

Ticket Transfer Process

This process will allow a ticket holder to transfer a ticket from July 3rd to July 31st 2023 at midnight.
A €30 fee will be charged to the person receiving the ticket.

Step 1: Login to your Eventmaster account using the email used when you registered.

<https://accounts.eventmaster.ie/login>

The screenshot shows the Eventmaster login page. At the top, there is a blue header with the Eventmaster logo on the left, a 'Sign in' button, and a 'Services' dropdown menu. The main content area is white and titled 'Log in to your account'. It contains four numbered steps indicated by purple arrows:

- Step 1: Points to the 'Email address' input field.
- Step 2: Points to the 'Password' input field.
- Step 3: Points to the checkbox for 'I agree to Eventmaster [Terms and Conditions](#) and [GDPR & Privacy Policy](#) *'.
- Step 4: Points to the 'SIGN IN' button.

Below the 'SIGN IN' button is a link for 'Forgot password?'.

Step 2:

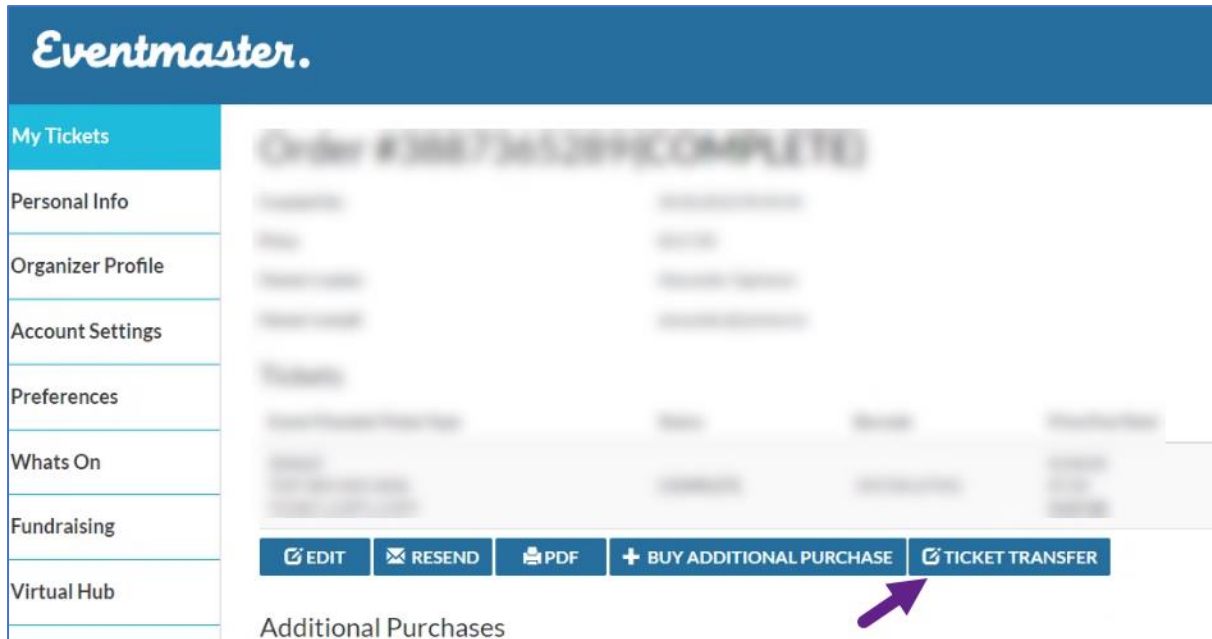
Go to My Tickets.

Select the Irish Life Dublin Marathon 2023 Event

The screenshot shows the Eventmaster 'My Tickets' page. At the top, there is a blue header with the Eventmaster logo on the left and a 'Products' dropdown menu on the right. The main content area is white and titled 'My Tickets'. On the left side, there is a navigation menu with the following items: 'My Tickets', 'Personal Info', 'Organizer Profile', 'Account Settings', 'Preferences', and 'Whats On'. A purple arrow points to the 'My Tickets' item in the menu. The main content area displays a table with the following columns: 'Event', 'Registrant', 'Order', and 'Actions'. The table contains three rows of data, each with a 'VIEW ORDER' button in the 'Actions' column.

