# KENTUCKY **EXATHLETICS INSTORIC INFORMATION CONSERVATION SEAT SELECTION PROCESS** STEP-BY-STEP GUIDE





UKATHLETICS.COM/MEMORIALCOLISEUM

VOLLEYBALL



### WELCOME

UK Athletics is pleased to offer a visual and interactive seat map tool that will allow you to participate in our Memorial Coliseum seat selection process online, instead of over the phone or in person. The new seat selection process will occur simultaneously for Volleyball, Women's Basketball, and Gymnastics.

This technology will provide you the ability to view, compare and select the best available seats according to your individual preferences directly from your computer. It will also allow you to view available seating any time after your appointment day and time until the process is complete on **July 26, 2024**.

Access to the seat selection process will be provided through My UK Account. We encourage you to take a few moments to read through this step-by-step guide to familiarize yourself with the online process. If you have additional questions, please contact the UK Ticket Office at (800) 928-2287 or send an email to **uktickets@uky.edu**.

At your appointment time, you may select seats for any of the three sports that you currently have. You will need to complete the selection process separately for each sport. Choosing seats for one sport does not carry over to other sports.

The UK Ticket Office will review all online upgrades within three (3) business days and any adjustments needed to your account will be made at that time. The ticket office reserves the right, after your selection, to move seats one to the left or right to avoid stranding single seats.

**Premium seating will not be available to select online**. If you are interested in Courtside Seating, Loge Seating, or Reserved Club Rail Seating, please call the K Fund Office at (859) 257-6300 at the time of your appointment.

**Please note:** Ticket holders who require **accessible seating** should call the UK Ticket Office at (800) 928-2287, at or after your appointment time, to be assisted with accessible seating options. These seats are not available online.

### Let's Get Started!



### **STEP 1** My UK Account Log In Page



To sign in to your My UK Account, visit <u>UKathletics.com/MemorialColiseum</u> and click on the "SELECT SEATS NOW" button at the top of the page. You may also sign in from <u>UKathletics.com/MyUKAccount</u>.

Sign in using your account email and password. **Do not set up a new account, as it will not work for selection.** If you have forgotten your password, you may use the "Forgot Password?" link and follow the instructions to reset. If you have trouble logging in, call the UK Ticket Office at (800) 928-2287 (Option 4).

**Note**: Do <u>not</u> use the "Manage My Tickets – Public" link on the UK Athletics App. This link will not allow you to select your seats. The app is only for ticket management, not seat selection.



### STEP 2

### **Countdown Page**

After you log into your account, you will see the blue or gray screens below. If you do not see one of these screens, you may be logged into the incorrect account, or you do not have any eligible seats to select.



If your appointment window has opened, you will see the **blue screen** to the left. The countdown timer displays how long you have until your upgrade window closes. You can upgrade your seats at anytime once your window opens until the process ends on July 26.

Click the "**SELECT NOW**" button to enter the seat upgrade process.

Beginning a few days prior to June 17, if your appointment window **has not opened**, you will see the **gray screen** to the right. The countdown timer displays how long you have until your window opens. You can upgrade your seats at anytime once your window opens until the process ends on July 26.

Click on the "**Preview Inventory**" button to enter the seat selection process and preview the current seating availability prior to your appointment time.



## MEMORIAL COLISEUM SEAT SELECTION

Volleyball | W. Basketball | Gymnastics

Start Soat Soloction Page



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This page displays the Memorial Coliseum sports that you are eligible to select seats for the 2024-25 season. The system will allow you to do an even exchange for the number of seats that you check on this screen. If you need to decrease your quantity, please call the UK Ticket Office at (800) 928-2287 (Option 4). If you have multiple seat blocks in your account for the same sport, you will be able to select them at the same time.

### You will need to complete the selection process separately for each sport. Choosing seats for one sport does not carry over to other sports.

Click the **"Select Seats"** box next to your seat block(s) you wish to change and click "**Next** >". If your appointment time has NOT opened, you will see a "Preview Inventory" button in place of the "Select Seats" button.

Why do my seats show as "TBA"? No need to worry! Your current seats will show as a "TBA" Section and "TBA" Row above. This is just a placeholder to designate your quantity, until you actually select seats.



### **STEP 4** Section Availability



You have now entered the interactive seat map that shows available sections for you to select. The navigator buttons on the bottom right allow you to zoom in and out of the interactive seat map. You can also zoom in and out by using the wheel on your mouse or by pinch zooming if on a smartphone or tablet.

Sections highlighted in **BLUE** have seats available to select, while sections highlighted in **GRAY** have no seat availability. Roll your cursor over a section to see how many seats remain in that section.

When you're ready to select your seats, **click on your preferred section** to view the seat availability.

If you are using a smartphone/tablet and do not see the interactive seat map or if it's fully grayed out, you may need to click on the  $\bigcirc$  icon and/or the  $\bigcirc$  icon, then the seat map should appear.



