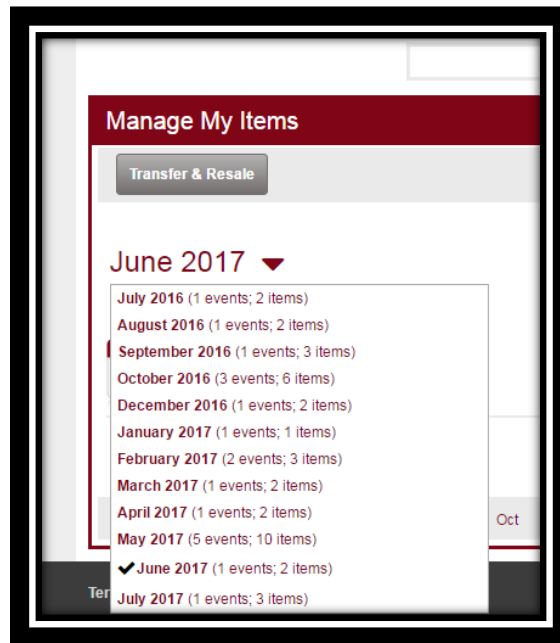


## Account Manager Guide - View Your Upcoming Events

- 1) Log into your online account manager and scroll down to the section that reads “Manage My Items”. Click the “manage this event” button next to the show you would like to view. *Note: Only your next three events will show here.*
- 2) To view an event not listed on the homepage, click the “manage this event” button next to any of the three events you see. Then, you can use the dropdown menu to select a different month. All events in that month will then be visible. Select the event you wish to view.



- 3) From here, you will see your seat locations and have the option to print-at-home, transfer your tickets to a friend, or exchange your seats.

