

How to transfer your Pace University Commencement tickets

Before you begin:

Transferring tickets to your guests provides flexibility for members of your party to arrive separately at USTA Billie Jean King Tennis Center, but it's not mandatory. If your entire party arrives together, one person can have all the tickets on their mobile device.

If you are unable to show your ticket(s) on a mobile device, please speak with a Tennis Center representative at the East Gate entrance where tickets are being scanned, for assistance in entering the venue.

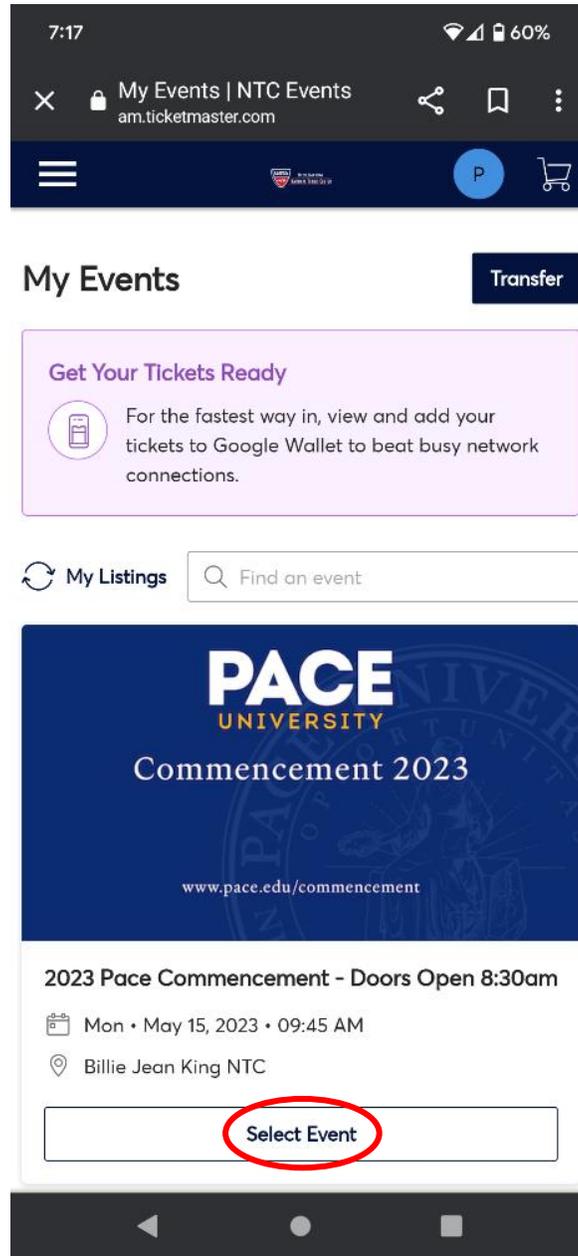
To access your tickets:

