

1. Log in to your Eventbrite account <u>here</u> on the Eventbrite website on a browser page of a smartphone or computer, not on the app.

2. Click to expand the account menu on the top right side of the page to select "Tickets."

3. Select your order for the desired event.

4. If you see "Edit" on the right of the desired ticket, click to change this ticket to your guest's name and email address.

1

Print Tickets	General Admission Ticket + Signed	Z Edit): Transfer
Cancel Order	Book	
Contact the Organizer	Contact Information	
Refund Policy:	First Name *	
No Refunds	Last Name * Loerch	
	Email * aloerch@sixthandi.org	
	Delivery Method eTicket	
	+ View complete attendee info	

5. If you don't see "Edit" on the right of the desired ticket, confirm that you are logged in with the email address that you used on this Eventbrite order.

6. If you change the email address on your order to your guest's, your guest will need to check their email to claim the ticket. This won't remove the order from your Eventbrite account.