

USER GUIDE – UEFA TICKET PORTAL

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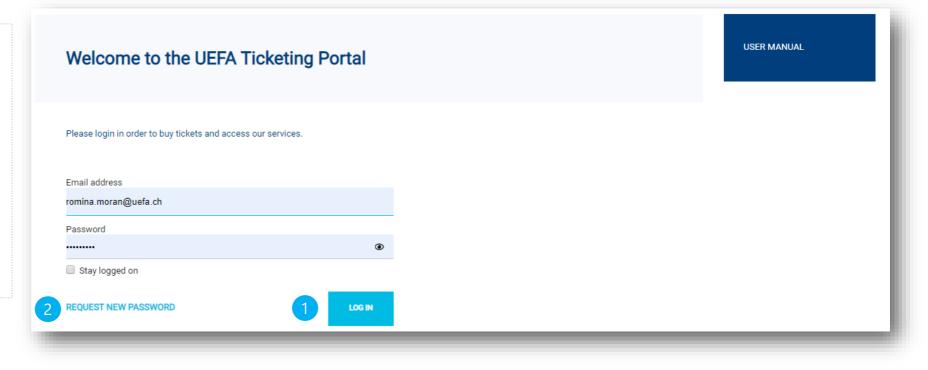
How to set a ticket holder?

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How to log in to the ticketing portal

Log in to the Ticketing Portal with your email address and password (received previously by email)

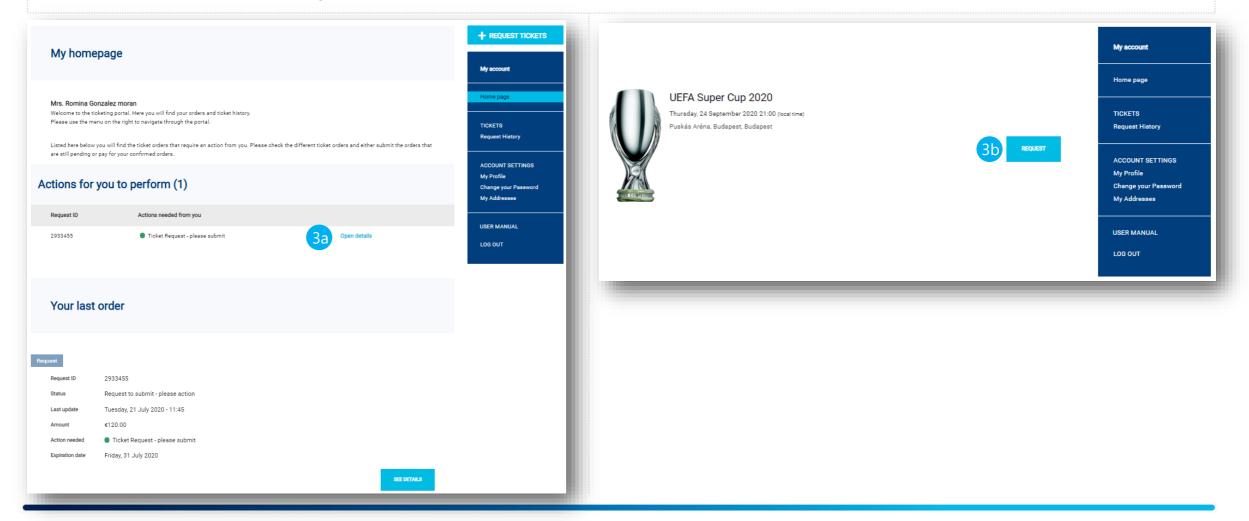
If you do not know your password click on 'REQUEST NEW PASSWORD' and automatic email will be sent to you with a new password



How to submit a ticket request?

If a ticket request has already been created for you, after receiving an email to submit it, click on
'Open details' in the ticketing portal

3b If no request has been created yet, click on "Request" and continue with the step 5



How to submit a ticket request?