1. Sign into your [NTC Events Ticketmaster account](#) and click the Menu button () located in the top left corner

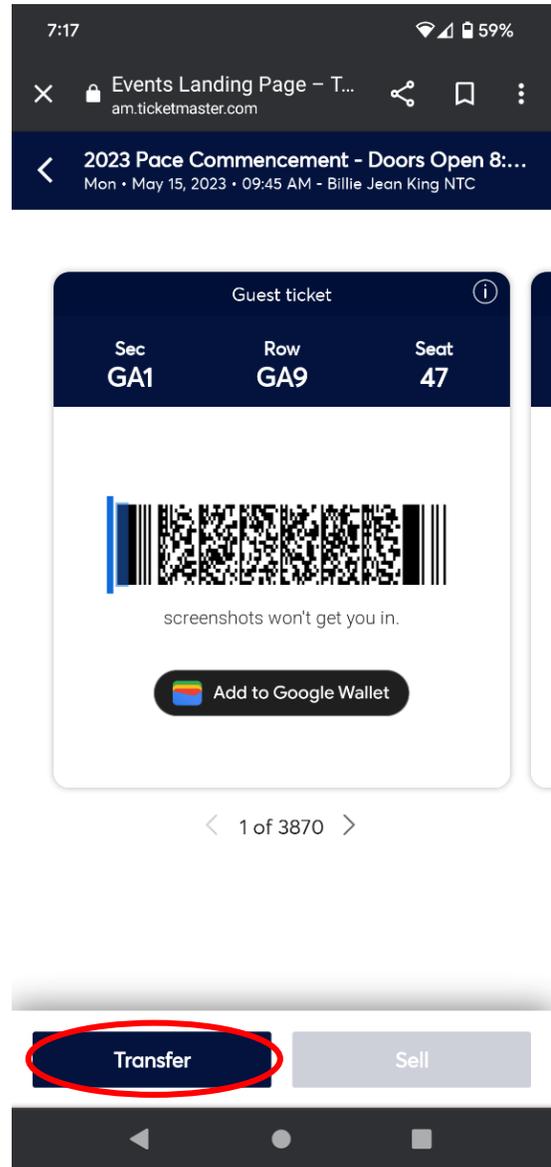
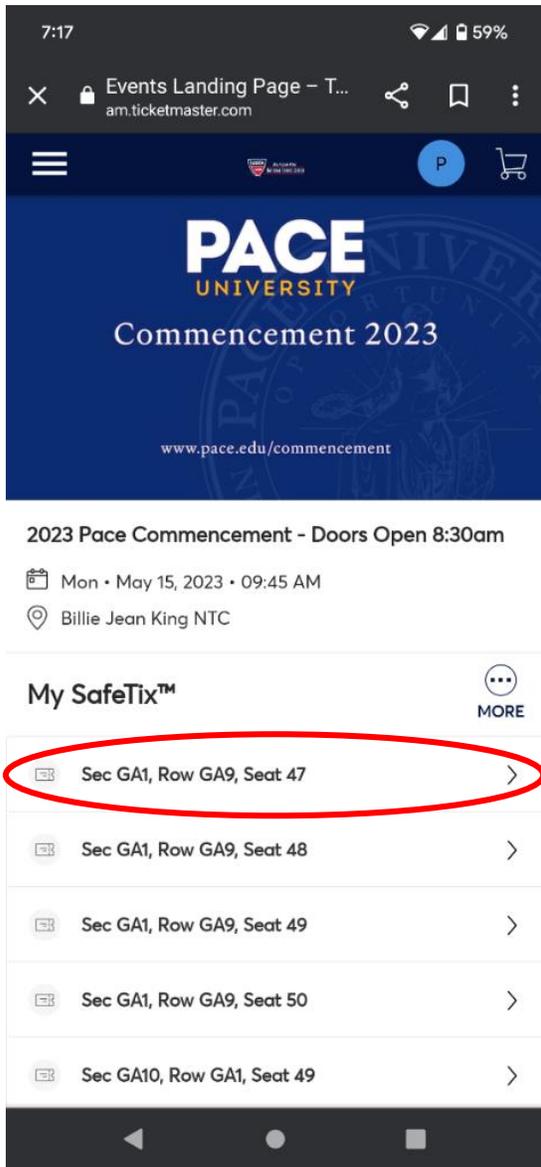
and select "My Events" ().



