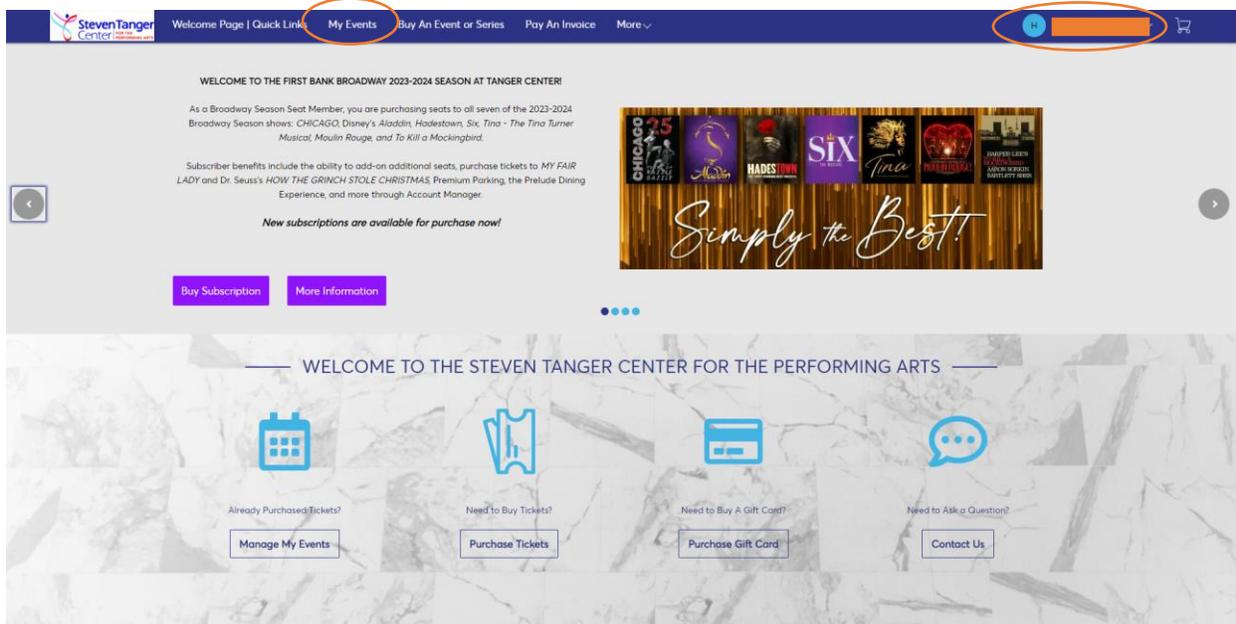
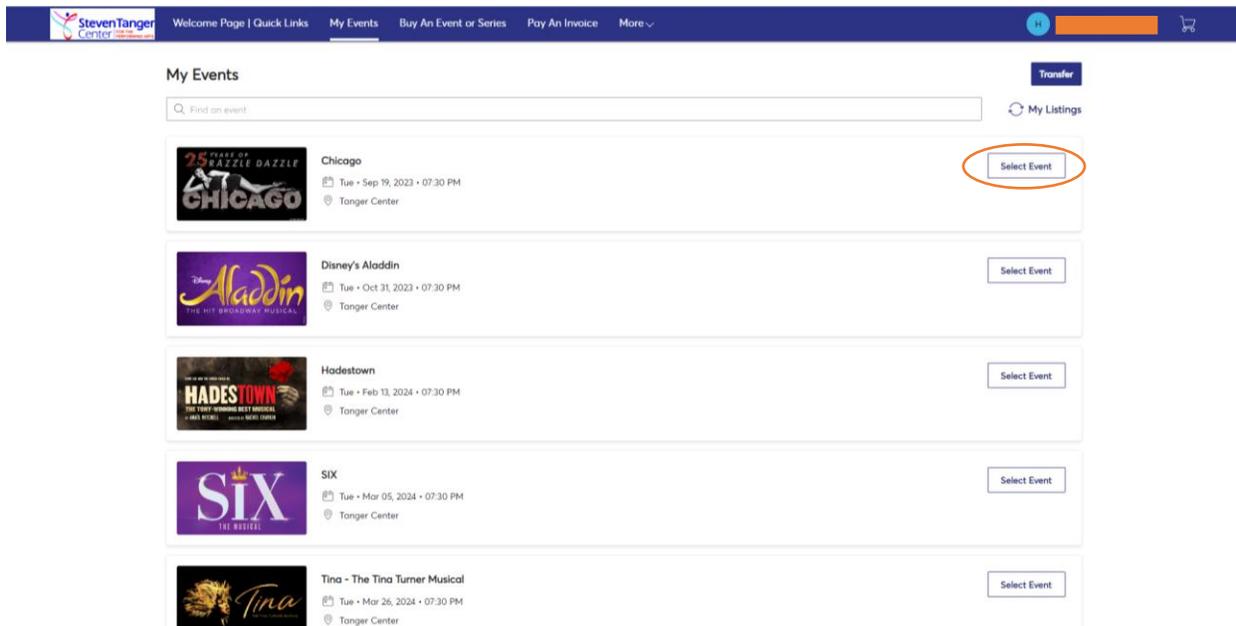


