



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/northamptonsaints

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 northamptonsaints.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@NORTHAMPTONSAINTS.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

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

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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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