

# CORPORATE EZYTICKETS

## HOW-TO GUIDE

Clients who have paid their account in full will receive an email to their nominated email address with a unique url to download their tickets. See sample below



On clicking the link from your email, you will be taken to your download portal. In there, you will find all the tickets that have been released and are available to you to download.

Clicking the Download all Tickets button will prompt you to save a zipped file of all of your ezyTickets for that event.

Once saved to your computer, you can then unzip the file and print your ezyTickets

## FAQ's

**Q. I have not received a notification email for an upcoming event, what should I do?**

A. Please contact your account manager or call 1300 13 40 10 to discuss the status of your account.

**Q. I am getting a message that says my tickets have already been downloaded, how do I get access to them?**

A. To prevent duplication, we only allow tickets to be downloaded once from the portal. If you have already downloaded them, please check the downloads folder on your computer. If you have lost your tickets or need them re-issued, please contact your account manager or call 1300 13 40 10 and we will assist.