THE QUICK START GUIDE
READY? SET... GO!

TICKET SPICKET
Big events. Little effort.
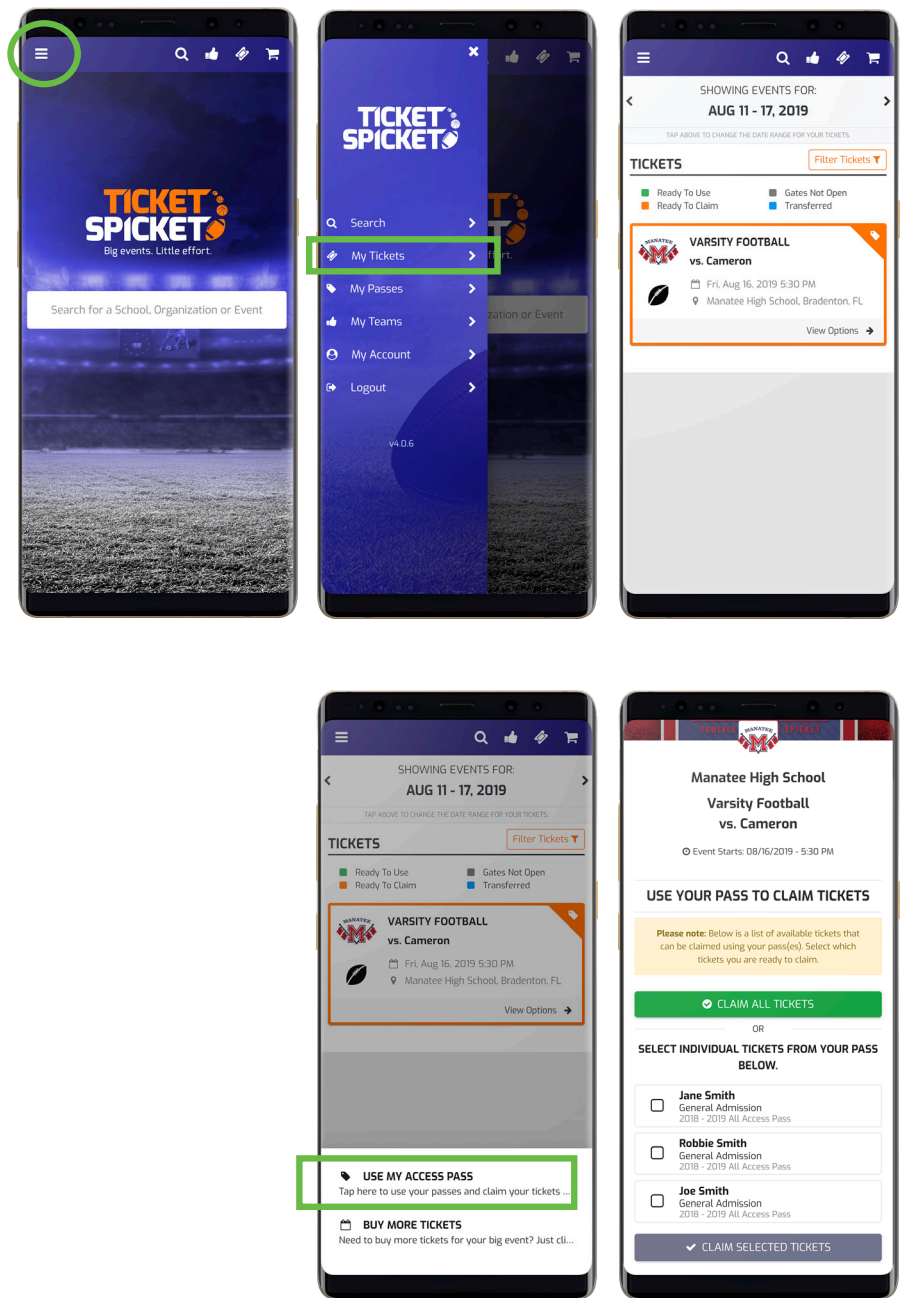
Welcome to Ticket Spicket! We look forward to helping you easily buy tickets and passes online to support your favorite student athletes and local teams. Below you will find more information on how to quickly get started with using a mobile season pass and digital ticket on your device, and how you can conveniently transfer an already purchased item to another Ticket Spicket customer.

1. USE AN ACCESS PASS

- While using the Ticket Spicket mobile app or website, navigate to the main menu icon located at the top left.

- Click on the 2nd link in the menu labeled "My Tickets."

- When you arrive at the Tickets page, you will conveniently find any of the events your pass is eligible for listed out in order. To use your pass, tap on the event that you'd like to attend.

