

## A Quick Guide To Selling Tickets

- 1) Create a free seller's account by filling out all the necessary information on our website and verifying your email address.
- 2) Go to the Ticket Manager, click "Click Here To Add Tickets," and find the event for which you want to list tickets.
- 3) Fill out the information for your tickets, submit the information, and your tickets will instantaneously be listed for sale.
- 4) Check back on your ticket listing every week or so to make sure the listing is current and the price is competitive.
- 5) Wait to receive an email notice from us that someone has purchased your tickets!
- 6) Go to the Order Manager, find the order for your tickets, and Accept the order (ie: confirm that you are going to be providing the tickets as planned so we can inform the buyer that the order is guaranteed). You are strongly encouraged to Accept any order placed for your tickets or else our seller commission may be increased on a subsequent sale or your seller account may be suspended. You must also Accept the order within 48 hours of it being placed or else we will Reject it.
- 7) Download and print a FedEx® shipping label from the Order Manager.
- 8) Put the tickets in a FedEx® Express envelope, put the shipping label in the front pouch of the envelope, and drop the tickets off at FedEx® shipping location OR schedule a package pickup with FedEx. You can find a FedEx® location near you and/or arrange a package pickup at [www.fedex.com](http://www.fedex.com).
- 9) Wait until a week after the event and you'll be paid for your order according to your preferred method of payment!!