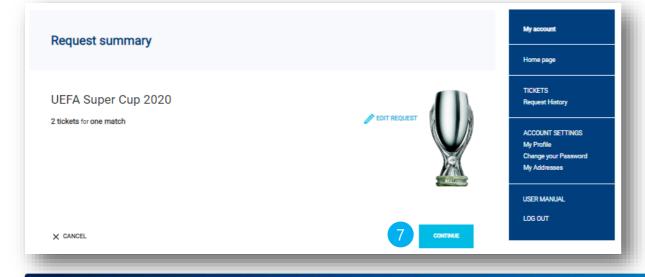
Click on 'Edit and submit request' to continue

Summary				My account
,				Home page
quest				TICKETS Request History
Request ID	2933455	4	EDIT AND SUBMIT REQUEST	ACCOUNT SETTINGS
Status	Request to submit - please action		DELETE REQUEST	My Profile
Created	Tuesday, 21 July 2020 - 11:45			Change your Password My Addresses
Total amount (Including VAT)	€120.00			
				USER MANUAL
				LOG OUT
Request Overvie	2W			
UEFA SUPER CUP 2020 Ticket Request - plea	se submit			
Thu 24 Sep - 2 (local time)	Budapest			
2 tickets Category 2 (2 x Pure	hase)			
Purchase			€60.00	
Purchase			€60.00	
			Sub-total €120.00	
		Total (Includin	g VAT) €120.00	

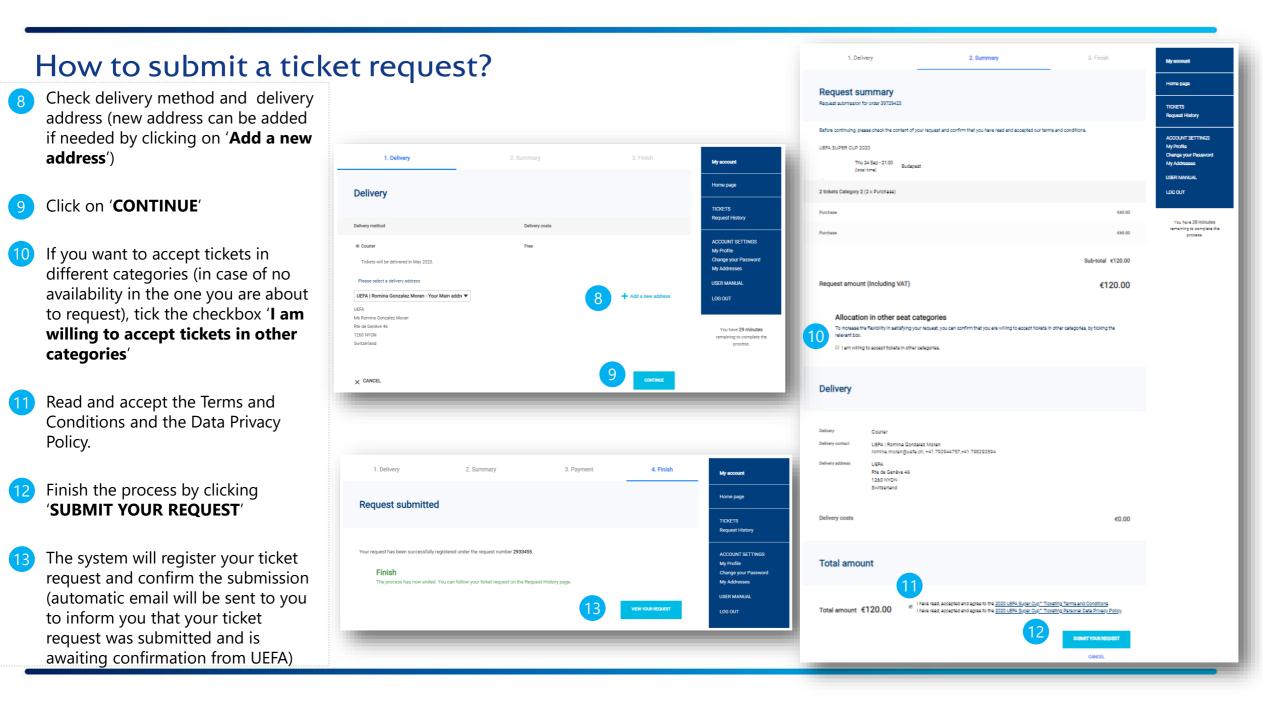
How to submit a ticket request?

