# My Account - New Improved Interface for Managing Tickets

## Where do I find My Listings?

My Orders	My Listings	My Payments	My Profile	Download Ticket Data 🗟
Action ? Required	Current ? Listings	Sold ? Listings	Expired/ 3 Removed	

- 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.

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	- Event		Event Date		Section	Row	Seat(s)	Qty	Price (ea)		Remove **	Edit	Status		More Info

- 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.

My Orders My Listings My P	ayments My Pr	ofile					Dor
Action ? Current ? Se Required Listings Li	old ? Expin stings Rem	red/ ? oved					
≜ Event	Event Date	Section	Row	Seat(s)	Qty	Price (ea)	Action <sup>3</sup>
Atlanta Falcons at Dallas Cowboys	02/23/2010	143	22	1	1	\$85.00	Enter Barcodes
Atlanta Falcons at Dallas Cowboys	02/23/2010	143	22	2	1	\$85.00	Enter Barcodes

- 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

Action Poquirod

- 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**

My Orders	My Listings	My Payments	My Profil	e						Downle	oad Ticket Data 🗟
Action ? Required	Current (?) Listings	Sold ? Listings	Expired Remove	/ ? ed						Return to Yo	ur Team Account
≜ Event		Event Date	Section	Row	Seat(s)	Qty	Price (ea)	Remove ?	Edit <sup>2</sup>	Status 😮	More Info 😯
Cincinnati Bengals	at New York Jets	11/16/2011	139	28	1	0	\$150.00			Processing	<u>Details</u>
Tampa Bay Bucca Packers	aneers at Green Bay	02/3/2013	104	L	1	1	\$100.00	<u>Remove</u>	<u>Edit</u>	Active	Details
Tampa Bay Bucca Packers	aneers at Green Bay	02/3/2013	104	L	3	1	\$50.00	<u>Remove</u>	<u>Edit</u>	Active	Details
Tampa Bay Bucca Packers	aneers at Green Bay	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
  - o 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
  - o 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
  - o Processing means we've received an order for your tickets
    - Listings which are being processed cannot be edited or removed

Status ?
Processing
Active
Active

- 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**

My Orders My Listings	My Paym	ents	My Profile	÷					Download	l Ticket Data 🗟
Action ? Current ? Required Listings	Sold Listing	js (	Expired/ Remove	d <b>?</b>					Return to Your	Team Account
4 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	<b>\$</b> 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 Pa	ackers		02/3/2013	104	L	2	1	\$50.00	Date Payment Issued 06/7/2012	Details
Tampa Bay Buccaneers at Green Bay Pa	ackers	2	02/3/2013	214	1	3	1	\$70.00	Date Pending	Details
Tampa Bay Buccaneers at Green Bay Pa	ackers	- 0	02/3/2013	214	1	2	1	\$70.00	Date Pending	Details
Tampa Bay Buccaneers at Green Bay Pa	ackers		02/3/2013	301	D	4	1	\$30.00	Date Payment Issued 06/14/2012	Details
Tampa Bay Buccaneers at Green Bay Pa	ackers		02/3/2013	214	1	4	1	\$50.00	Date Payment Issued 06/14/2012	Details
Tampa Bay Buccaneers at Green Bay Pa	ackers		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
  - o Estimated Payment Date is the estimated date we'll send/issue your payment
  - Date Payment Issued is the date your payment was sent
  - $\circ$   $\;$  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

Payment Information <sup>2</sup>
Estimated Payment Date 11/29/2011
Date Pending
Date Payment Issued 06/7/2012
On Hold

- More Info Column
  - o 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**

My Orders My Listings	My Payments My Pr	ofile					Do	wnload Ticket Data 🖹				
Action ? Current ? Required Listings	Sold ? Expir Listings Rem	Expired/ 2 Return to Your Team Account										
≜ Event		Event Date	Section	Row	Seat(s)	Qty	Price (ea)	More Info				
Atlanta Falcons at Houston Texans		12/4/2011	207	1	2	1	\$99.00	Details				
Chicago Bears at Baltimore Ravens		11/16/2011	OE	11-14	1 - 12	12	\$45.00	Details				

- 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

More Info <sup>?</sup>	
<u>Details</u>	

- 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