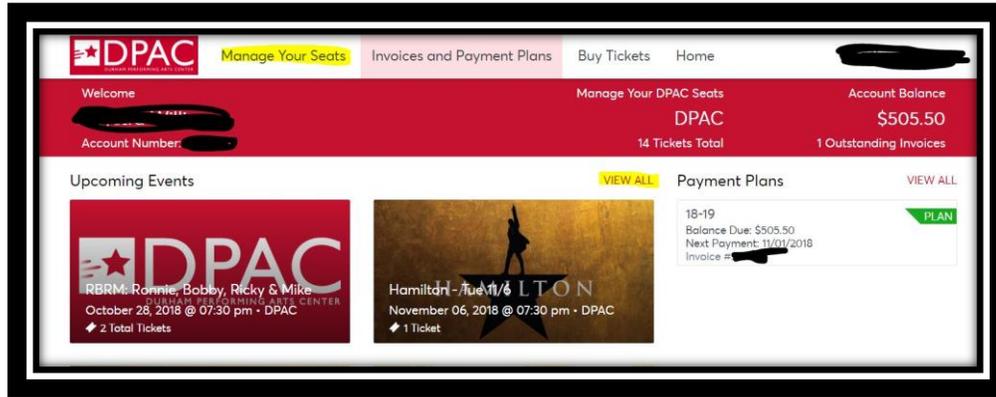
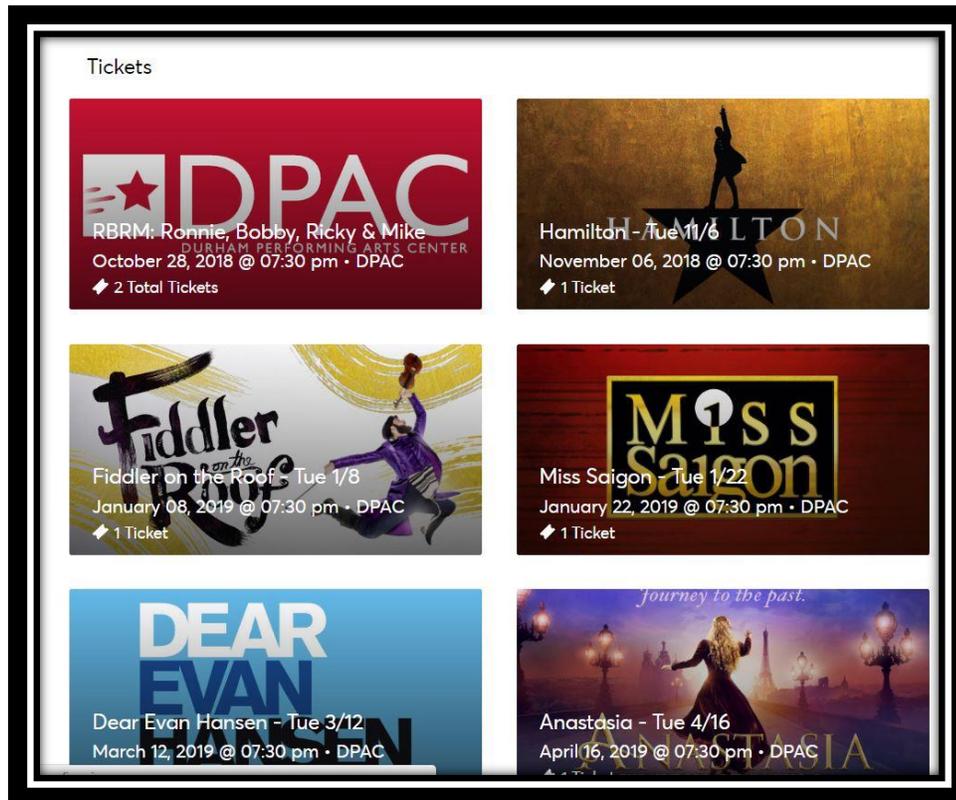


Account Manager Guide – Post Your Seats for Resale

- 1) In order to post your tickets for resale, login to your DPAC Account Manager using your email address and password.
- 2) Once you have logged in, please select the “Manage Your Seats” option at the top of the page.



