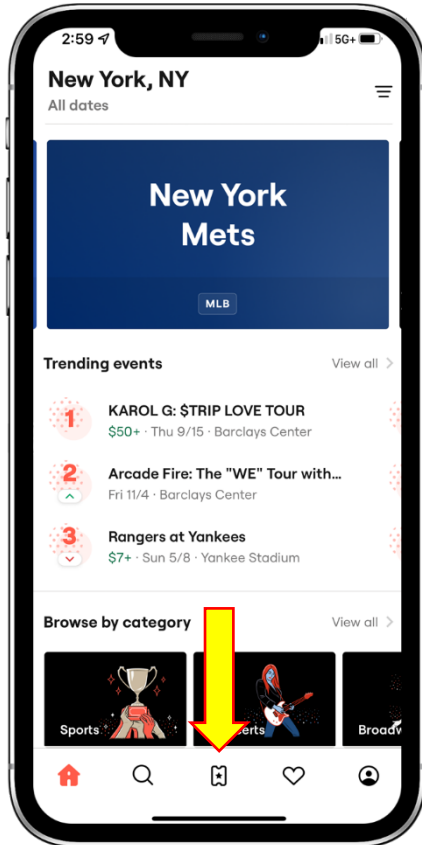


# Sending Tickets

Important:

**You must keep one ticket for yourself.**

## Step 1: Login to SeatGeek

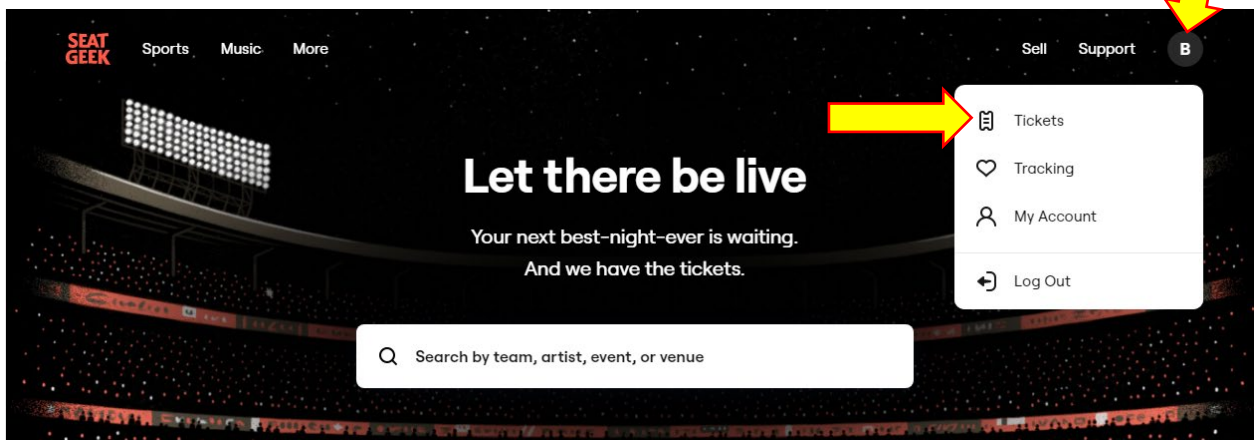


SeatGeek App

Login to the [SeatGeek app](#) or online at [SeatGeek.com](#)

In the SeatGeek app, click on the **Tickets** picture on the bottom bar.

On the SeatGeek website, on the top right corner, click on **Login**. After you login, then click the circle on the top right and then on **Tickets**.

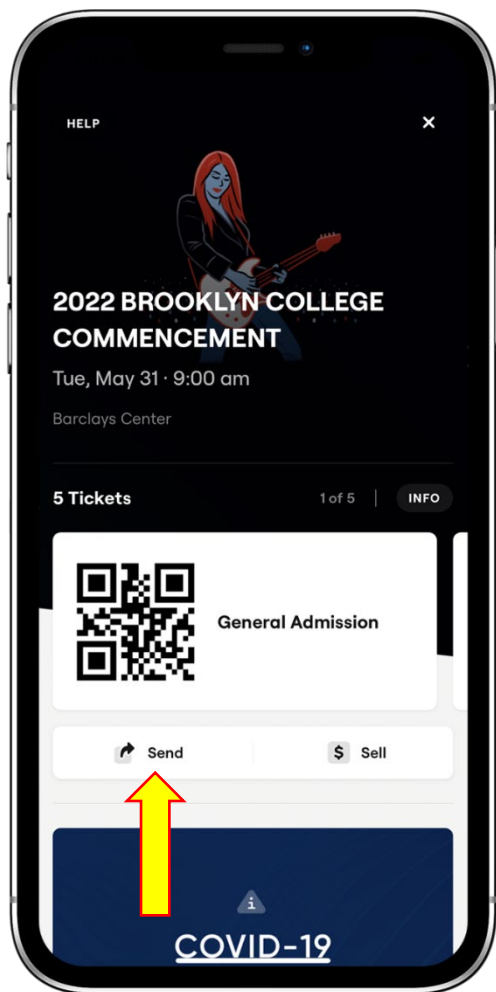


SeatGeek.com

**Important:**

**You must keep one ticket for yourself.**

**Step 2: Send Tickets**



You will now see all of your tickets.

