

USER GUIDE – UEFA TICKET PORTAL

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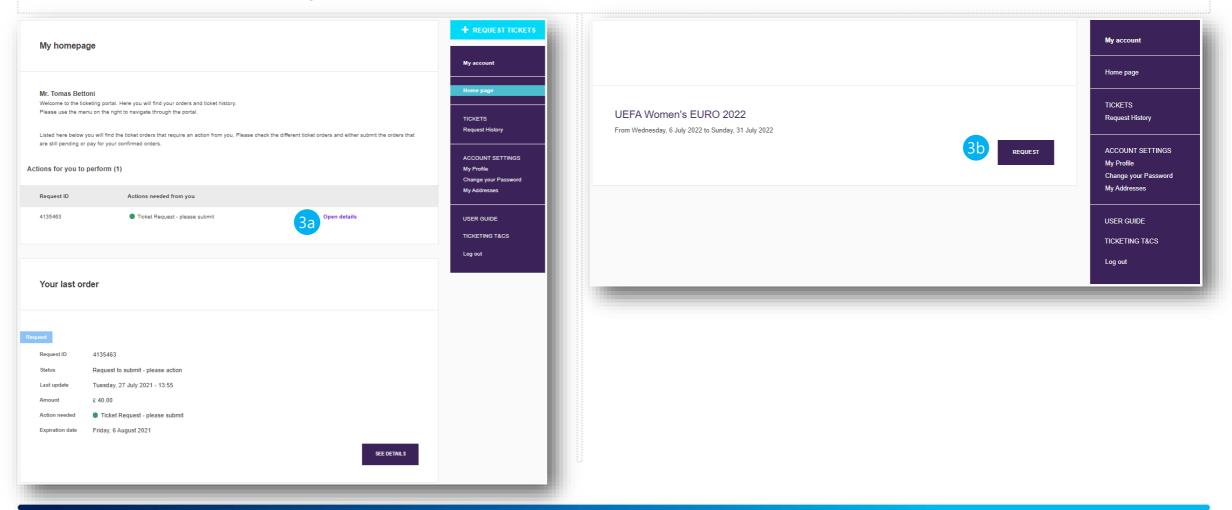
How to log in to the ticketing portal

- 1 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

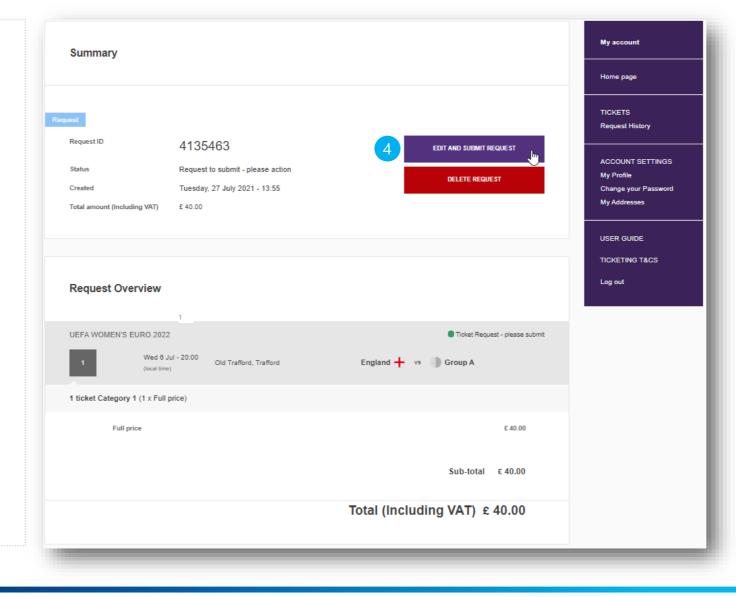
ing Portal dress and	Welcome to the UEFA Ticketing Portal	USER GUIDE	
) your	If you have an account and password you can proceed by log If you forgot your password or you never received it please cli		
REQUEST and II be sent	your.email@uefa.ch		
be sent bassword	Password Stay logged on	۲	
	2 REQUEST NEW PASSWORD	LOG IN	

3a 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



Click on 'Edit and submit request' to continue



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

Request summary

1 ticket for one match

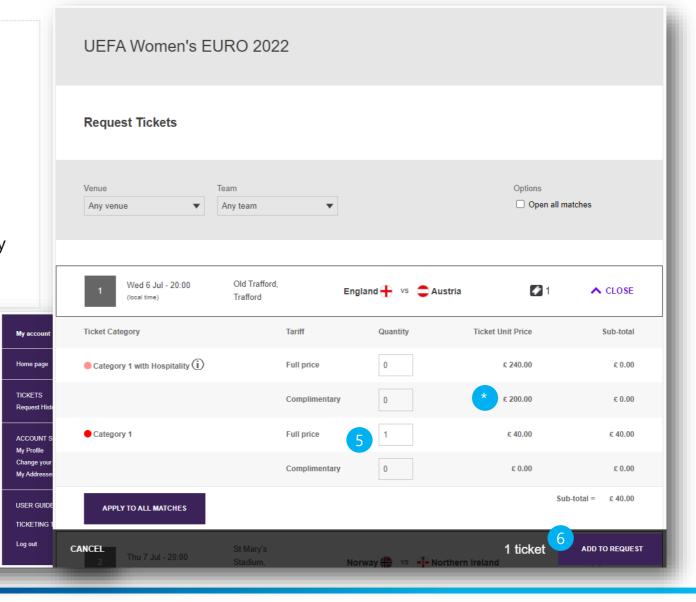
× CANCEL

UEFA Women's EURO 2022

Category 1 with Hospitality Complimentary: The category 1 ticket is free of charge. The Hospitality access is charged full price.