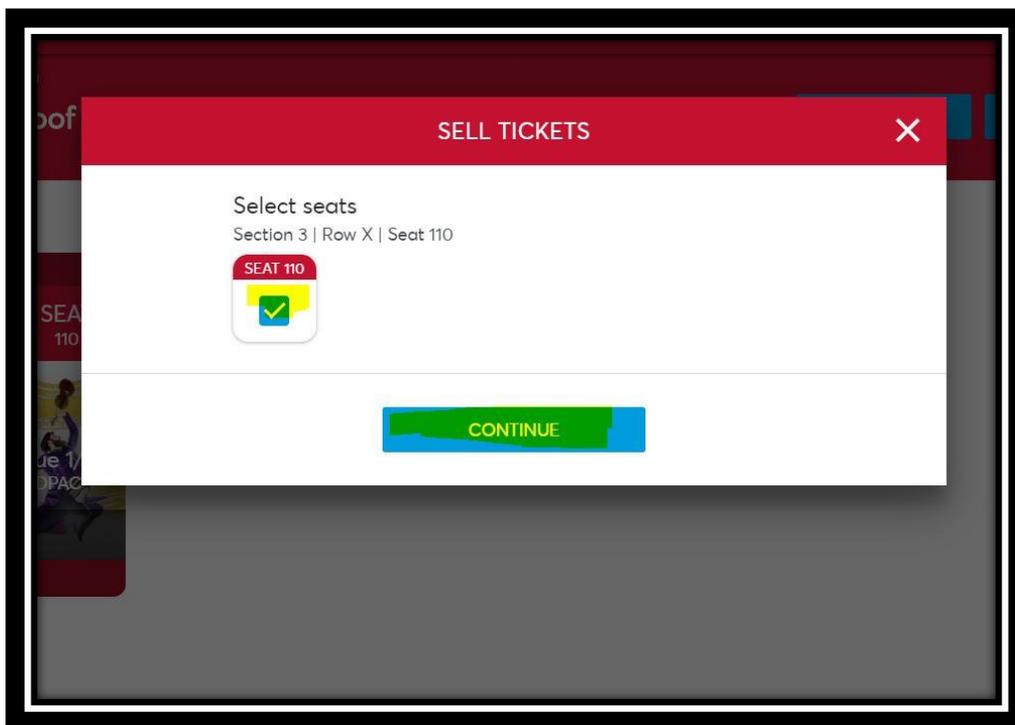
- 3) Click the event that you wish to sell from the grid of your upcoming events.



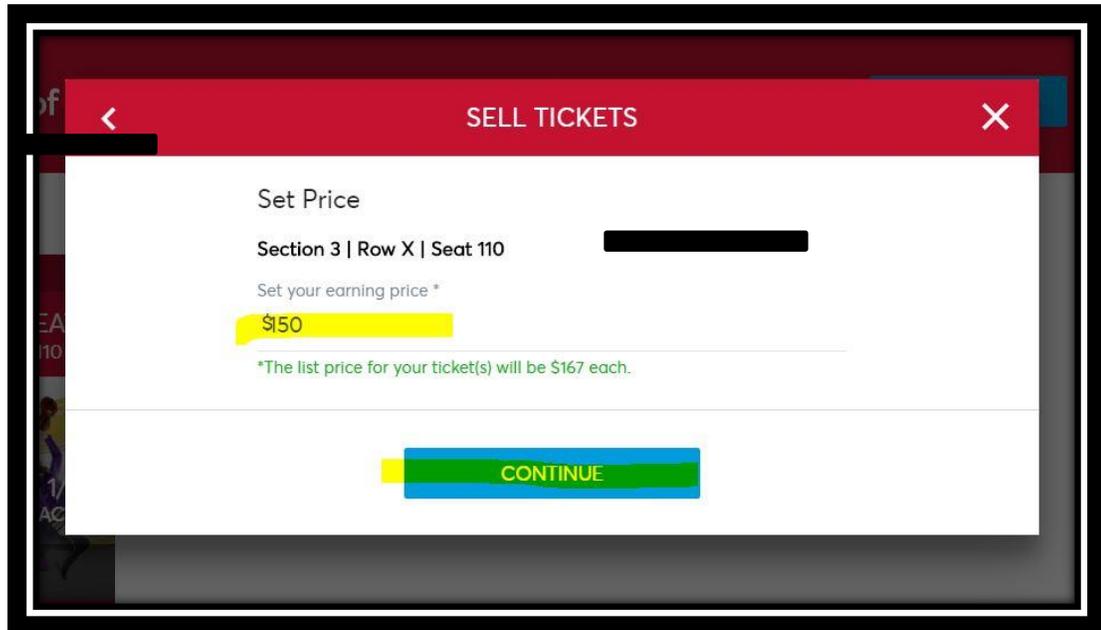
4) After you have selected the performance, select the blue “Sell” button in the upper right corner of the screen.