- Choose "Use My Access Pass" or "Use My Punch Pass" from the menu. (If you have an Access Pass, a list of Pass Holders that are included on your pass will also be displayed.)

- Select which Pass Holders you want to redeem tickets for at this event and click "Claim Selected Tickets."

- You will now have ready-to-use tickets to this event, which have been claimed from your pass. If the gates to the event are currently open then your tickets will conveniently pop up and allow you to check in.
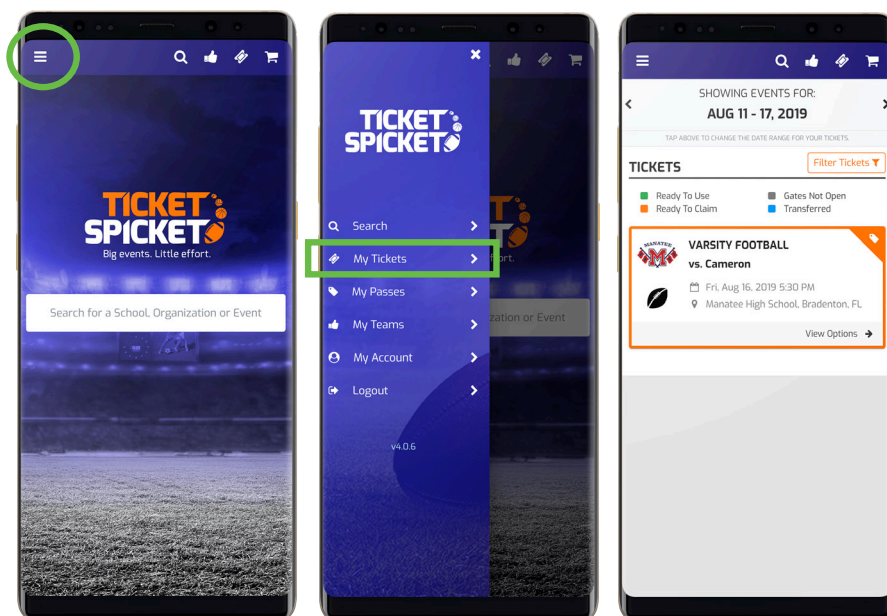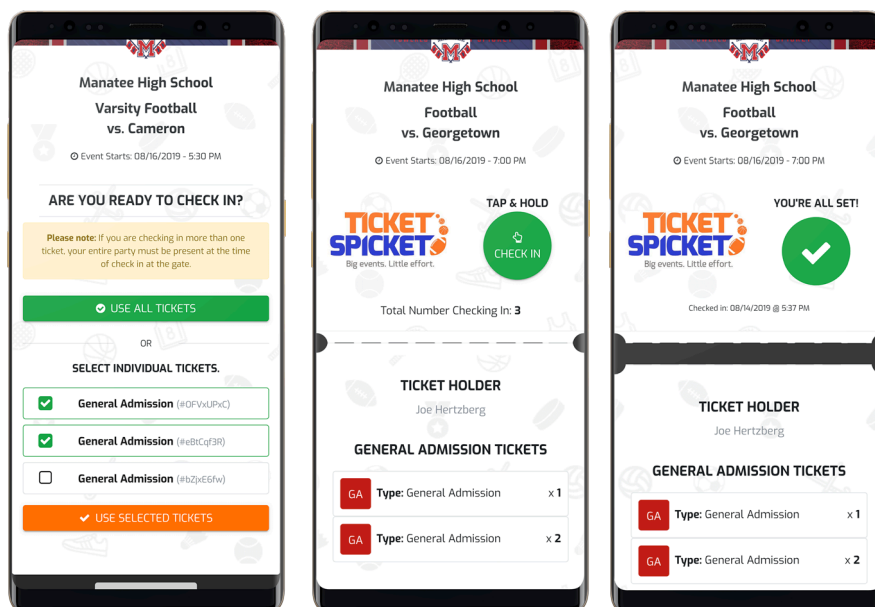
2. USE A DIGITAL TICKET

- While using the Ticket Spicket mobile app or website, navigate to the main menu icon located at the top left.

- Click on the 2nd link in the menu labeled "My Tickets." Events that you have purchased tickets for will be listed here.

- To use your tickets, tap the event and select "View Tickets" from the menu options..

- Next, if you have more than one ticket, you'll select each ticket you'd like to use. (Select All Tickets to redeem all at once.)

- The last step is the event check-in process. You should only do this in front of the gate attendant.

- At a Digital Only event, your ticket will have a green button that you will press & hold for 2 seconds. That will validate and "tear' the ticket which will verify and allow you entry to the event.