### STEP 5

**Choose Your Seats** 



Once you click on your preferred section, available seats will display in **blue**. Available inventory may change quickly, depending on how many other customers are also selecting seats. When standing on the court/floor looking up into the section, lower seat numbers are on your left, and higher seat numbers are on your right.

To move to a different area, use your mouse to drag the screen, NOT your browser's back button. To reset the view back to the default full view of Memorial Coliseum, click on the icon  $\log_{100}$  in the bottom right corner.

#### **Guidelines for Selecting Seats**

- You may not leave a single seat.
- The number of seats you select must be equal to the number of seats you started with.
- Be aware of the time that you have left to select seats. You will have a limited time to browse available seating on the interactive seat map. If you need more time, you will be directed back to Step 3 to start the seat selection over again.
- If you require accessible seating, please call (800) 928-2287 at your appointment time.

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- To Select your Seats:
- Click on the seat location that you would like. Your seat selections will turn into green check mark(s). It may also ask you to click the "Add to Cart" button first, if you are selecting seats with a K Fund donation.
- 2. If you hover over your seat selection, this will show your selected seat locations, ticket price, and required seat donation (if applicable).
- 3. Once you have selected your seats, they will be added to the shopping cart in the top right corner.

#### Cart:

- 1. Click on the shopping cart icon at the top right.
- 2. If you wish to change your mind and look at other seating options, click the icon next to the appropriate line in your cart to remove that seat block from the cart.
- When you are ready to proceed, click the "CONTINUE" button. IMPORTANT: Your seats are not officially held until you click on the CONTINUE button and advance to the Shopping Cart page (Step 7).

#### **MEMORIAL COLISEUM SEAT SELECTION** Volleyball | W. Basketball | Gymnastics STEP 7 **Shopping Cart** Contact Us Pay Invoices Buy Tickets V Manage Tickets K Fund $\sim$ Home Shopping Cart Review the items added in your shopping cart below and proceed to checkout in order to confirm them. The Amount Due INCLUDES any applicable per seat K Fund Danations Click to view the Memorial Coliseum seating charts. New Seats (2) ∠ Edit Summary 2024-25 Women's Basketball \$125.00 x 2 Seats \$350.00 Cost Difference \$350.00 $^{\smallsetminus}$ Season Tickets + \$100.00 Donation -Section 5, Row 4, Seat 7-8 Cost of New Seats \$250.00 K Fund Seat Donation \$100.00 $\wedge$ Amount Paid to Date \$0.00 Current TBA Seats (2) 🖉 Edit Amount Due \$350.00 2024-25 W. Basketball Seat \$0.00 x 2 Seats \$0.00 Selection ote: All seat selections will be revi ed by the UK Ticket Date: Multiple Dates + Time: Multiple Note: An add a storage of the storag Row TBA1 QTY: 2 Checkout

Review your new seats listed at the top. Any applicable K Fund Seat Donations will be listed on the right under the Summary. If you wish to change your seat locations again at this point, click "**Edit**" next to the New Seats to start the process over. Otherwise, click "**Checkout**".



### **STEP 8** Checkout: Delivery & Review

K.	<sup>(c)</sup> Time Remaining 19:41
Complete the steps below and submit your seat selection. *All seat selections will be reviewed by the UK Ticket Office within three (3) business days. Any adjustments will be made at that time.	Selection Summary \$360.00 ~
For women's basketball and gymnastics, you may select the deferred payment plan option listed below.	Pay loday - \$360.00
Ticket Delivery ⊘	1 Items Summary \$350.00
2024-25 Women's Basketball Season Tickets: Mobile V Mobile Access via Smartphone	2024-25 Women's Basketball Season Tickets Section 5, Row 4, Seat 7-8 S350.00
Seat Selection Review	Total Value \$350.00
1 → 2024-25 W. BASKETBALL SEAT SELECTION ONL In order to maximize seating availability, the UK Ticket Office reserves the right to move your seats one to the left or right to avoid stranding single seats *	
Payment Options	

Mobile delivery method will be the default option and the only option available. Ticket management features (add to digital wallet, transfer and sell) will be turned on closer to the start of each sport's season. For more information on mobile ticketing, visit <u>UKathletics.com/MobileTickets</u>.

Under the Seat Selection Review section, read through the Seat Selection Online Acknowledgment and click "I understand" to acknowledge that the UK Ticket Office will review and make any adjustments to your account within three (3) business days. Then click the "**Submit**" button to continue to the Payment Options section.

If you are selecting your gymnastics tickets, you will be asked an additional question.



