



# MY BWFC NETWORK TICKET BUYING GUIDE

My BWFC Network is designed to make it easy for you to purchase tickets online on behalf of your friends & family. Please note that permission to Assign tickets means that you can purchase general sale tickets only, for those in your Network. Permission to Manage tickets means that you can also purchase reserved tickets and renew season tickets for those in your Network. Please refer to the information below to buy your own tickets, to buy tickets on behalf of others in your Network and to manage permissions within your BWFC Network.

## HOW TO BUY YOUR OWN RESERVED SEAT

### 1. Login to [eticketing.co.uk/bwfc](https://eticketing.co.uk/bwfc)

You'll see a notification at the top the page if you have a reserved ticket.

### 2. Click on the Reserved Tickets notification

You'll be taken to a page which shows any reserved ticket(s) that is available for you to purchase. Select those you wish to buy, then 'add to basket'.

### 3. To purchase the tickets in your basket, click 'proceed to checkout'

### 4. Select your preferred payment method and enter payment details

### 5. Click the 'review order' button

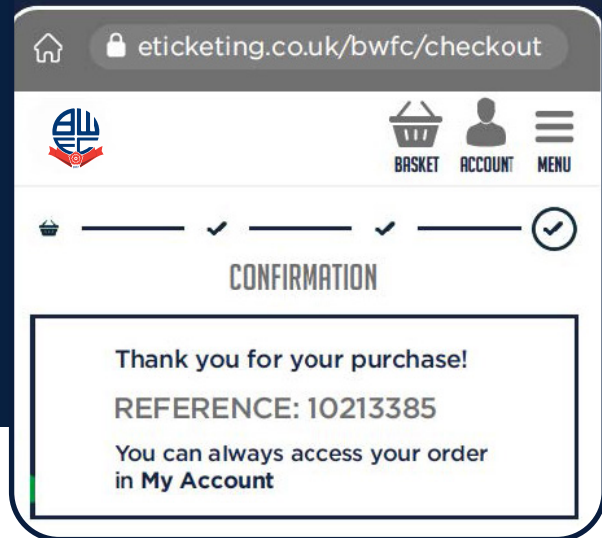
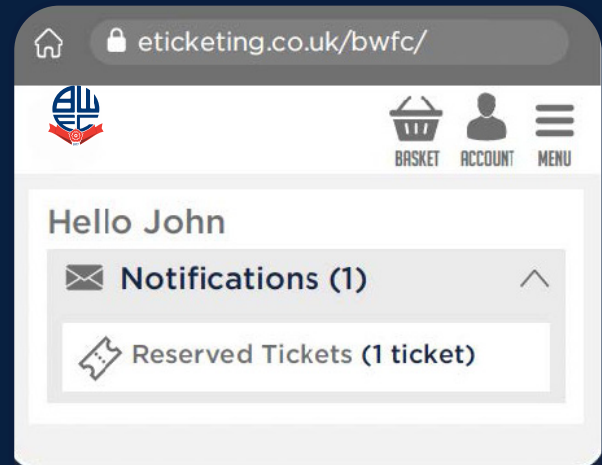
Check your order summary and payment details are correct.

### 6. Complete your order using the 'complete purchase' button

When happy to proceed, agree to the T&Cs of purchase by checking the tick box and then complete your order.

### 7. Wait for your order confirmation to appear on screen

This will give you an order reference number for your ticket purchase and show the details of your order, which will also be available to view in the 'My Account' section of your eticketing profile.





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## BUYING TICKETS FOR SOMEONE ELSE / ASSIGN v MANAGE PERMISSIONS

**1. Login to [eticketing.co.uk/bwfc/](https://eticketing.co.uk/bwfc/).**

**2. Click on the 'Account' icon and select 'Account Management' from the options given.**

**3. Then select 'My BWFC Network' to see those who already have permissions on your account.**

**Click 'Add Member' should you wish to add others, you'll need the client reference and name of the person you wish to add.**

### **ASSIGN - permission to buy general sale tickets only.**

Anyone added to your BWFC Network is automatically given 'ASSIGN' permissions, meaning that you can only buy general sale tickets for each other.

### **MANAGE - permission to buy general sale, reserved tickets and renew season tickets.**

Should you wish to give anyone in your Network permission to buy reserved tickets on your behalf, or to renew a Season Ticket on your behalf, you will need to give them 'MANAGE' permissions, please follow the steps below:

#### **a. All supporters must have an active online account.**

Within the 'My BWFC Network' section of your account, click on the name of the person who you wish to give permission to / or request permission from.

#### **b. Use the drop down menu and select 'Edit', and then select the 'MANAGE permissions' option and hit the 'Send Request' button.**

If you give someone permission to MANAGE your tickets, they can buy reserved seats on your behalf, but you will not be able to buy on their behalf unless you request permission and they accept this request.

Any MANAGE requests that are pending your approval will be shown on your My BWFC Network page.

#### **c. Click the 'Accept Request' button to give the named person(s) permission to MANAGE tickets on your behalf.**

### **Managing your Network.**

A full list of those who have permissions on your account, and those you have permission for will be visible on the My BWFC Network section of your account. You can update permissions on your account at any time via the Account Management section of your eticketing profile. If you have any problems or queries related to setting up your eticket profile, please refer to our My BWFC Network User Guide for further information.

