Account Manager Guide – Print a PDF of Your Tickets

1) Log into your online account manager by entering your email address or account number and password.

Note: If you do not remember your password, click "Forgot Your Password" to reset your account login.

2) After you have logged in, scroll down the section that reads "Manage My Items". This will show the first three events that are currently on your account.*

*If the event you wish to view is not one of the three visible on the main screen of your account manager, simply click "manage this event" and then "manage more items" to access a dropdown menu that will link to all upcoming events. For detailed instructions, please reference the **Account Manager Guide – View Your Upcoming Events**.

3) After you have selected the event you wish to print, click the "Print-at-Home" button and then select the seats you would like to print. See image below:

Select an action below to manage your seats.						
🔒 Print-at-Hon	ne 🎓 Transfer items					
Section 3, Row P	You have 4 seat(s)					
seat details	current entry method to event					
Seat 111	Printed by Box Office					
Seat 112	Printed by Box Office					
Seat 113	Printed by Box Office					
🗹 Şeat 114	Printed by Box Office					

4) Next, click the "print" button at the top right corner of the screen. See image below:

Manage My Item	IS	select an event
Transfer & Resale		manage more items print (4)
< back to May		\bigcirc
PAW Patrol Lin 20 SAT Mobile Entry	ve!	
Select an actic	on below to manage your seats. ()	item detail
Select an actio	on below to manage your seats. () Transfer items	item detail item history
Select an action	on below to manage your seats. () Transfer items	item detail item history
Select an action Print-at-Home Section 3, Row P seat details	Transfer items	item detail item history
Select an action Print-at-Home Section 3, Row P seat details Seat 111	Transfer items Tou have 4 seat(s) current entry method to event Printed by Box Office	item detail item history
Select an action Print-at-Home Section 3, Row P seat details Seat 111 Seat 112	Transfer items	item detail item history Item detail Item history Item status Select All
Select an actic Print-at-Home Section 3, Row P (seat details Seat 111 Seat 112 Seat 113	on below to manage your seats. () Transfer items four have 4 seat(s) current entry method to event Printed by Box Office Printed by Box Office Printed by Box Office Printed by Box Office	item detail item history Item detail Item history Select All Item status

5) Next, a box will appear confirming the seats that you would like to print. If you are reprinting tickets, please make sure to click the "Reprinting items" box. You also have the ability to adjust the exact tickets you are printing here. See image below:

Below are your selected seats to print.	Close 🔀					
Review your selected seats below. Note: You may discard a seat by deselecting the checkbox. Your previously printed or issued tickets will no longer be valid.						
Reprinting items? Check this box if you wish to generate new barcodes for misplaced or stolen items. Your previously printed or issued items will no longer be valid.						
Selected Items (1 events; 4 items)						
✓ PAW Patrol Live! Sat, May 20, 2017 10:00 AM DPAC						
Section 3, Row P						
Seat 111						
Seat 112						
✓ Seat 113						
✓ Seat 114						
cancel	e to print					

- 6) Next, click the "Continue to print" button.
- 7) A new screen will load. Here you will need to check the box agreeing to the terms of use before clicking the "submit" button. See image below:

Items Selected to Print edit items							
	item	details	fee	fee total			
	PAW Patrol Live! Sat, May 20, 2017 10:00 AM DPAC	Section 3 Row P Seat 111 - 114	4 × \$0.00	\$0.00			
			Print Fee Total	\$0.00			
			Total Due	\$0.00			
I agree to the terms of use. By using this Print service you agree that your personal information will be used and disclosed as permitted by the MyDPAC Privacy Policy, which allows the DPAC to send you event-related information and other special offers. If you have any questions please contact 919-680-2787.							
				Total Amount \$0.00			
			sub	mit			

Your tickets will then print from your personal printer. A confirmation email will be sent to the email address listed on your account.