EDIT YOUR REQUEST

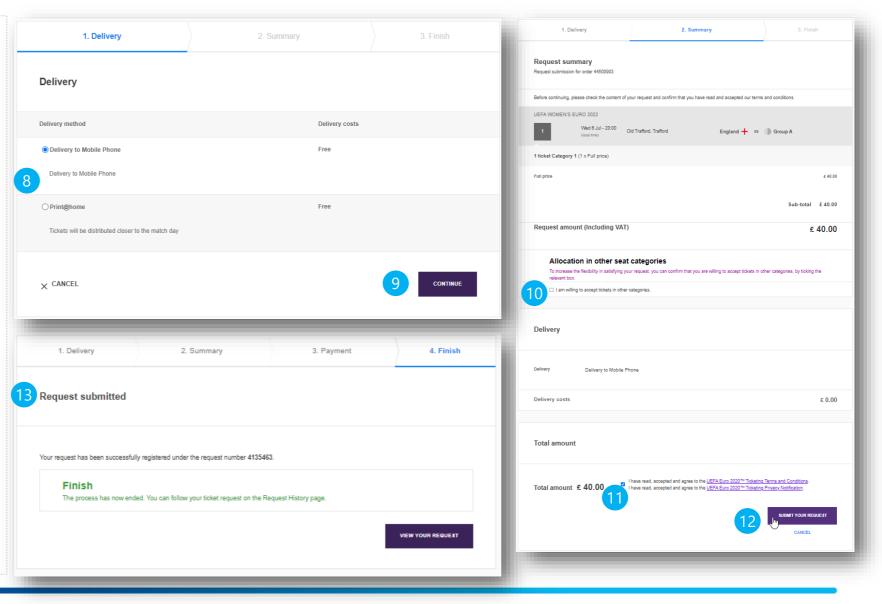
CONTINUE



8 Select a delivery method

Olick on 'CONTINUE'

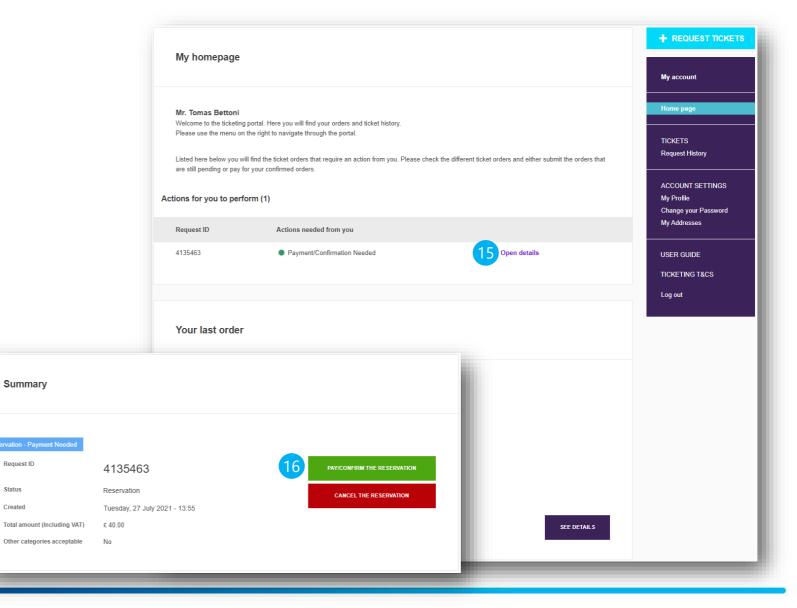
- If you want to accept tickets in different categories (in case of no availability in the one you are about to request), tick the checkbox 'I am willing to accept tickets in other categories'
- Read and accept the Terms and Conditions and the Data Privacy Policy.
- 12 Finish the process by clicking '**SUBMIT** YOUR REQUEST'
- 3 The system will register your ticket request and confirm the submission (automatic email will be sent to you to inform you that your ticket request was submitted and is awaiting confirmation from UEFA)



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
- 16 Click on 'PAY THE RESERVATION'