To start sending your guests the tickets, click on **Send.**

**Note:** If all of your guests are coming together, you can send the tickets to one person in the group.

Guests and students are using separate entrances. Please refer to the [Commencement Ceremony Guide](#) for more information.

**Important:**

**You must keep one ticket for yourself.**

**Step 3: Choosing Recipient**



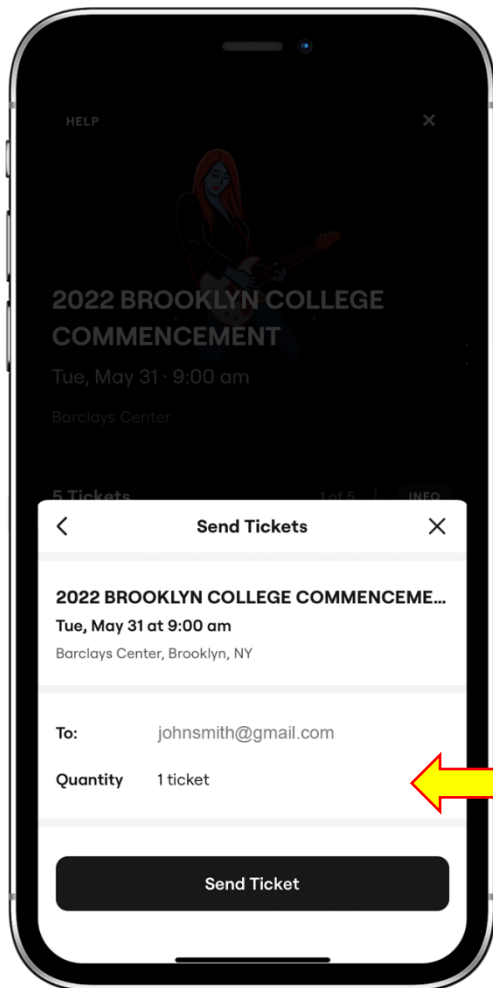
You will enter the e-mail address of your guest.

After entering the e-mail, click on the envelope icon to confirm.

**Important:**

**You must keep one ticket for yourself.**

**Step 4: Changing Quantities**



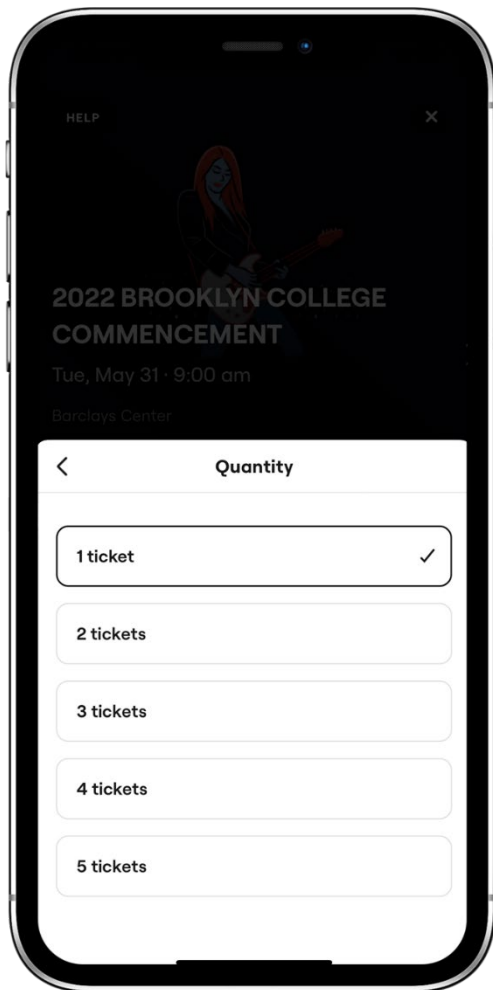
You can choose to change the quantity of tickets by clicking on 1 Ticket.

**NOTE: You must keep one ticket for yourself.**

**Important:**

**You must keep one ticket for yourself.**

**Step 5: Choosing Ticket Amount**



You can select how many tickets to send to your guest.