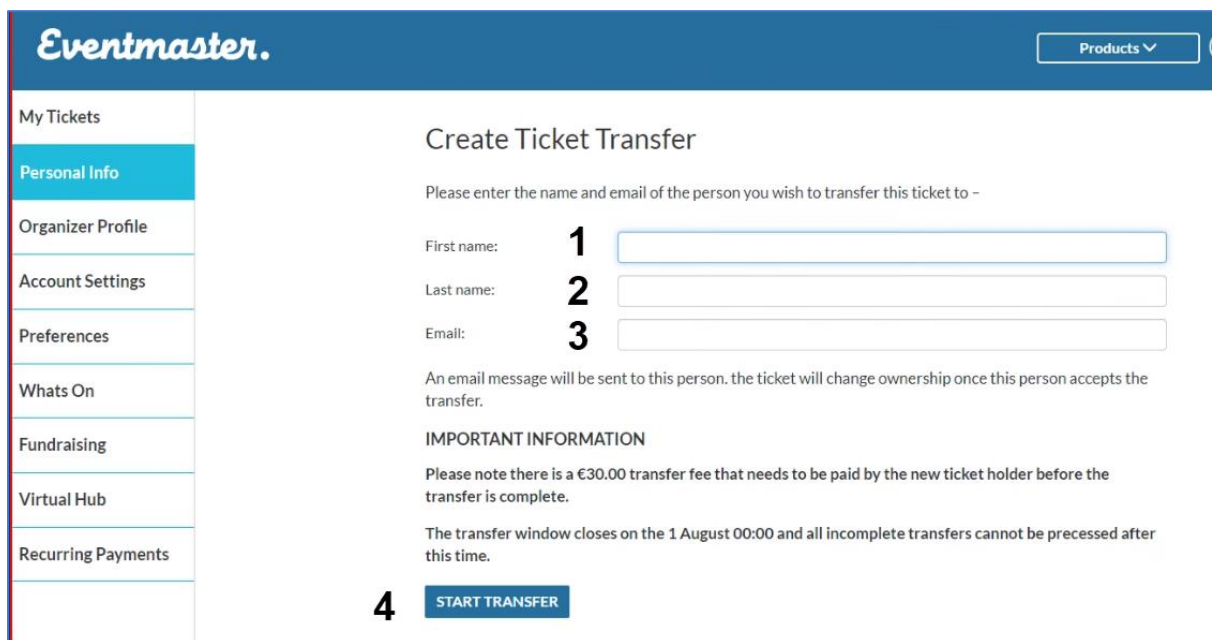
Event	Registrant	Order	Actions
			VIEW ORDER
			VIEW ORDER
			VIEW ORDER

Step 3: Your order will be open now on the screen. Select **Ticket Transfer** Button

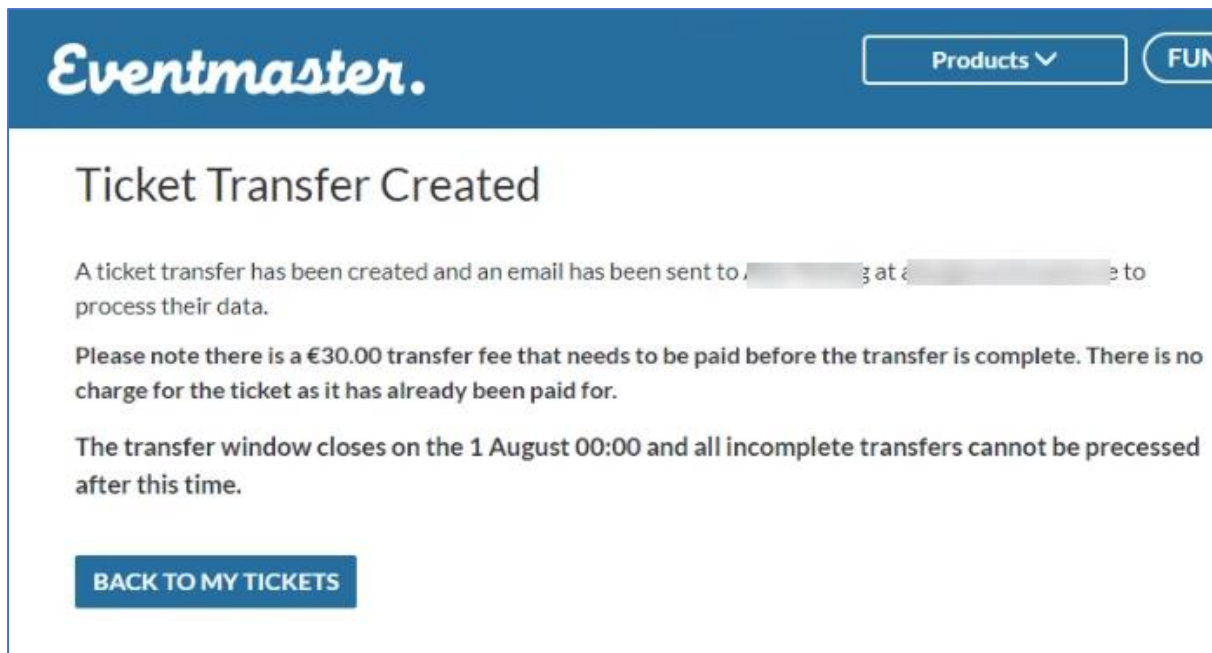


Step 4:

