## Account Manager Guide–Transfer Your Tickets

- 1. Log into your online Account Manager by entering your email address and password \*Note: If you do not remember your password, click "Forgot Password?" to reset it.
- 2. After you have logged in, click on the option that reads 'My Broadway in Detroit' and click my events

BROA	
t.	Welcome Kimberly,
10	Subscriber Updates
1	<ul> <li>Manage your tickets under My Broadway in Detroit Account Click my events.</li> <li>Here you will be able to exchange, transfer or sell your tickets. If you need to put your tickets on your phone please log in to this account from your mobile device and follow the directions.</li> </ul>
	* As a Subscriber, you have access to purchase tickets for our add-on performances and you may buy additional lickets to subscription performances. Click Buy Tickets Now, to see what's available to you.
Luis	*Some of your subscription performances are not available, please click the About my Subscription Tickets to see when your tickets will be available to manage.
đ.	* HEALTH & SAFETY / COVID-19 INFORMATION

3. You will see all your events and in the upper left-hand corner you will see a "Transfer" Click Transfer.

	Broth: Waman	
a a ma la il	Fretty Woman	Select Eve
Big. New Musical. Big. Huge. PRETTY WOMAN	Detroit, MI — Fisher Theatre	
	Hadestown	Select Ev
COME SEE MAN THE WHILE ENLID AT	Wed + Nov 24, 2021 • 08:00 PM	
HADESTOWN	Ø Detroit, MI — Fisher Theatre	

4. Select the production you wish to transfer to your friends and click next.



5. Here you will get an overview to make sure its correct if so, check the box and click next.

0	Only transfer tickets to people you know and trust to help everyone stay safe and socially distanced.	
Brg New N	Sun - Nov 14, 2021 - 02:00 PM	

6. Here you will add the recipient First Name, Last Name, and email address with a note option. And Click Transfer.

TRANSFER - SELECT A RECIPIENT	
1 Event(s) Selected Total of 1 ticket(s) selected	$\sim$
Add A New Recipient	
First Name *	
Last Name *	
	Cancel Tra