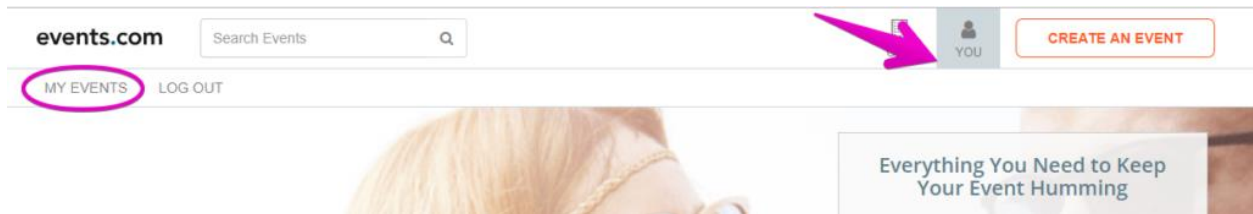




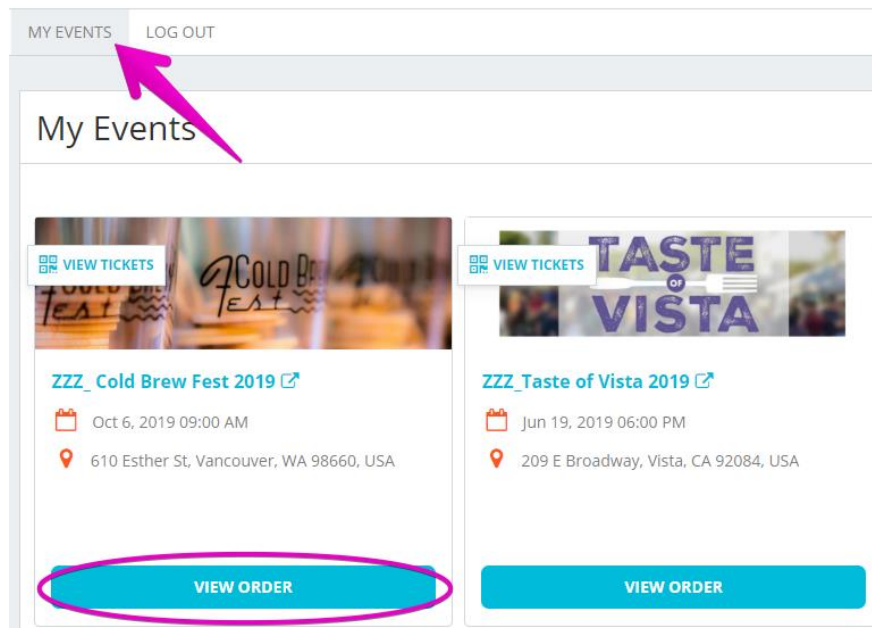
REGISTRATION TRANSFER INSTRUCTIONS

Note that to access this feature you must be listed as the Buyer of the registration/ticket type

1. **Log In** to your [Events.com](https://www.events.com) account. [Click here](#) if you still need to setup your account.
2. Click on your username in the top right-hand corner of the page and select **MY EVENTS** from the left menu.



3. Find the event you are attending and click on **VIEW ORDER**.





4. Find the registration that you would like to change. Select **MANAGE REGISTRATION** and **Transfer Registration**.

TESTING NAME TESTING NAME - TEAM CAPTAIN
TEAM: THE CHAMPIONS
POSITION: SELECT
REGISTRATION #R-GE4TK-MBQGU-3Q

1 Price Tier Example 1
CANTBELIEVEITSNOTBUTTER

\$0.00 USD

5. Next, enter the person's **Email Address** you would like to transfer the registration/ticket to. Click **SEND TRANSFER**

Transfer Registration

Can't make it to the event? No problem!
You can transfer a registration/ticket to another person - just complete the details below and we'll send an email to allow someone else to claim it. [Learn More](#)

Email Address

SEND TRANSFER CANCEL

6. You will see that under the person's registration, it will now read, **PENDING TRANSFER** in the order. This will confirm that your transfer request went out.

ORDER #O-GMZDA-MBWGQ (Order History)
Last update 11 JUL 2016

Cassie Byers
cbyers@events.com

CASSIE BYERS
REGISTRATION #R-GQZTM-NJUGM
PENDING TRANSFER

MANAGE REGISTRATION

1 I want to go \$0.00 USD

\$0.00 USD

7. An email has been sent to the person you are transferring the registration to, and you will also receive a copy of the email. To finalize the change, the person you are transferring the registration to will need to pay a \$20 processing fee.