## Account Manager Guide–Exchange 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 be directed to a page that lists all your upcoming events. Please select the performance you would like to Exchange.

Big. New Musical Big. Hyge. PRETTY ≌ WOMAN	Pretty Woman Sun • Nov 14, 2021 • 02:00 PM Optroit, MI — Fisher Theatre	Select Event,
THE HE IN HERE HERE IN THE THE THE HERE HERE HERE HERE HERE HE	Hadestown Med • Nov 24, 2021 • 08:00 PM Detroit, MI — Fisher Theatre	Select Event

4. Select the three dots where it says more and click exchange.

Big New Musical Big. Huge.	Your Phone Is Your Ticket For the fastest way in, add your ticket to your digital wallet.						
PRETTY	My Tickets	→β 🖾 💭 TRANSFER SELL MOBIL					
Pretty Woman	Sec MNLT, Row K, Seat 7	EXCHANGE					
<ul> <li>Sun • Nov 14, 2021 • 02:00 PM</li> <li>Detroit, MI — Fisher Theatre</li> </ul>							

5. Select the seats you wish to exchange and click continue.

	Exchange Tickets
Big New Musical Big. Huge.	Select the tickets for this event that you would like to exchange. Once selected, click Next to view the available events
PRETTY	Select All (1)
	Sec MNLT, Row K, Seat 7
Pretty Woman	
Sun • Nov 14, 2021 • 02:00 PM	
Oetroit, MI — Fisher Theatre	
Ø Detroit, MI — Fisher Theatre	

Cancel

Continue

6. This will take you to available dates you may exchange into and to the left are your seats you are exchanging.

	Exchange Tickets Listed below are the events you are eligible to exchange into. Select the event to continue to select your seats. To edit the tickets you are exchanging, click Edit.					
Big New Musical Big. Huge.	Available Events	Sort By: Even	it Date 🗸 🗸			
PRETTY	Big New Mexical Egy Hoge E	tty Woman         Se           Tue • Nov 02, 2021 • 08:00 PM         Detroit, MI — Fisher Theatre	lect Event			
Pretty Woman						
<ul> <li>Sun • Nov 14, 2021 • 02:00 PM</li> <li>Detroit, MI — Fisher Theatre</li> </ul>	Pre Big New Musical Big Huge	tty Woman Se	ect Event			
TICKETS SELECTED FOR EXCHANGE Sec MNLT, Row K, Seat 7	PRETTY WOMAN 👳	Detroit, MI — Fisher Theatre				
	Big New Missiel Big Hage	tty Woman Se Thu • Nov 04, 2021 • 08:00 PM	elect Event			

 Select your desired date and it will take you to a map of seats available for that date. Click into the section you want and select your seats.
 Note if you choose a higher price seat or day you will have to pay the difference at the end of the transaction.

		() 09.08 left	t to select s	eats;			
aty 🕞 🚺	Price         55.00				130.00	Reset Filte	ers
		U\$774	NINE				IE View Available Sections
	_	MAIN	IT UEZDANNE	LOGE RIGHT	BALCONY RIGHT		Legend     Available Sections with
	ж	NIGHT	CONTEM	LOGE RIGHT CENTER	BALCONY RIGHT-CENTER		Filters Applied  Available Sections
	STAC	CENTER	CONTER CONTER	LOGE LEFT CENTER	BALCONY LEFT-CENTER		Unavailable Sections
Calle-Read Caller DESTIVIWEMAN	Pretty Woman Wed • Nov 03, 2021 • 08:00 PM • Fisher Theatre	MAIN LEFT		LOGE LEFT	BALCONY		*
	Exchange Rules: Any Values Check Event Info	MEZZA LEF	NINE				+

8. Once seats are selected, they will be in your cart upper right-hand corner.



9. Click into your cart and there will be a summary of your tickets you are exchange and the new tickets with price value. Click submit and they are ready for mobile download.

event as well as the cost summary. Once you review, click Submit.		/		
New Event		🖉 Edit	Cost of New Seats: Section MNRT, Row P, Seat 10	<b>\$90.00</b> \$90.00
	Pretty Woman		Applied Credits:	\$90.00
Big New Musical Big-Happ PRETTY WOMAN	QTY: 1 Ticket 管 Wed • Nov 03, 2021 • 08:00 PM		Applied Credits:	-\$90.00
New Tickets	<ul> <li>Ø Fisher Theotre</li> </ul>	_	Total Amount Due:	\$0.00
Section MNRT, Row P, S	Seat 10			
Event selected for exchange		🖉 Edit	<ol> <li>Note: Review your selections,</li> </ol>	your
	Pretty Woman		current seats won't be exchan you click submit.	iged until
Big New Musical Big-Hage PRETTY & WOMAN	QTY: 1 Ticket		Submit	