- 5 Modify the quantities of tickets you would like to request
- 6 Click on 'UPDATE REQUEST'

7 Click on 'CONTINUE'



Request Tickets					
Thu 24 Sep - 21:00 (local time)	Budapest			2 Pre-request	CLOSE
icket Category	Tariff	Quantity suggested	Quantity	Ticket Unit Price	Sub-total
Category 1	Purchase		0	€120.00	€0.00
	Complimentary		0	€0.00	€0.00
Category 1 with Hospitality	Purchase		0	€120.00	€0.00
	Complimentary		0	€0.00	€0.00
Cat. 1 Restricted View	Purchase	-	0	€95.00	€0.00
	Complimentary	-	0	€0.00	€0.00
Category 2	Purchase	2 5	2	€60.00	€120.00
	Complimentary		0	€0.00	€0.00
Cat. 2 Restricted View	Purchase		0	€50.00	€0.00
	Complimentary		0	€0.00	€0.00
Category 3	Purchase		0	€30.00	€0.00
	Complimentary		0	€0.00	€0.00
Cat. 3 Restricted View	Purchase		0	€25.00	€0.00
	Complimentary		0	€0.00	€0.00
Wheelchair	Purchase		0	€30.00	€0.00
	Complimentary		0	€0.00	€0.00
Easy Access	Purchase		0	€30.00	€0.00
	Complimentary		0	€0.00	€0.00
				s	ub-total = €120.00
X CANCEL MODIFICATION		2 tickets		6	ATE REQUEST



How to pay for a ticket reservation?

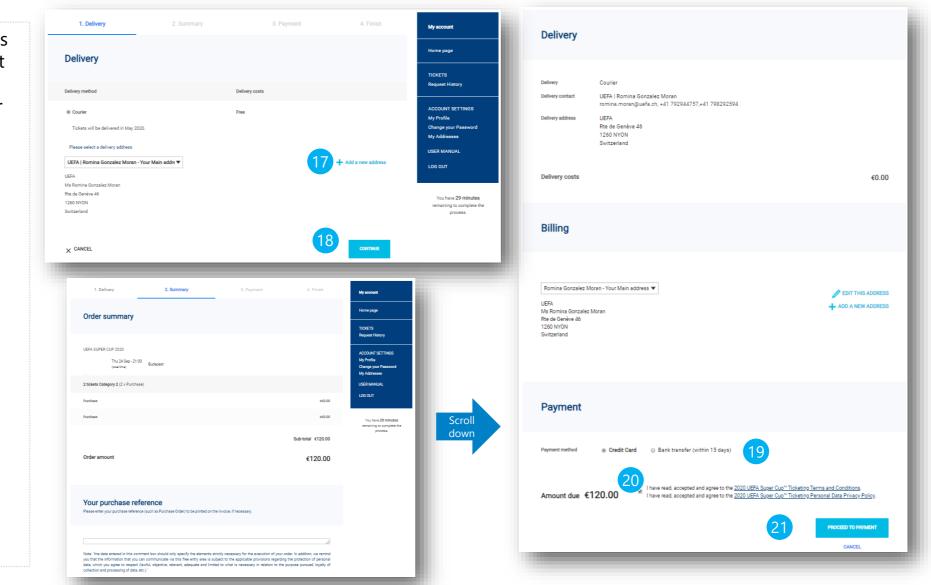
- Once UEFA confirms your ticket request, you will receive an email with request to login to the ticketing portal to pay for your tickets (in case you have complimentary tickets only, you will receive final confirmation of your order at this point)
- 15 Click on 'Open details' to open your ticket request details
- 6 Click on 'PAY THE RESERVATION'



Marken			
My home	ipage		My account
Mrs. Romina G	onzalez moran		Home page
	cketing portal. Here you will find your orders and ticket history. enu on the right to navigate through the portal.		TICKETS
	you will find the ticket orders that require an action from you. Please r pay for your confirmed orders.	check the different ticket orders and either submit the orders that	Request History
	you to perform (1)		ACCOUNT SETTIN My Profile Change your Passo My Addresses
Request ID	Actions needed from you		
2933455	Payment/Confirmation Needed	15 Open details	USER MANUAL LOG OUT
Your last	order		
eservation - Payment	Needed		
servation - Payment Request ID	Needed 2933455		
Request ID	2933455		
Request ID Status	2933455 Reservation		
Request ID Status Last update	2933455 Reservation Tuesday, 21 July 2020 - 12:39		
Request ID Status Last update Amount	2933455 Reservation Tuesday, 21 July 2020 - 12:39 €120.00		

How to pay for a ticket reservation?

