



April 21, 2022

Dear Prospective Graduate,

We are looking forward to honoring your achievement at Commencement 2023 at USTA Billie Jean King National Tennis Center on **Monday, May 15, 2023**.

All graduates and guests must present a ticket for entry into the Tennis Center via a mobile device. If you or your guest/s do not have a mobile device when arriving, speak with a Tennis Center representative when you arrive at the entrance where tickets are being scanned for assistance.

Seating is general admission and first come, first served; please disregard the section and seat number information that appears on the tickets.

Instructions for accessing your ticket/s are below. Follow these steps on your mobile device:

1. **Visit [NTC Ticketmaster Account Manager](#) and select "Sign In."**
You must use the Pace University email address that you registered for your ticket/s with to login. If you use a different address, your tickets will not appear in your account.

NOTE: If you do not have a Ticketmaster account connected to the Pace University email address you used to request tickets, you will need to click on "**Sign Up**" and create a new account using the Pace University email address that you requested tickets with.

2. Once you are logged in, select "**My Events**" from the menu located in the top left corner. Your Pace University Commencement 2023 event will load, and you can open the individual ticket/s to view the QR code/s you will need for entry.
3. **Be sure to save your ticket(s) to your mobile device for easy access on May 15, 2023.**

Once you have accessed them you have the option to [transfer tickets to your guests](#). This gives them access to save the tickets to their mobile for easy entry if your party does not arrive together.

To transfer your tickets once you have accessed them, click on the "Transfer" button to view your guests' tickets and choose which ticket/s to transfer. You can transfer multiple tickets to one guest, or each ticket to a different guest.

NOTE: Your own graduate ticket will not be listed as an option, as it is non-transferrable. Guests receiving transferred tickets will get an email notification to accept them and you will receive an email confirmation once the tickets have been accepted.

If you need assistance accessing or transferring your tickets, further instructions are available [online](#). Visit www.pace.edu/commencement for planning for arrival, information for graduating students, and more.

Students currently on the waitlist for additional tickets will receive a separate communication soon with an update on their requests.

We can't wait to celebrate with you!

Sincerely,

The Commencement Committee
Pace University
studentcommencement@pace.edu
www.pace.edu/commencement

PACE UNIVERSITY