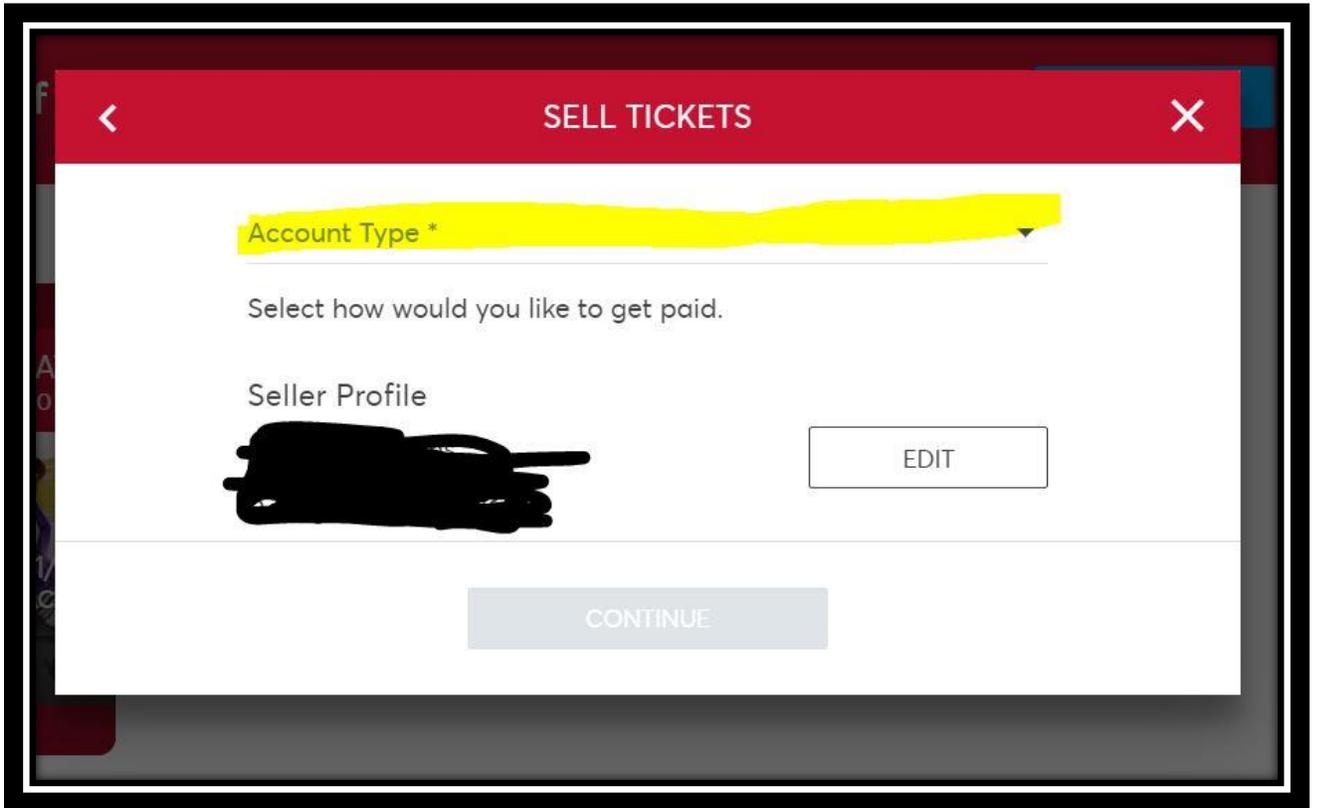
5) You will then be prompted to select the specific tickets that you wish to sell. After you have selected the tickets, select the blue “Continue” button.