Select a delivery method and click on ' CONTINUE '	1. Delivery 2. Summary	3. Payment 4. Finish	LEFA VICUEEN'S EURO 2022 Web 6 Jul - 2020 Det Tratturd, Tratturd, Tratturd England Vis Group A 1 Statet Cellagory 1 (1 x Full price)
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Insert your Purchase Order reference (optional)	Delivery method	Delivery costs	Order amount £ 4
	Delivery to Mobile Phone	Free	Your purchase reference Pass etter your purchase inference (such as Purchase Oder/) is to printed on the involut, if increasely
Check billing contact to be	Delivery to Mobile Phone		18
shown in the invoice (new billing contact can be added if	Print@home Tickets will be distributed closer to the match day	Free	Note: The data entered in this comment box should only specify the elements strictly necessary for the execution of your ordex in addition, we you that the intermedion that you can communicate is in the entry ana is subject to the applicable provision regarding the protection of data, which you agree to respect (awk, dipeticine, relevant, adequate and limited to what is necessary in reason to the purpose pursued, is collection and processing of data, depictive, relevant, adequate and limited to what is necessary in reason to the purpose pursued, is collection and processing of data, etc.)*
needed by clicking on ' Add a			Delivery
new address')	× CANCEL		Denvery Delvery to Mable Prime
			Detivery costs
Choose a payment method (if multiple options are available)			Billing
			Tomas Betrori - Marin Andress.
Confirm that you have read and agree to the Terms and			Re de Garobe 46 - Stato Nyon Betatarian Tais colas: Vitil number
Conditions and Click on 'FINALISE YOUR ORDER'			Payment One Cave Cave Cave Cave Cave Cave Cave Cav
FINALISE TOUR ORDER			Amount due £ 40.00 In Nove mail, accepted and agrees to the LEFA Burg 2020** Training Terms and Conditions.

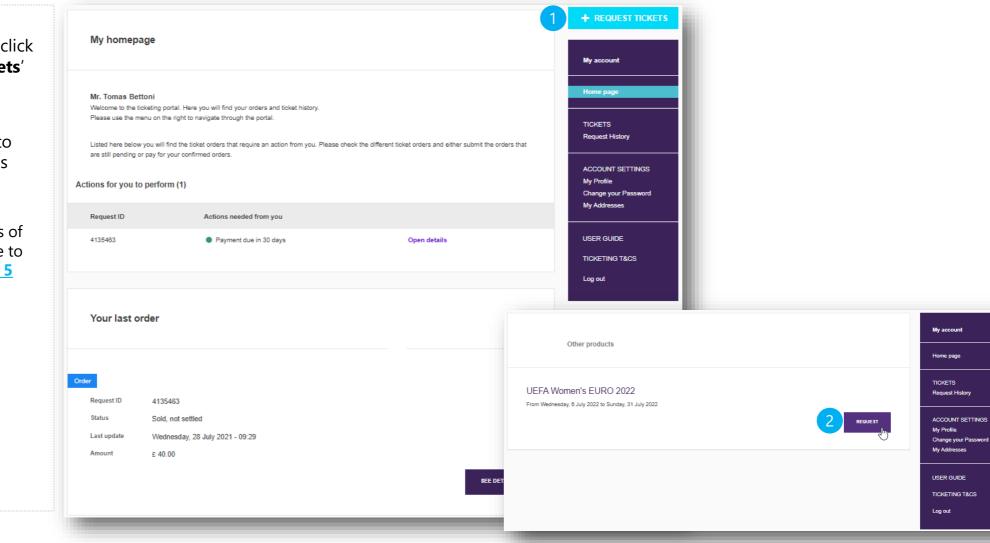
How to pay for a ticket reservation?

22	If you chose payment by credit card, you will be asked to fill in your credit card details, afterwards click on ' PAY		2. Summary	3. Payment Request ID 4135463	4. Finish				
23	NOW ' If you chose payment by bank transfer, you will receive an email with the	Credit / Debit card Please enter your card details This is a secure, encrypted pay	nent.						
	invoice with payment instructions	Additional Mastercard Visa Card number * Please enter your card numb	ar hara			1. Delivery	2. Summary	3. Payment	4. Finish
24	After UEFA received payment for your ticket order, you will receive an email with the payment confirmation, which is also a final confirmation	Please enter your card numb Expiration date * month v year v Name on the card * Please enter your name here Security code (CVV) *	er nere			Finish	y registered under the request number 41354 ed. You can follow your ticket request on the F		
	for your tickets	Information * Mandatory fields							VIEW YOUR ORDER
		X CANCEL ORDER			PAY NOW	J			

How to submit an Autonomous request? (If applicable)

1 In "My homepage" click on '**+Request Tickets**'

- 2 Click on '**Request**' to visualise the options available
- 3 Modify the quantities of tickets you would like to request as from <u>step 5</u>



og in to the Ticketing Portal nd click on " My Profile "	My homepage My account	Customer contact number: 547209 Account constant on: 24.02.2016 Personal details Tas -
nsert your VAT Code	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. 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. Actions for you to perform (1)	Mr O Ms Fatass* Tomas Latrass* Beton Desiden
lick on " SAVE ". Now, your	Actions for you to perform (1) Change your Password My Addresses	2 ¥ May ¥ 1941 ¥ Pratemod Language
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Thank you

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