



# Missouri State<sup>®</sup>

U N I V E R S I T Y

## Creating/Logging In

- When you are ready, go to [www.missouristatetix.com](http://www.missouristatetix.com) and select Access "My Tickets"

The screenshot shows the Missouri State University My Tickets website home page. It features three main columns of navigation options:

- Purchase Athletics Tickets**
  - [Baseball](#)
  - [Basketball - Men's](#)
  - [Basketball - Women's](#)
  - [Football](#)
  - [Softball](#)
  - [Volleyball](#)

Below this column is a button labeled "MSU ATHLETICS SEASON RENEWALS".
- Purchase Performance Tickets**
  - [Juanita K. Hammons Hall for the Performing Arts](#)
  - [Great Southern Bank Arena](#)
  - [Tent Theatre](#)
  - [Theatre and Dance](#)

Below this column is a button labeled "BROADWAY SEASON RENEWALS".
- View Event Schedule**
  - VIEW COMPLETE EVENT SCHEDULE
  - ACCESS "MY TICKETS"

A red arrow points to the "ACCESS 'MY TICKETS'" button.

- Click "Sign Up" and be sure to enter the email address that you provided. Or if you have created an account already just login.

The screenshot shows the login page of the Missouri State University My Tickets website. The page has a dark red header with the "MISSOURI STATE TIX" logo and a shopping cart icon. Below the header is a "LOGIN" button with a left-pointing arrow. The main content area features a white login form with the following fields and options:

- EMAIL**: A text input field with the placeholder "Enter Email Address" and a red error message "Enter Email Address" below it.
- PASSWORD**: A text input field with the placeholder "Enter Password" and a red error message "Enter Password" below it.
- Remember Me
- Reset Password
- SIGN UP** button (dark blue)
- LOG IN** button (black)

**\*\*When you log in for the first time, you will be asked to accept the terms of the My Tickets website\*\***

- Please review your contact information by clicking on the "My Account" tab in the top right-hand corner. This will help ensure we have accurate records.

## Forwarding Tickets

- Once you have logged in just click on the game under the “My Upcoming Events” in the top right corner or click on the “View Tickets” in the middle of the screen.

The screenshot shows the Missouri State Ticket Office interface. On the left, there is a sidebar with 'MY TICKETS' and options: 'BUY TICKETS', 'FORWARD', and 'RENEW/MAKE PAYMENTS'. The main area features a large banner with 'MISSOURI STATE TICKETS' and 'HI, MISSOURI STATE TICKET OFFICE'. Below the banner, there is a 'MY NEXT EVENT' section for 'WBB VS. INDIANA STATE' on Saturday, Feb 25, 2023, at 1:00 PM CST at the Great Southern Bank Arena, with a 'VIEW TICKETS (12)' button. On the right, there is a 'MY UPCOMING EVENTS' section listing three events: 'JOE BONAMASSA' on Nov 01, 'MERCYME' on Nov 11, and 'WBB VS. INDIANA STATE' on Feb 25. A 'VIEW ALL TICKET INVENTORY' button is located at the bottom right.

- Now you are ready to forward your tickets to your guests. Just click on the “Forward” button at the bottom of the screen. You will then have the option to select however many seats you are wanting to send to your guest. Just check mark the box for each ticket(s) and then click “Choose Friend” at the bottom of the screen.

The screenshot shows the 'EVENT DETAILS' page for 'WBB VS. INDIANA STATE' on Saturday, Feb 25, 2023, at 1:00 PM CST at the Great Southern Bank Arena. The page displays a list of 12 seats, all in Section D, Row 15. A '12 Seats' indicator is visible in the top right corner. At the bottom of the page, there is a 'FORWARD' button.