# Transferring Tickets in Account Manager

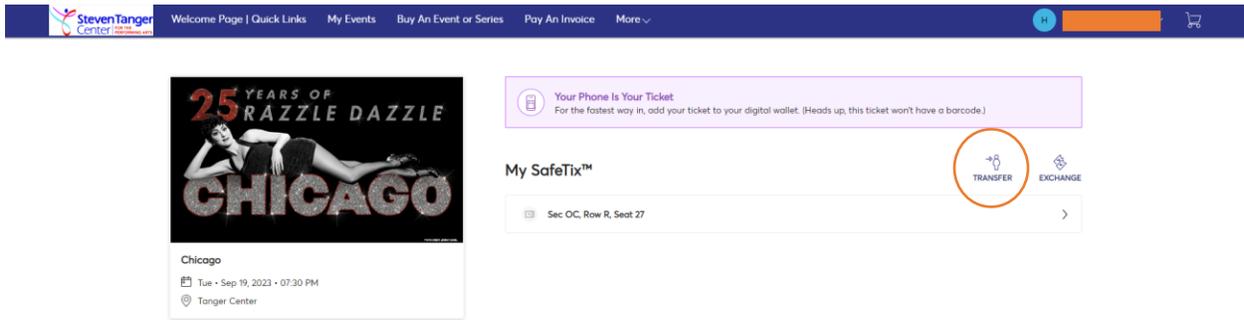
- 1.) Go to [www.am.ticketmaster.com/tangercenter](http://www.am.ticketmaster.com/tangercenter) and login using the email address associated with your Broadway Subscription.
  - a. Once you have logged in, the account holder's name will replace the words "Sign In" in the upper right hand corner of the screen.
  - b. If you have forgotten your password,
- 2.) Select "My Events" from the navigation bar at the top.



- 3.) Select the event you would like to transfer.

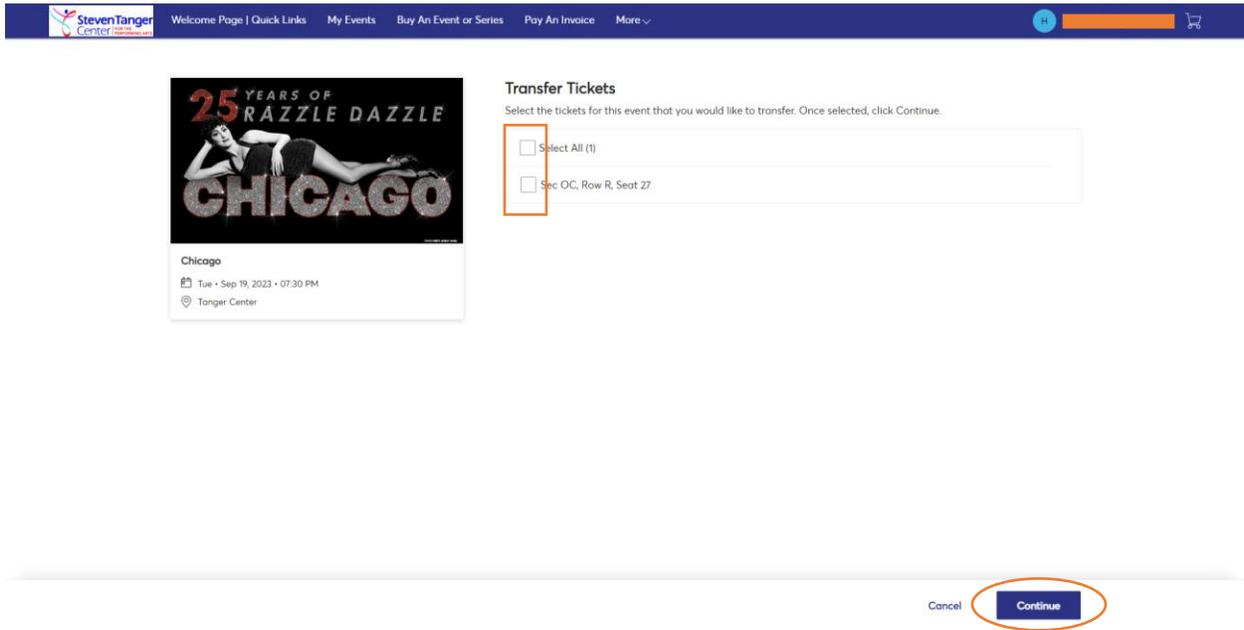


4.) Click the "Transfer" function.



5.) Select the tickets you would like to transfer to another user.

6.) Once you have selected all desired seats, click "Continue."



- 7.) Enter the required information for the person to whom you are sending the tickets.
  - a. Note that the email you enter here will be sent a link to login and accept the tickets. The receiver must login with this email address for the transfer to process.
- 8.) Click "Transfer" to send the tickets to another user.

The screenshot displays the Steven Tanger Center website interface. At the top, a navigation bar includes the logo and links for 'Welcome Page | Quick Links | My Events | Buy An Event or Series | Pay An Invoice | More'. A user profile icon is visible on the right. The main content area is split into two panels. The left panel features a promotional image for '25 YEARS OF RAZZLE DAZZLE CHICAGO' with a woman in a black dress. Below the image, the event details are listed: 'Chicago', 'Tue • Sep 19, 2023 • 07:30 PM', and 'Tanger Center'. A section titled 'TICKETS SELECTED FOR TRANSFER' shows 'Sec OC, Row R, Seat 27' with an 'EDIT' link. The right panel is titled 'Transfer Tickets' and contains the following text: 'Add a new recipient or select an existing recipient to transfer the selected tickets to. Once selected, click Transfer. To edit the tickets you are transferring, click Edit.' Below this is a form titled 'Add a New Recipient' with fields for 'First Name \*', 'Last Name \*', and 'Email \*'. A 'Message (Optional)' text area is also present. At the bottom of the form are 'Cancel' and 'Transfer' buttons, with the 'Transfer' button circled in orange.