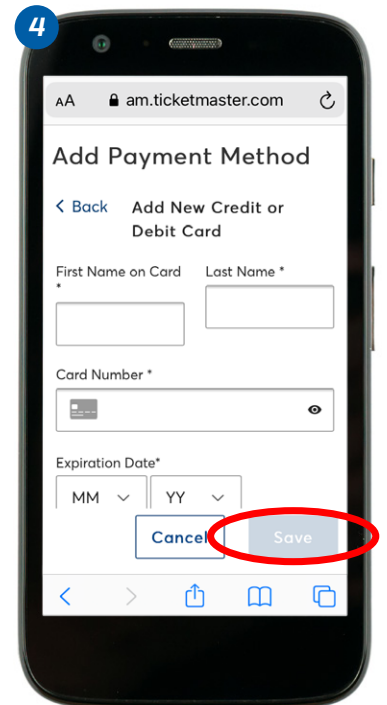
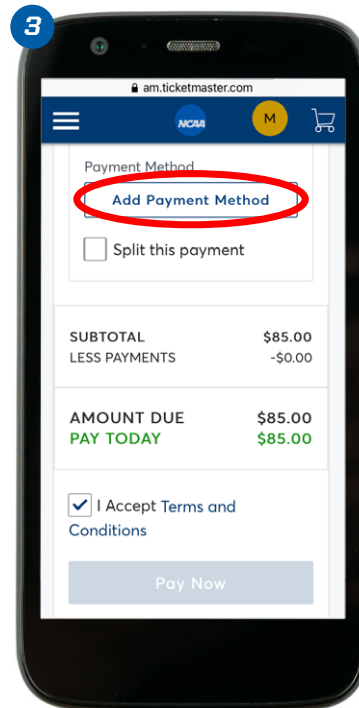
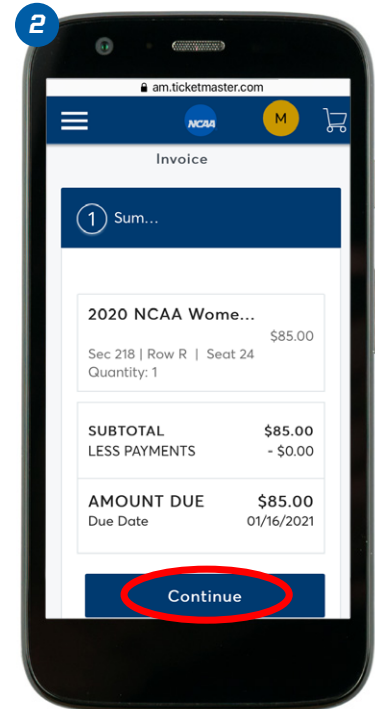
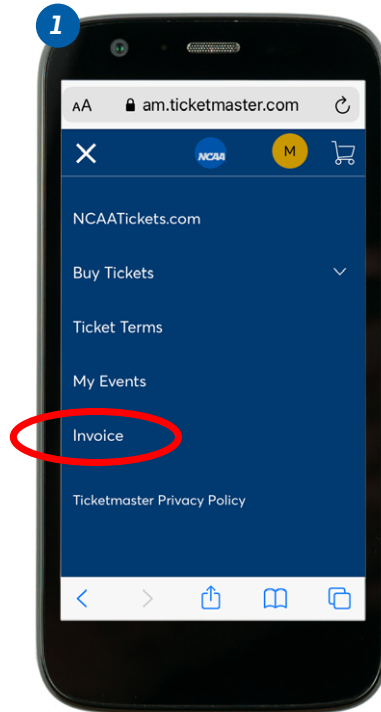
- 3 From here, you can select **Add Payment Method** to add a credit or debit card.
- 4 Once you have submitted your payment information, select **Save**. Select **Pay Now** on the next screen to complete your payment.



INVOICES

MOBILE: ANDROID AND iPhone

- 1 Log in to ncaa.com/accountmanager, tap the menu navigation icon in the upper left corner of the screen and select **Invoice**.
- 2 Select the invoice you want to view and/or pay. The next screen will include ticket details. Tap **Continue** to pay the selected invoice.
- 3 Select **Add Payment Method** to enter a credit or debit card.
- 4 Once you have completed your payment information, select **Save** and then **Pay Now** to complete your payment.





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