SECTION	ROW	SEAT
SECTION D	ROW 15	SEAT 13
SECTION D	ROW 15	SEAT 14
SECTION D	ROW 15	SEAT 15
SECTION D	ROW 15	SEAT 16
SECTION D	ROW 15	SEAT 17
SECTION D	ROW 15	SEAT 18
SECTION D	ROW 15	SEAT 19
SECTION D	ROW 15	SEAT 20
SECTION D	ROW 15	SEAT 21
SECTION D	ROW 15	SEAT 22
SECTION D	ROW 15	SEAT 23
SECTION D	ROW 15	SEAT 24

- If this is the first-time forwarding tickets, you will need to click "Add Friend" at the bottom of the screen. A window will pop up allowing you to enter your guest's information. Please note your guests will have to create a My Tickets account and they will need to give you the same email address they used to create the account. If they give you a different email, then they won't be able to access the tickets until a merge of their duplicate accounts is processed. Once your finished click "Create Friend".

**ADD NEW FRIEND**

FIRST NAME  
Enter First Name

LAST NAME  
Enter Last Name

EMAIL  
Enter Email Address

CONFIRM EMAIL  
Confirm Email

**CREATE FRIEND**

- Once you have created/selected who the tickets need to go to you just need to click the Forward Tickets button.

**WBB VS. INDIANA STATE**  
SAT, FEB 25, 2023 1:00PM CST  
GREAT SOUTHERN BANK ARENA

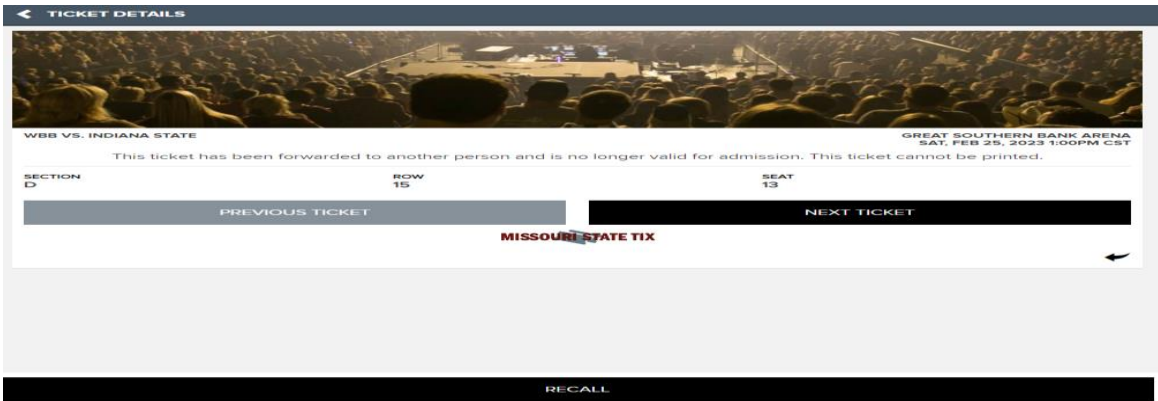
Select "Forward Tickets" to complete the process or Select "Add More Tickets" to include additional tickets.

