My Account - New Improved Interface for Managing Tickets

Where do I find My Listings?

- The last 3 years of history based on the event date will be shown in all tabs.
- Listings can be sorted by clicking the column name in any tab.

- Hover over the "?" to view information about that item.
- Clicking "Details" on any listing in any tab will provide more information related to that listing.

Action Required

- Ticket listings on this tab have sold and are now waiting to be Approved, Rejected, or Delivered by you.
- This tab will be the first to appear when logging into "My Account" when there are items requiring action.
- Items in this tab cannot be edited or removed.
- Actions Column
  - **Approve** indicate we are waiting for you to confirm ticket availability
  - **Enter Barcodes** designates you've already approved the order but you need to complete the order by entering in the ticket barcodes
  - **Print Shipping Label** means you've already approved the order – once you print your UPS shipping label you'll be ready to ship the tickets

Current Listings

Event	Event Date	Section	Row	Seat(s)	Qty	Price (ea)	Remove	Edit	Status	More Info
Cincinnati Bengals at New York Jets	11/16/2011	139	28	1	0	$150.00	Remove	Edit	Processing	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	104	L	1	1	$100.00	Remove	Edit	Active	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	104	L	3	1	$50.00	Remove	Edit	Active	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	104	L	4	1	$50.00	Remove	Edit	Active	Details

- Ticket listings in this tab are currently posted for sale.
- If you need to Edit or Remove your listing proceed to this tab.
- Remove Listing Column
  - Remove your listing if you no longer wish to sell those particular tickets
  - Remove your listing if you are no longer in possession of the tickets
  - You will be prompted to review and confirm your removal request before they are removed
  - Once a listing is removed it will appear in the Expired/Removed tab
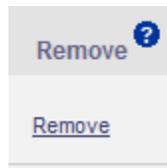
- Edit Listing Column
  - You can edit your listing by clicking the Edit link associated with the listing
  - You can update the price, list until date, payment method and more anytime before the listing sells

- Status Column
  - **Active** means your listing is currently posted for sale
  - **Processing** means we've received an order for your tickets
    - Listings which are being processed cannot be edited or removed

- More Info Column
  - Click the Details link to view the details for each listing
  - You may view the current price, list until date, pricing method and history for each listing
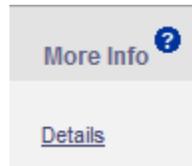

Sold Listings

Event	Event Date	Section	Row	Seat(s)	Qty	Price (ea)	Payment Information	More Info
Cincinnati Bengals at New York Jets	11/16/2011	139	28	3	1	$101.00	Estimated Payment Date 11/29/2011	Details
Cincinnati Bengals at New York Jets	11/30/2011	234	1	3	1	$10.00	Estimated Payment Date 11/29/2011	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	104	L	2	1	$50.00	Date Payment Issued 06/7/2012	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	214	1	3	1	$70.00	Date Pending	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	214	1	2	1	$70.00	Date Pending	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	301	D	4	1	$30.00	Date Payment Issued 06/14/2012	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	214	1	4	1	$50.00	Date Payment Issued 06/14/2012	Details
Tampa Bay Buccaneers at Green Bay Packers	02/3/2013	104	L	2	1	$51.00	On Hold	Details

- Tickets listed in this tab have sold.
- Proceed to this tab to see when you should expect payment for your listing.
- If you want to know if you have been paid for a listing, navigate to this tab.
- Payment Information Column
  - **Estimated Payment Date** is the estimated date we'll send/issue your payment
  - **Date Payment Issued** is the date your payment was sent
  - You may click the **Details** link to view your payment method
  - For additional information regarding payments terms and conditions please refer to the Seller Reference Guide

- More Info Column
  - Click the **Details** link to view the posting details for each listing
  - You may view the price, list until date, payment method, and history for each listing
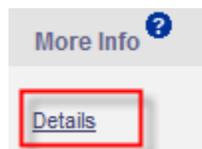

Expired/Removed

- Tickets in this tab are no longer listed for sale.
- Sort Columns by Clicking on Column Title

- Find Details on your Posting by Clicking Details

- Expired means your listing did not sell by the list until date/time
- Removed means the posting was removed from sale prior to the list until date/time