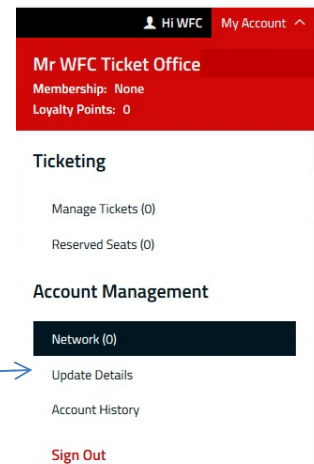
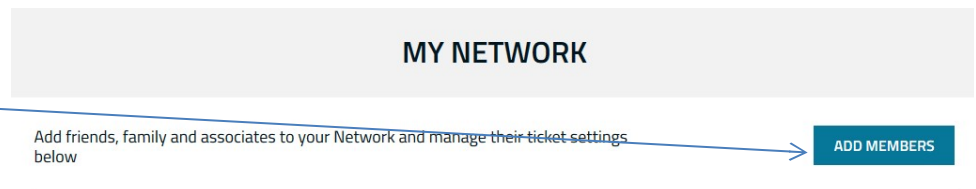


Eticketing – Adding Supporters to your Account

1. First, please ensure you have activated all the accounts you intend to add to your network using our 'How to Activate Your Account' Guide.
- 2.
3. Visit www.eticketing.co.uk/walsallfc and Sign In using your email address and password
4. Go to 'My Account' and 'Network'



5. Then Select 'Add Members'



6. Type in their Membership Number and Surname and click Search. When you have found the relevant person, click 'Add Member'.

7. You will then be able to assign tickets to this supporter, and they will be able to assign tickets to you.



8. It is important that should you wish to be able to purchase season tickets offered to supporters in your network, you also need to click on each person in your network and edit the settings to ensure that 'I can MANAGE tickets for xxxxx' is selected. It will let you know that it will send an email to this person in order for them to accept this request. Once the request has been accepted you will be able to purchase Offered and Reserved seats for this supporter