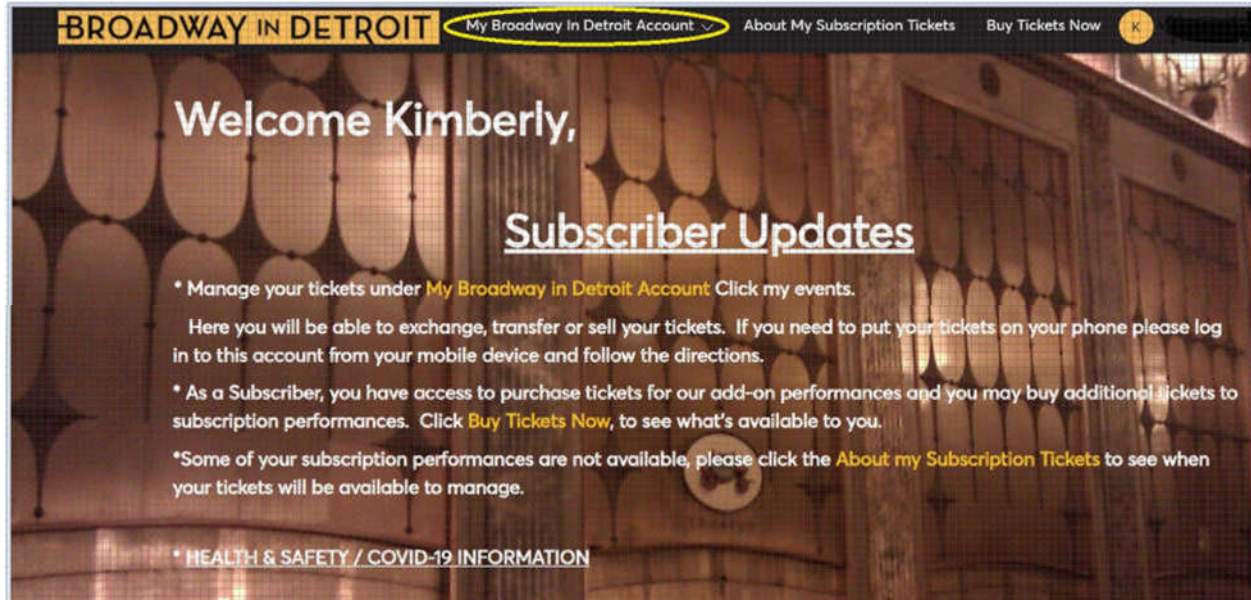
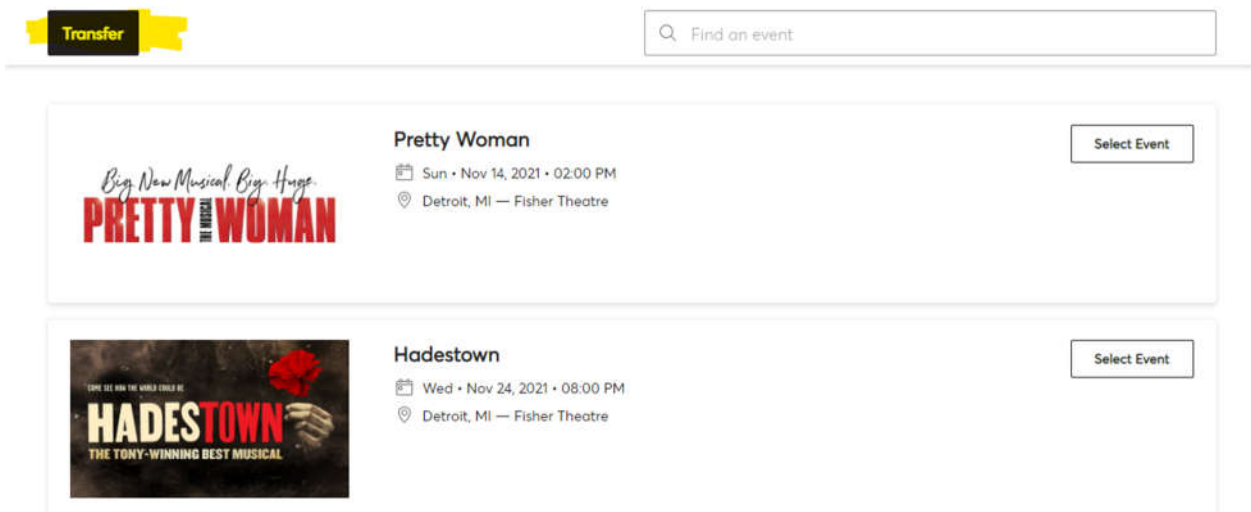


Account Manager Guide–Transfer Your Tickets

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



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



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

Selected (1 of 2)

Next



Pretty Woman

Sun • Nov 14, 2021 • 02:00 PM
Detroit, MI — Fisher Theatre



HADESTOWN

Wed • Nov 24, 2021 • 08:00 PM
Detroit, MI — Fisher Theatre

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

TRANSFER - SELECT TICKETS



Only transfer tickets to people you know and trust to help everyone stay safe and socially distanced.



Pretty Woman

Sun • Nov 14, 2021 • 02:00 PM



Select All (1)



Section MNL, Row K, Seat 7

Cancel

Next

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

Add A New Recipient

First Name *

Last Name *

Cancel **Transfer**