### **STEP 8** Checkout: Payment – PAY IN FULL

R.	() Time Remaining 19:02
	Selection Summary \$310.00 $\land$
Payment Options ⊘	Ticket Cost Subtotal     \$200.00       Parking Permit     \$0.00       K Fund Seat Donation     \$100.00
Payment Options <ul> <li>Pay In Full Today</li> </ul>	Delivery \$0.00 Processing Fee \$10.00 Total Amount Due: \$310.00
The full amount due will be charged today. For the deferred payment option below.	men's basketball & gymnastics, you may select the Pay Today - \$310.00
W. Basketball Deferred Plan Payment Method	Cart items
<ul> <li>VISa - 4407</li> <li>VISa - 4407   Exp. 06/24</li> </ul>	1 Items Summary     \$300.00       2     1       2024-25 Women's     1       Basketball Season     1
VISA VISA - 9881 Steve Wildcot   Exp. 08/27 Security Code *     Security Code *     Security Code *     Security Code *	ayment Amount * S310.00  Tickets Section 5, Row 4, Sect 7-8 S300.00  Total Value \$300.00
Add / Edit Poyment Method	

#### To Pay Full Amount Due Today:

- 1. Select the **Pay In Full Today** payment option to pay your total due today. This is the only option for volleyball season tickets.
- 2. Select a credit card on file or add a new card and check the box to agree to terms/conditions. Click the green "**Pay Today**" button to complete the process.
- After you submit your order, you'll see a confirmation page and receive a confirmation email, showing your new seat locations. If you do not receive a confirmation email, please call the UK Ticket Office at (800) 928-2287 (Option 4).
- All seat selections will be reviewed by the UK Ticket Office within three (3) business days.
- If you need to pay by check, you must call the UK Ticket Office or visit in person to select your seats. You may also sign up for the deferred payment plan and mail a check prior to your card being charged.



### **STEP 8** Checkout: Payment – PAYMENT PLAN

·····································	© Time Remaining 17:31
Please proceed to the Payment Options below and then click on the Pay Today button to complete your seat selection process.	Selection Summary \$360.00       ~         Ticket Cost Subtotal       \$250.00         Parking Permit       \$00.00         K Fund Seat Donation       \$100.00         Delivery       \$0.00         Processing Fee       \$10.00
Payment Options	First installment \$0.00 is due today. Total Amount Due: \$360.00
Payment Options         Pay In Full Today                 W. Basketball Deferred Plan         View Payment Schedule	Pay Today - \$0.00
NO PAYMENT DUE TODAY	Cart items
Payment Method	1 Items Summary     \$350.00       2024-25 Women's     1       Basketball Season     1       Tickets     1
Visa - 9881 Steve Wildcot   Exp. 08/27 Security Code * Payment Amount *      CVV     Solution     Solution	Section 5, Row 4, Seat 7-8 \$350.00 Total Value \$350.00
Add / Edit Payment Method	

#### Payment Plan Option for Women's Basketball & Gymnastics:

- 1. For Women's Basketball and Gymnastics, you may select the **Deferred Payment Plan** option where the full amount due will automatically be charged on August 15.
- Select a credit card on file or add a new card and check the box to agree to terms/conditions.
- 3. Click the green "Pay Today" button to complete the process.
- After you submit your order, you'll see a confirmation page and receive a confirmation email, showing your new seat locations. If you do not receive a confirmation email, please call the UK Ticket Office at (800) 928-2287 (Option 4).
- All seat selections will be reviewed by the UK Ticket Office within three (3) business days.
- If you need to pay by check, you must call the UK Ticket Office or visit in person to select your seats. You may also sign up for the deferred payment plan and mail a check prior to your card being charged on August 15.



### **STEP 9** Confirmation Page

Home Contact Us Pay Invoices	Buy Tickets 🗸 Manage Tickets K	Fund 🗸		s Steve Wildcat ~		
	You're A	All Set!				
You have selected your tickets successfully!						
A confirmation has also been se	nt to your email. The ticket office will reviev neede	v all seat selections within 3 bus d.	isiness days and make any adjustmer	nts if		
	Click Here to Select for Other Sports	UKathletics.com/Memorial Colise	eum			
	LEXINGTON AVENUE ENTRANCE	ROSE STREET ENTRA	NAMEE			
	2024-25 Women's Basketball Se	eason Tickets				
	O Memorial Coliseum					
	Purchased Tickets					
	Section 5, Row 4, Seat 7-8 Renewal	\$2	250.00			
	Date Tue • Jun 04, 2024 • 03:37 PM	Amount Paid \$0.00				

**Congratulations! Your new seat locations for the 2024-25 season have been placed in your account for the sport you selected.** To select another sport on your account, you may either click on "Home" at the top or click on the "Click Here to Select for Other Sports" button to start the seat selection process again. **If you do not receive a confirmation email, please call the UK Ticket Office at (800) 928-2287 (Option 4) to confirm your seat selection.** 

**REMINDER: All seat selections will be reviewed by the UK Ticket Office within three (3) business days.** Any adjustments will be made at that time. The ticket office reserves the right, after your selection, to move seats one to the left or right to avoid stranding single seats.