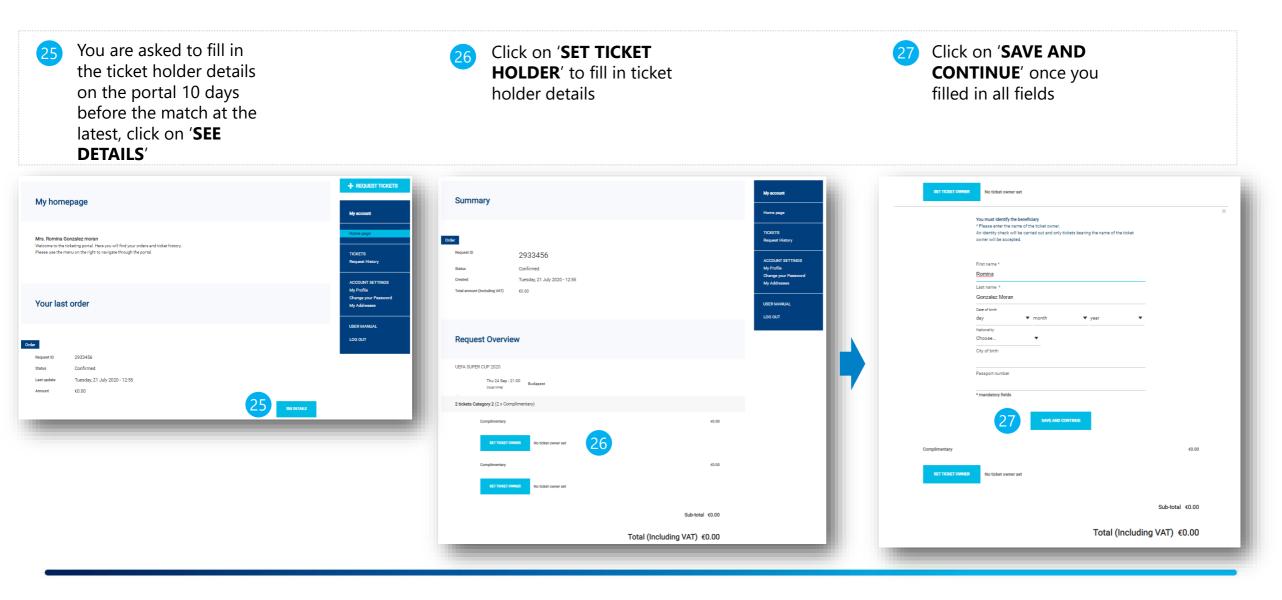
- Check if your delivery address is correct, if needed change it by clicking on 'Add a new address' and select it as your delivery address
- 18 Click on '**CONTINUE**'
- 19 Choose a payment method
- 20 Confirm that you have read and agree to the Terms and Conditions
- Click on '**FINALISE YOUR** ORDER'



How to pay for a ticket reservation?

22	If you chose payment by credit card, you will be asked to fill in your credit card details, afterwards click on ' PAY NOW '	1. Delivery Amount due €120.00	2. Summary	3. Payment Request ID 2933455	4. Finish				
23	If you chose payment by	Credit / Debit card							
	bank transfer, you will receive an email with the	Please enter your card details				1. Delivery	2. Summary	3. Payment	4. Finish
	invoice with payment instructions	Card number *			Or	der confirmation	24		
24	After UEFA received payment for your ticket order, you will receive an email with the payment	Please enter your card number here This field cannot be empty: Expiration date * month ▼ year ▼ Name on the card * Please enter your name here Security code (CVV) *			Your	request has been successfully registere Finish The process has now ended. You ca	d under the request numbi 2933455		
	confirmation, which is also a final confirmation for your tickets	•			5	_	_		VIEW YOUR ORDER
	,	Information * Mandatory fields							
		× CANCEL ORDER		22	PAY NOW				

How to set a ticket holder?



+ REQUEST TICKETS My homepage In "My homepage" click 28 My account on '+Request Tickets' Home page Mr. Tomas Bettoni Welcome to the ticketing portal. Here you will find your orders and ticket history. Please use the menu on the right to navigate through the portal. TICKETS Request History Click on 'Request' to Listed here below you will find the ticket orders that require an action from you. Please check the different ticket orders and either submit the orders that are still pending or pay for your confirmed orders. visualise the options ACCOUNT SETTINGS available Actions for you to perform (1) My Profile Change your Password My Addresses Request ID Actions needed from you Modify the quantities of USER MANUAL 1433343 Ticket Request - please submit **Open details** tickets you would like to LOG OUT request as from step 5 My account Home page UEFA Super Cup 2020 Thursday, 24 September 2020 21:00 (local time) TICKETS Puskás Aréna, Budapest, Budapest **Request History** REQUEST ACCOUNT SETTINGS My Profile Change your Password My Addresses USER MANUAL LOG OUT

How to submit an Autonomous request? (If applicable)



Thank you

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