



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.

As a late registrant, you will receive notification of tickets via an email from US Open Ticket Office Client Services <noreply@ticketmaster.com> with the subject line "Pace Just Sent You NTC Events Ticket(s)". **You will be instructed in the email to "Accept Tickets". After receiving the email,** Follow the steps below on your mobile device to accept and save your tickets:

1. On your mobile device, **tap the "Accept Tickets" button in the email.**
2. [NTC Ticketmaster Account Manager](#) will open and request that you **"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.

3. 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.

4. **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 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](http://www.pace.edu/commencement) for planning for arrival and further information.

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](mailto:studentcommencement@pace.edu)  
[www.pace.edu/commencement](http://www.pace.edu/commencement)

**PACE UNIVERSITY**