Forwarding To  
**Boomer Bear**  
missouristatetix@missouristate.edu

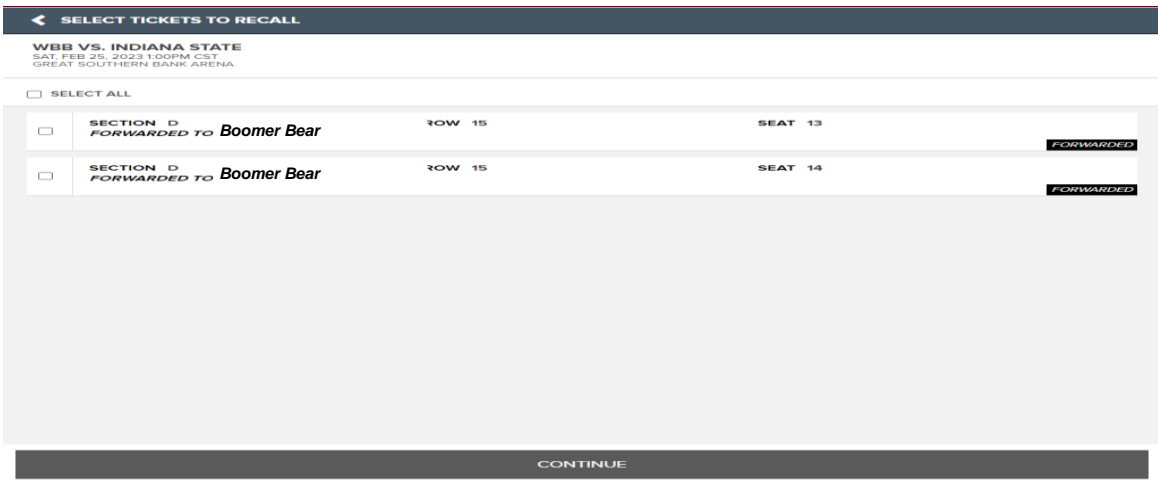
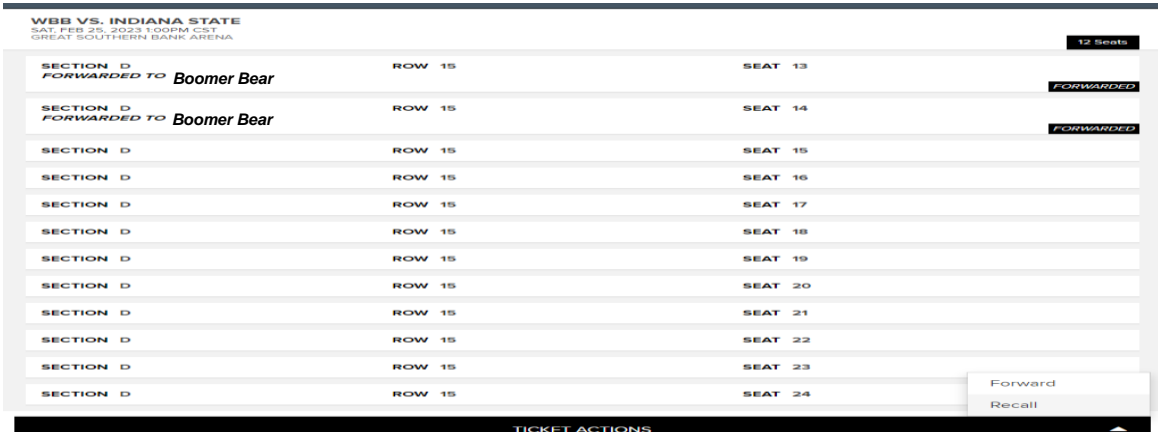
X	SECTION D	ROW 15	SEAT 13
X	SECTION D	ROW 15	SEAT 14

**ADD MORE TICKETS** **FORWARD TICKETS**

- You have successfully forwarded a ticket. If you need to recall a ticket you had sent so you can then send to someone else, just click on the seat(s) you are needing to recall and then click "Recall" at the bottom of the screen.



Or if you are needing to recall multiple tickets click on the "Ticket Actions" at the bottom of the screen and select Recall. Now you will see a screen where you can check mark multiple seats to recall.



## **Accessing Your Digital Ticket**

- From your phone scan the QR Code below. Log in with you previously created My Tickets account to access your Digital tickets. If you have not created an account previously, please use the email that you provided to your team rep when creating your account. If you use a different email, then what you provided you will not receive your tickets until a merge of your multiple accounts is processed. Please note the the following:
  - "Digital Ticket" is on your phone. Just log in and have the ticket(s) on your screen and they will be scanned.
  - Its HIGHLY encouraged that you access your ticket(s) PRIOR to arriving to the GSB Arena as cell towers and Wifi hotspots can get overloaded.
  - *If you are using an iPhone and wanting to put the tickets into your Apple Wallet you must use Safari as your web browser in order to add to your wallet.*



- Once you have logged into your account, simply tap on the game, then tap on the seat. From this screen you will be presented with a barcode for the ushers to scan. If you have multiple tickets you can tap the "Next Ticket" to access your next bar code or if you have an iPhone you can tap the "Add to Apple Wallet" option to access your ticket from there.