Complete the name of the person and the email of the person you want to transfer the ticket to. Press **Start Transfer**



Step 5: Confirmation of Transfer creation issued to screen



Step 6: The person who has been sent the ticket transfer will receive an email and a link to process the transfer

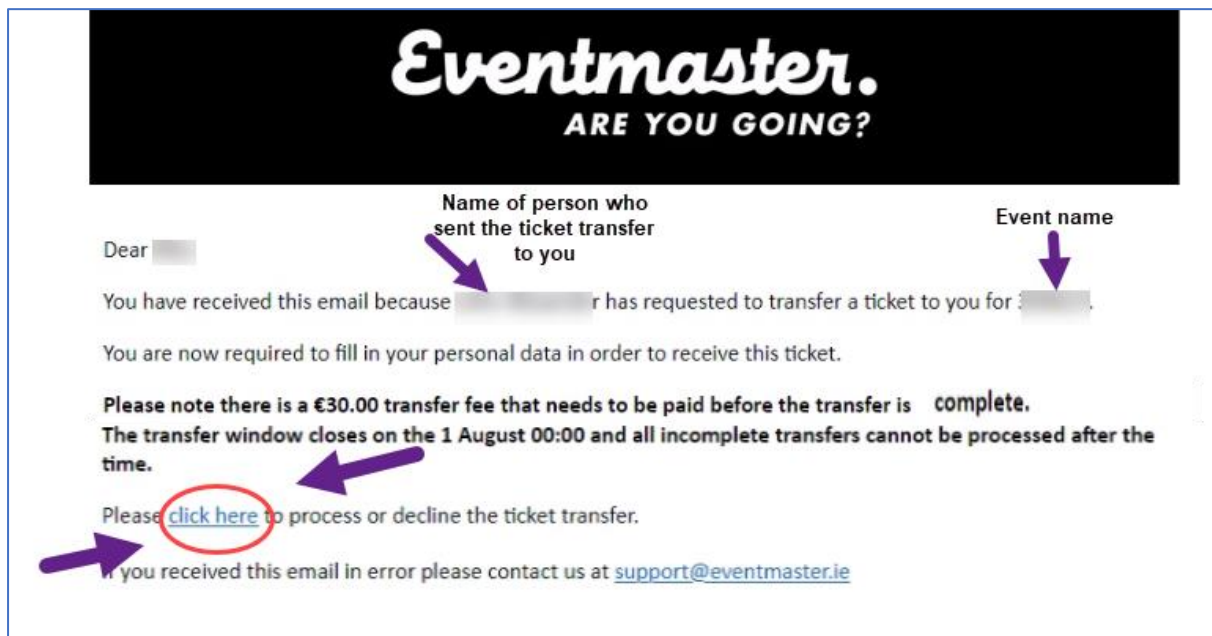


Figure 1: email that is received by the person to accept the ticket transfer.

When the link circled **click here** is clicked in the email the following screen will open. The person can accept or decline the ticket transfer now. If they accept, they will fill in the required data and continue to payment.

Ticket Transfer Start

A ticket transfer has been created by the original owner of the ticket and sent to you.

If you accept this transfer, you will be required to complete a series of steps:

- Validate your membership if this is an Athletics Ireland or Cycling Ireland event.
- Fill in your personal data
- Pay a ticket transfer fee if required

If you decline this transfer, the original owner will get a notification and can send it to somebody else.

[ACCEPT](#)[DECLINE](#)

Payment Summary

This is a payment for existing order #3887365289

Payment Expiration in: 01:59:09

Payment item	Quantity	Price	Booking Fee	Total
Ticket Transfer Fee	1	€30.00	€0.00	€30.00
PAYMENT TOTAL:				€ 30.00

By ticking, you are confirming that all ticket holders have read, understood and agree to Eventmaster Terms and Conditions and GDPR & Privacy Policy *

Payment Form

Credit or debit card

Card number MM / YY CVC

[PAY €30.00](#)

When payment is complete the following screen will be issued

Eventmaster.

Payment Complete

Your payment for €30.00 has been completed.

You can see your new item(s) for order 3887365289 in 'My Tickets' list.