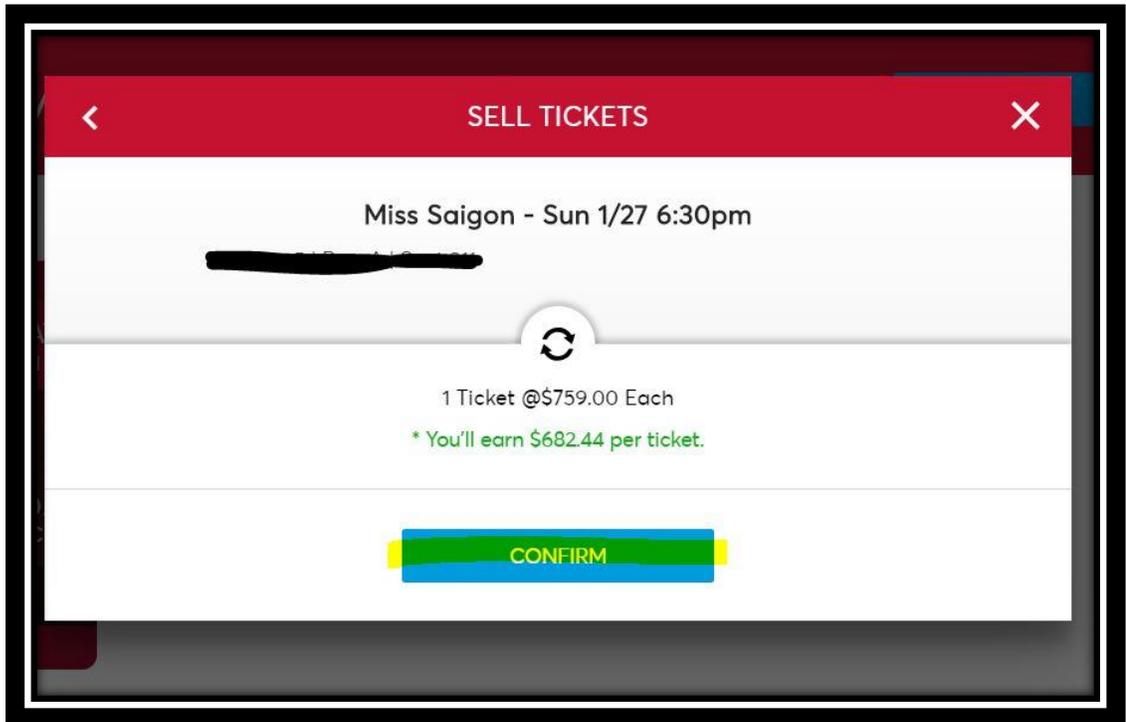
- 6) You may then set the price that you wish to sell the tickets for. Please note that you will not be able to sell the ticket for a price below the face value. After you have set your price, a green line will appear informing you of the list price for the ticket. You may then select the blue "Continue" button.



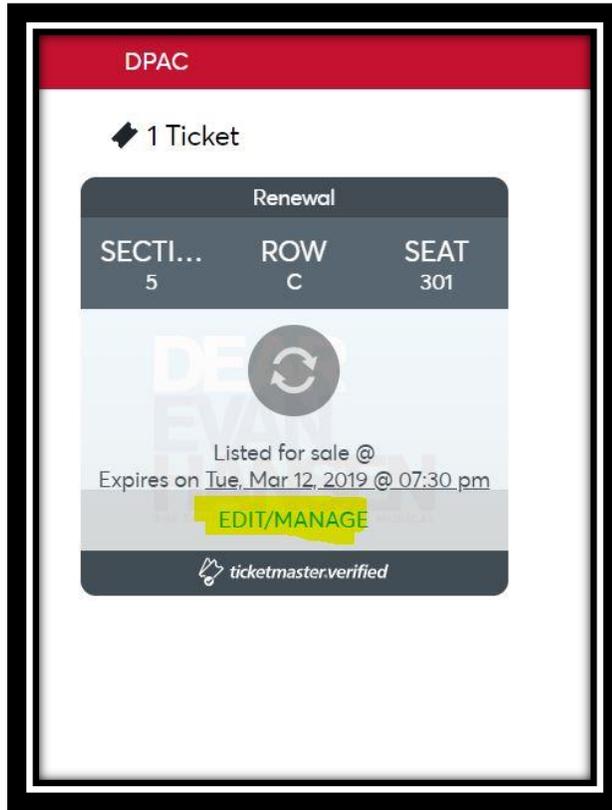
- 7) You will then be directed to select how you wish to be paid for your ticket using the dropdown menu highlighted below. If you select the "Bank Account" option, you will then be asked to provide the deposit account type, account number, and routing number.



- 8) You will then be directed to a final page requesting that you confirm your posting. After you have clicked the blue "Confirm" button, you will receive an email confirmation that your seats have been posted for resale.



- 9) You are welcome to edit and manage your posting at any time by logging back into your DPAC Account Manager, selecting the “Manage Your Seats” option at the top of the screen, selecting the show that you have posted for resale, and then selecting the “Edit/Manage” option listed on the digital ticket .



- 10) You may then change the price of the listed ticket or cancel the posting.

