



# HOW TO ADD FRIENDS & FAMILY TO YOUR ACCOUNT

## STEP 1

Locate the membership number for your friend or family member

## STEP 2

Visit: [www.eticketing.co.uk/northampton saints](http://www.eticketing.co.uk/northampton saints)

## STEP 3

In the top right-hand corner of the screen, click on the **Account/Log-in** icon



If you have completed the Club's new Single Sign-On process, enter your email address and password. If you haven't completed this process, click **Register** and follow the instructions from [northampton saints.co.uk/SSO](http://northampton saints.co.uk/SSO)

## STEP 4

Click the **Account/Log-in** icon

## STEP 5

Click **View Account Menu**

## STEP 6

Under **Account Management** click **Network**

## STEP 7

Click **Add Members**

## STEP 8

Add Membership Number and Surname

## STEP 9

Click **Search**

## STEP 10

Click **Add** next to your friend or family member's name

## STEP 11

You can now buy and assign tickets to friends and family within your network during the checkout process - they will then automatically receive the tickets via email when purchased

## STEP 12

If you would like to be able to renew someone else's Season Tickets within your network, follow the steps on the next page to manage for your family and friends. If not, you can close this guide and no further action is required

\*Please note; your friend or family member must have an account on Ticketmaster before following these steps

## HAVING ISSUES?

EMAIL: [TICKETOFFICE@NORTHAMPTONSANTS.CO.UK](mailto:TICKETOFFICE@NORTHAMPTONSANTS.CO.UK)

PHONE: 01604 581000

Please state your name and membership number(s) and daytime contact number and one of our team will get back to you



# HOW TO MANAGE TICKETS FOR FRIENDS & FAMILY

## STEP 1

Visit: [www.eticketing.co.uk/northampton saints](http://www.eticketing.co.uk/northampton saints)

## STEP 2

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## STEP 3

Click the **Account/Log-in** icon

## STEP 4

Click **View Account Menu**

## STEP 5

Under **Account Management** click **Network**

## STEP 6

Click on the friend or family member whose ticket privileges you would like to manage

## STEP 7

The default setting will be **I can buy tickets**, meaning you can only buy and assign tickets for each other. This can be changed to **I can buy and manage tickets** by editing the ticket privileges for each member in your network and sending a request

## STEP 8

Once the request has been accepted, you will be able to manage their tickets – including renewing Season Tickets

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