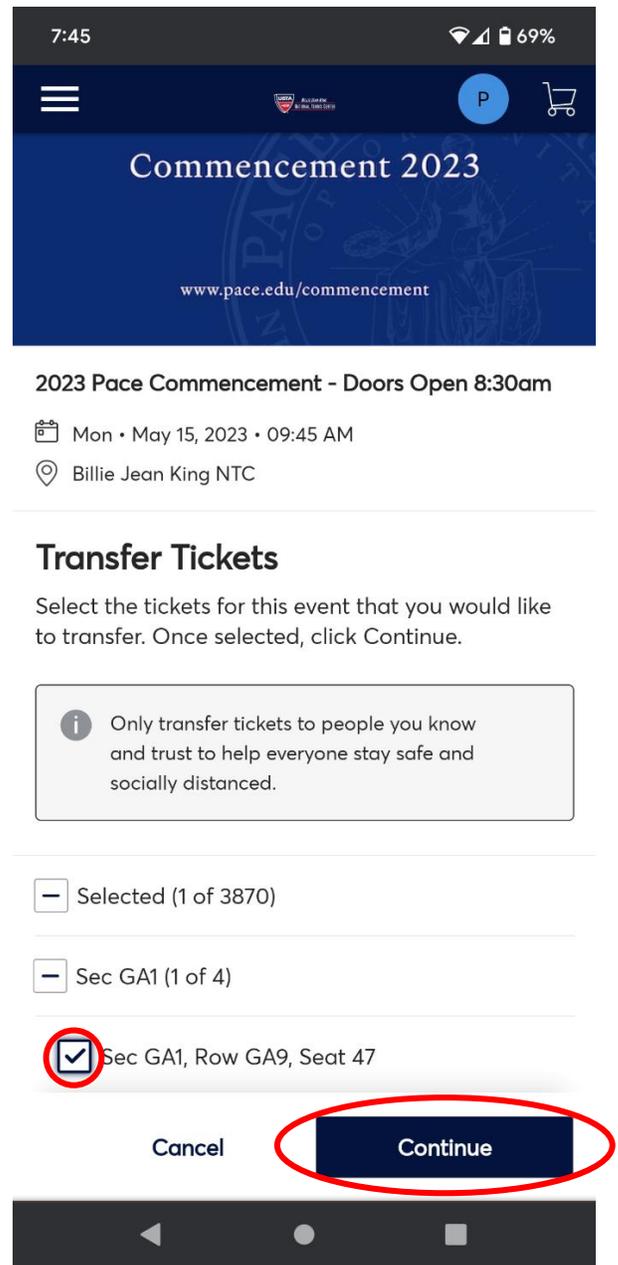
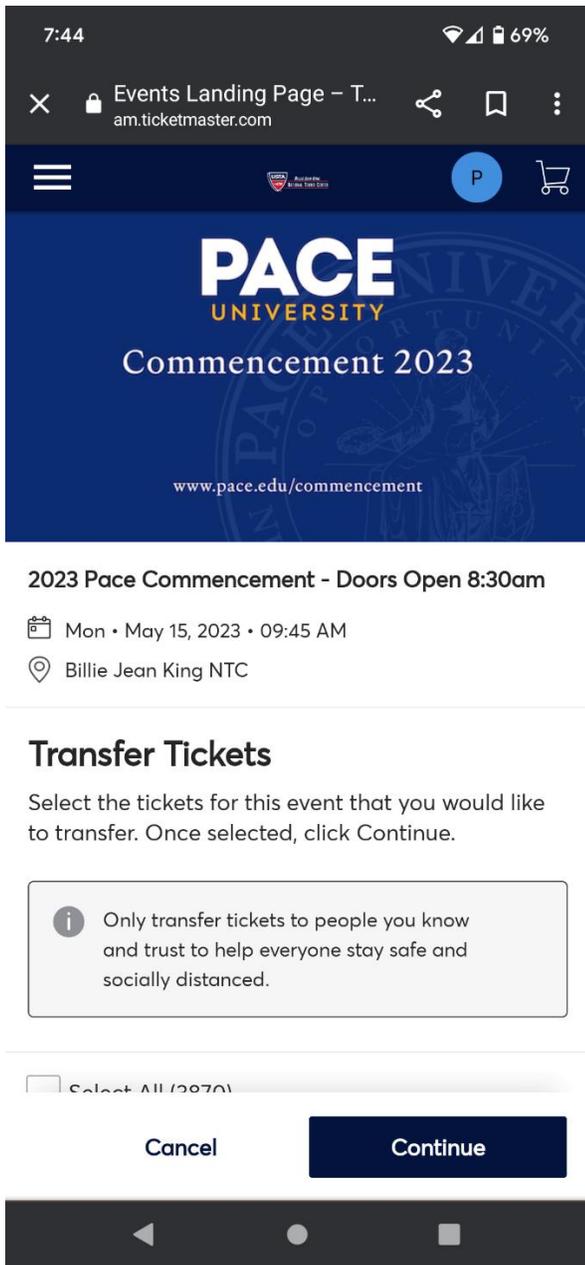
2. Your Pace University Commencement event will load. Click "Select Event" to view your tickets.