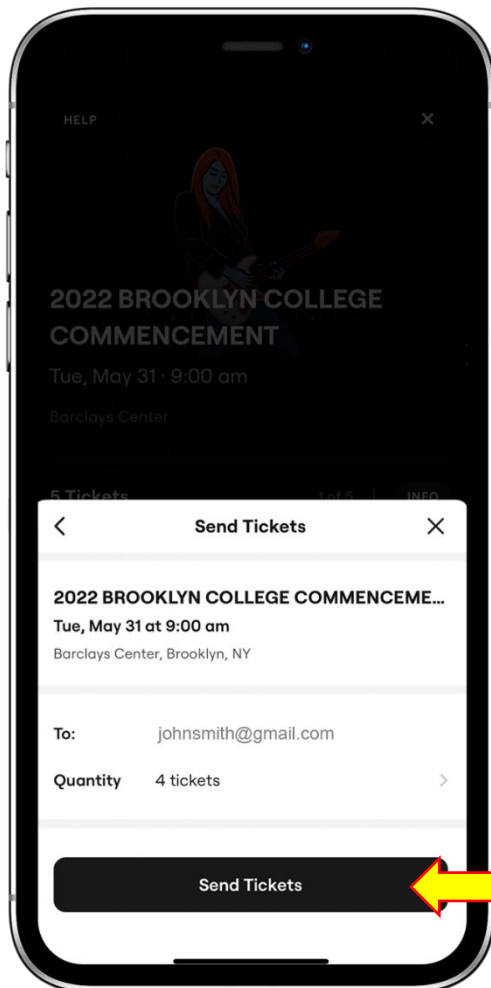


**Make sure you keep one ticket for yourself.**

**Important:**

**You must keep one ticket for yourself.**

**Step 6: Finalizing Tickets to Send**



You will see how many tickets you will be transferring to your guest and their e-mail.

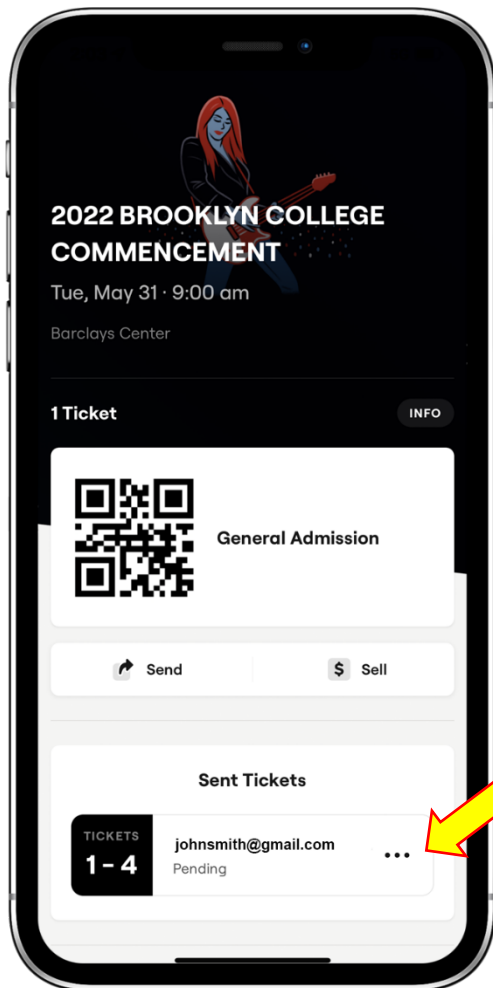


**Make sure you keep one ticket for yourself.**

Click on **Send Tickets** to continue.

**Important:**  
**You must keep one ticket for yourself.**

### **Step 7: Pending Tickets**



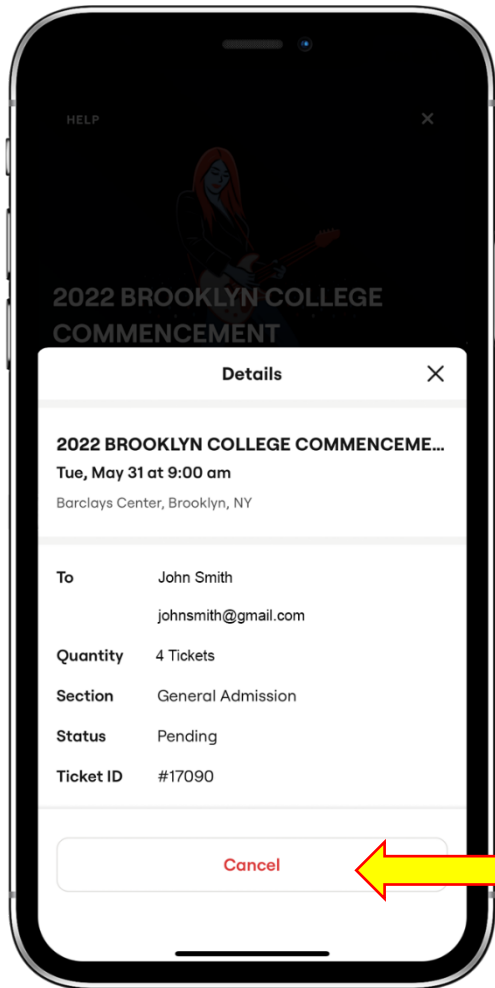
You will now see that the tickets you sent will be pending and you are done.

If you made an error or would like to change the guest's e-mail, click on the **Three Dots** to cancel the request.

**Note:** Once your guest has accepted the tickets, you will no longer have access to them.

**Important:**  
**You must keep one ticket for yourself.**

### **Step 8: Cancel Pending Tickets**



After hitting the three dots in the previous screen.

To cancel the pending tickets, click on **Cancel.**