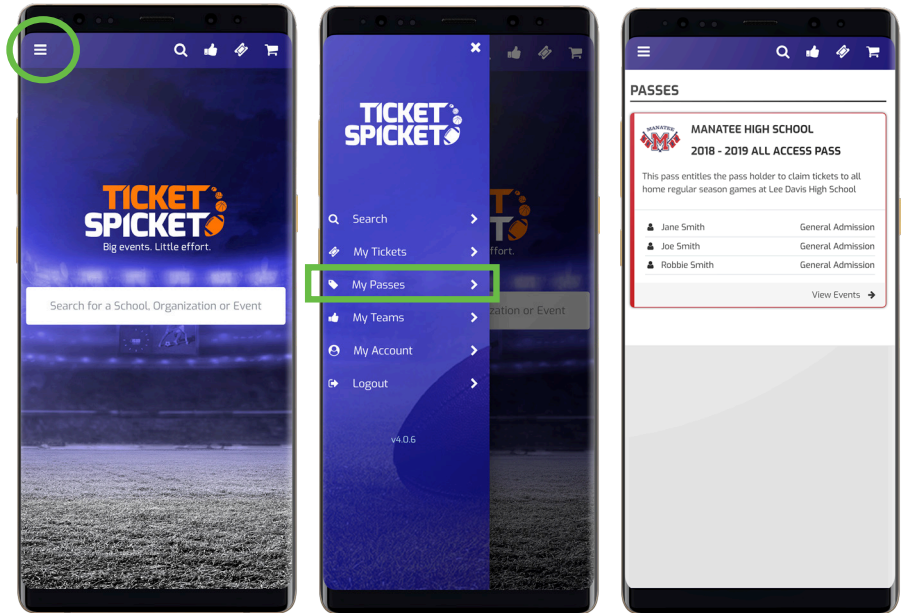 (Please note: If you have a QR code on the ticket, show your phone to the gate attendee to have it scanned.)
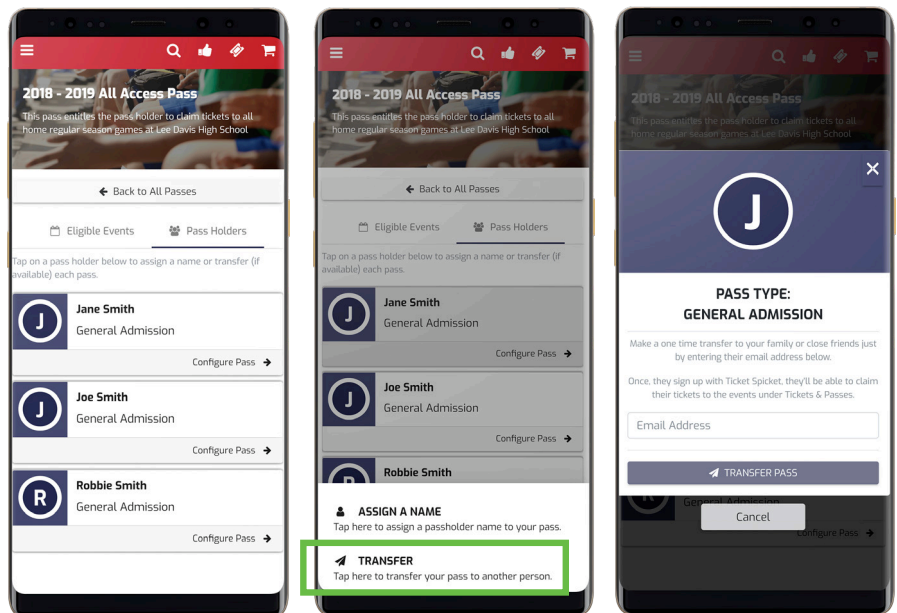
READY? SET... GO!
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3. TRANSFER AN ACCESS PASS

- While using the Ticket Spicket mobile app or website, navigate to the main menu icon located at the top left.

- Click on the 3rd link in the menu labeled "My Passes." Any passes you have purchased previously will be listed here and available for quick access.

- Select the pass you would like to transfer to another account.

- You will see a list of any other pass holders associated with your account. Simply tap the pass / pass holder that you would like to share, & select the "Transfer Pass" option at the bottom.

- Enter the person's email address & the person will receive an email indicating that you've sent them a Ticket Spicket access pass.

- If they haven't already done so – the recipient will need to register their email address to create a Ticket Spicket account & accept the transfer.

- Once they accept, the pass will then be associated with their Ticket Spicket account & no longer visible to you.