Sending Tickets

**Important:**
You must keep one ticket for yourself.

**Step 1: Login to SeatGeek**

Login to the [SeatGeek app](https://www.seatgeek.com) or online at [SeatGeek.com](https://www.seatgeek.com).

In the SeatGeek app, click on the **Tickets** picture on the bottom bar.

On the SeatGeek website, on the top right corner, click on **Login**. After you login, then click the circle on the top right and then on **Tickets**.
Important:
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Step 2: Send Tickets

You will now see all of your tickets.

To start sending your guests the tickets, click on Send.

Note: If all of your guests are coming together, you can send the tickets to one person in the group.

Guests and students are using separate entrances. Please refer to the Commencement Ceremony Guide for more information.
Important:
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**Step 3: Choosing Recipient**

You will enter the e-mail address of your guest.

After entering the e-mail, click on the envelope icon to confirm.
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Step 4: Changing Quantities

You can choose to change the quantity of tickets by clicking on 1 Ticket.

NOTE: You must keep one ticket for yourself.
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Step 5: Choosing Ticket Amount

You can select how many tickets to send to your guest.

Make sure you keep one ticket for yourself.
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Step 6: Finalizing Tickets to Send

You will see how many tickets you will be transferring to your guest and their e-mail.

Make sure you keep one ticket for yourself.

Click on **Send Tickets** to continue.
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Step 7: Pending Tickets

You will now see that the tickets you sent will be pending and you are done.

If you made an error or would like to change the guest’s e-mail, click on the Three Dots to cancel the request.

Note: Once your guest has accepted the tickets, you will no longer have access to them.
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Step 8: Cancel Pending Tickets

After hitting the three dots in the previous screen.

To cancel the pending tickets, click on **Cancel**.