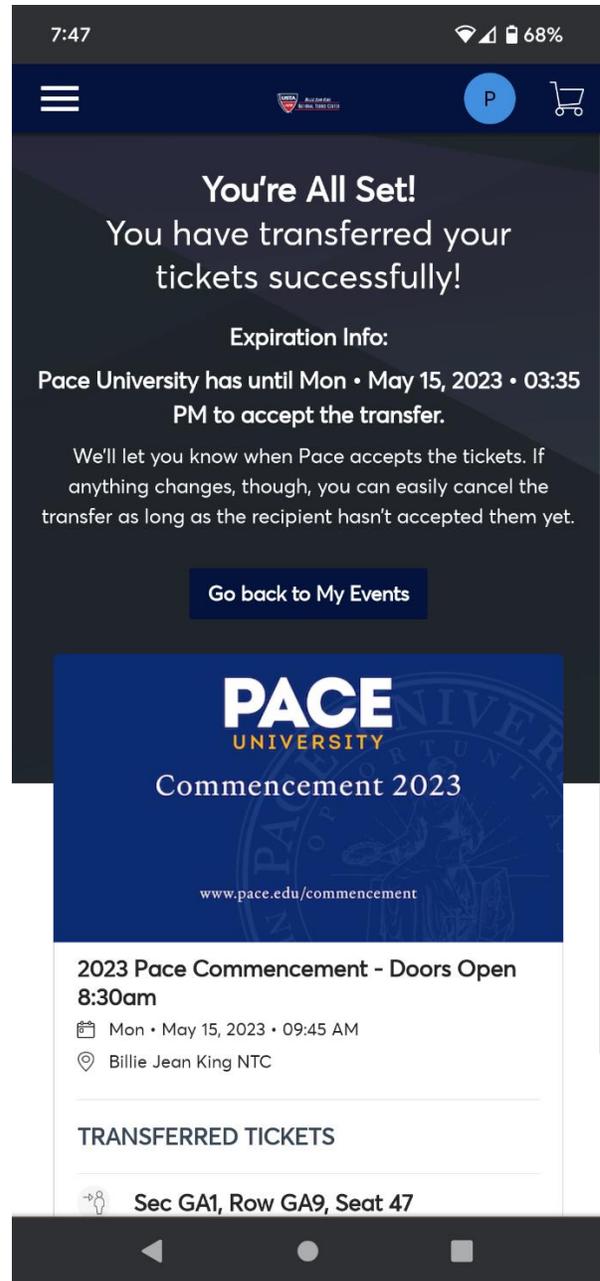
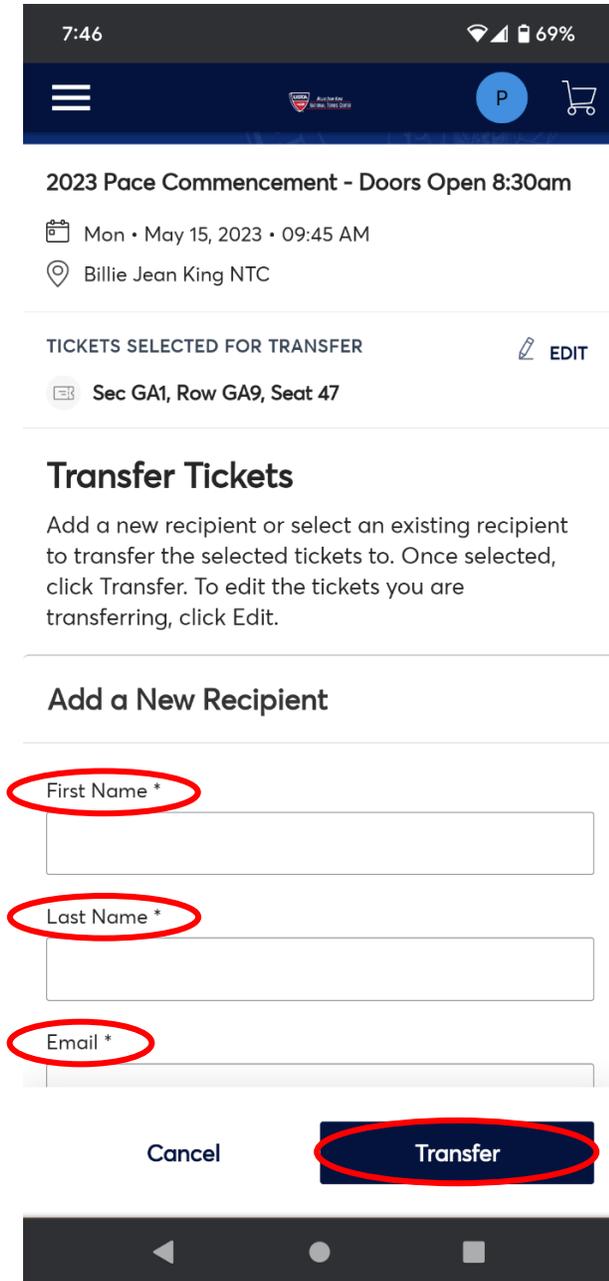
3. Once you have accessed your tickets, open any individual ticket and click "Transfer" at the bottom of the page.



4. Scroll to view all your transferrable tickets. Select each ticket that you'd like to transfer and click "Continue." You can transfer multiple tickets to one guest, or each ticket to a different guest. **NOTE: Your own graduate ticket will not be listed here as an option, as it is non-transferrable.**



5. Once you have selected ticket(s) for transfer, input the information for the guest that you would like to transfer the ticket(s) to and click "Transfer."



The guest(s) receiving the ticket(s) will get an email invitation to accept their ticket(s), which they must do. Once they "Accept Tickets" they will be prompted to create an account on the NTC Ticketmaster Account Manager webpage to receive them. After your guest accepts the ticket(s) they will receive a confirmation email including next steps for accessing and saving the accepted ticket(s) to their mobile device.

You will receive confirmation that the transfer has been accepted.

Your guests should save the ticket(s) to their mobile device for easy access on May 15, 2023.