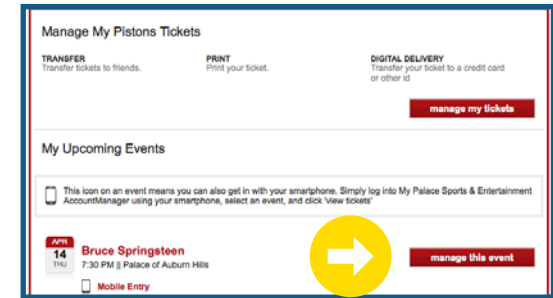
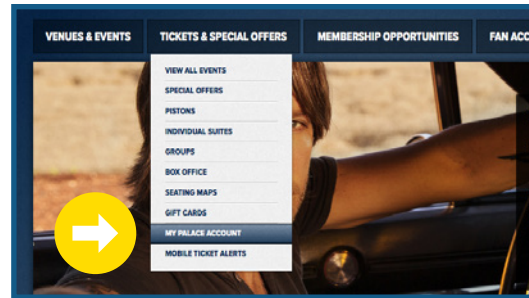


# MY PALACE ACCOUNT

## DIGITAL TICKET MANAGEMENT



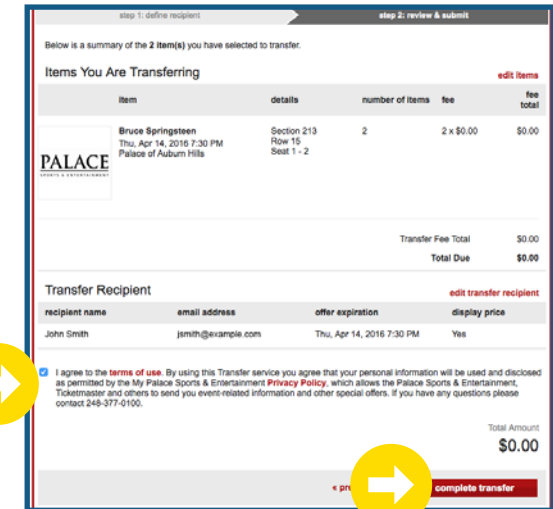
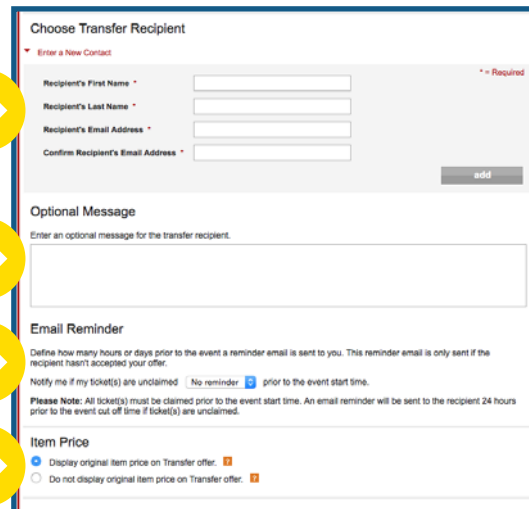
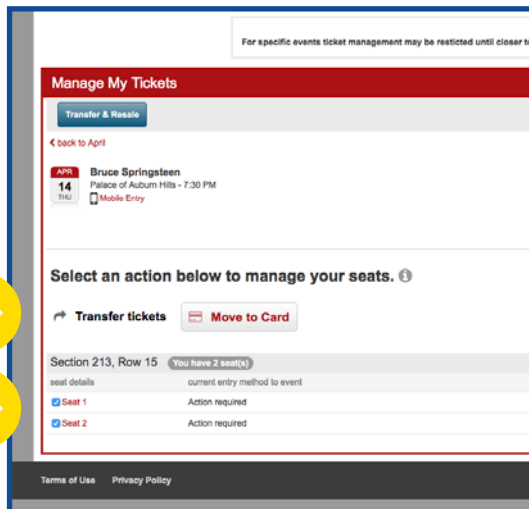
Start managing your tickets at  
**palacenet.com**



Under "Tickets & Special Offers" select "My Palace Account"

Log in using the primary account holder email or account number  
Find the event you would like to manage and select "Manage This Event"

## TRANSFER TICKETS

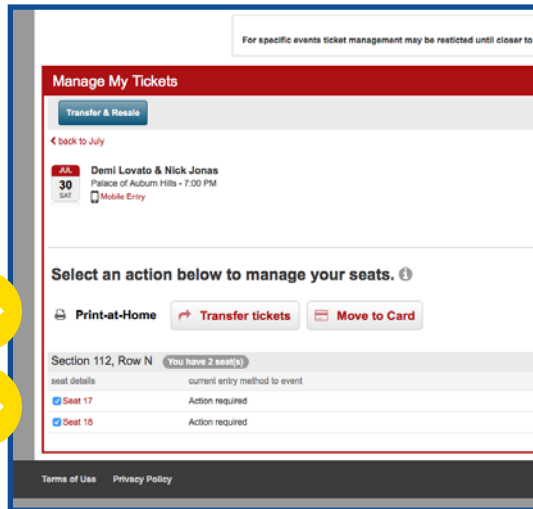


Choose "Transfer Tickets"  
Select the seats you wish to transfer (if you have multiple seat locations)

Select the recipient or enter a new contact  
Enter an optional message  
Select optional email reminder  
Select to display/not display price

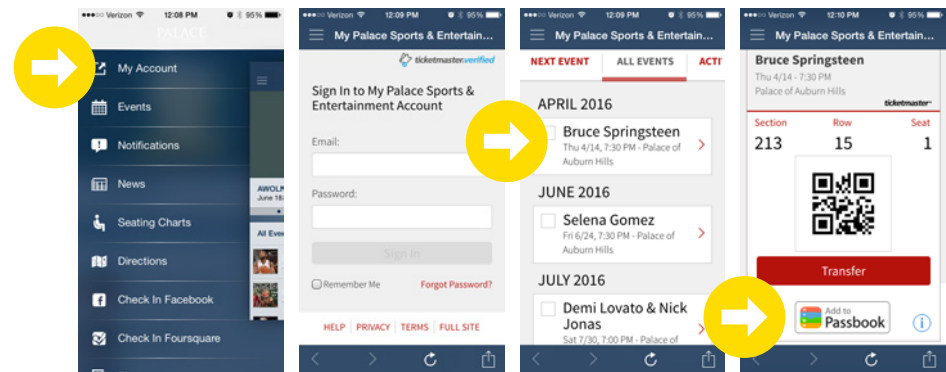
Agree to terms of use  
Click "Complete Transfer"  
You will receive a confirmation page that your items have been transferred  
Your client will receive an email where they will see a button that says "Click Here to Accept Tickets"

## PRINT AT HOME



- Select **"Print-at-Home"**
- Select the tickets you would like to print and click "next"
- Agree to terms of use and continue to print

## MOBILE ENTRY



- Download the Palacenet app
- Select **"My Account"**
- Log in using the primary account holder email
- Select the event and click **"View Tickets"**
- Swipe left or right to view additional tickets
- Click **"Add to Passbook"**