



GUIDE TO MY BWFC NETWORK

My BWFC network is designed to make it easy for you to purchase tickets online on behalf of your friends and family. Once you have created your network you can easily allocate tickets that are in your basket to your friends and family. Before you can create your own network you must be registered online. There are 2 ways to register. Online is the easiest and quickest way to renew your seat for the 2024/25 campaign.

Simply follow the steps below.

1

If you are not already registered online but you are a **SEASON TICKET HOLDER** you need to **ACTIVATE YOUR CLIENT REFERENCE**.

ACTIVATE CLIENT REFERENCE

To activate a client reference, visit:
www.eticketing.co.uk/bwfc

1. Click the **SIGN IN** button at the top right of the screen.
2. Click **ACTIVATE MY CLIENT REFERENCE**.
3. Enter your **CLIENT REF** (which is printed on your Season Card) and your **SURNAME**.
4. Click **FIND MY ACCOUNT**.
5. Complete your personal details ensuring you remember the email and password you have entered.
6. Click **SAVE DETAILS**.
7. Your client reference is now activated online.

ADDING TO YOUR NETWORK

When you add a friend to your network, you are automatically added to your friends network at the same time. You can both purchase tickets on the others behalf online. You can add someone to your network in 2 ways.

1

If your friends and family **ARE** already registered online.

REGISTERED

To activate a client reference, visit:
www.eticketing.co.uk/bwfc

1. Log in using your email address and password.
2. Click **MY ACCOUNT** at the top right of the screen.
3. Check **MY NETWORK**.
4. Click **ADD MEMBERS**.
5. Enter the **CLIENT REF** and **SURNAME** of the person you want to add to your network and click **SEARCH**.
6. When you find the person you are looking for, click **ADD MEMBER***. This will appear on your network.

2

If you are not already registered online but you are a **NOT** a **SEASON TICKET HOLDER** you need to **CREATE AN ACCOUNT**.

CREATE AN ACCOUNT

To create an account, visit:
www.eticketing.co.uk/bwfc

1. Click **REGISTER** at the top right of the screen.
2. Complete your personal details ensuring you remember the email and password you have entered.
3. Click **COMPLETE REGISTRATION**.
4. You are now registered online

2

If your friends and family **ARE NOT** already registered online.

NOT REGISTERED

If your friends/family are season ticket holders, you should ask them to activate their own client reference, or if your friends/family are not season ticket holders you can enter their details and we will email them a link to activate and create an account. They will then be added to your network.

1. Log in using your email address and password.
2. Check **MY ACCOUNT** at the top right of the screen.
3. Click **ADD MEMBERS**
4. Click **REGISTER A NEW MEMBER**
5. Complete the personal details for the person you are adding.
6. Click **ADD MEMBER**
7. The person will be sent a link to set up and create a new account

Should you require any assistance, please call **01204 328 888**, where a member of the team will be happy to help. Calls charged at standard rate. Please check www.bwfc.co.uk for opening hours.



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MANAGING YOUR NETWORK

Click on the drop down arrow next to the name of the person you want to manage and you will be able to edit ticket privileges or remove the member from your network.

EDIT TICKET PRIVILEGES

Members can have two levels of ticket privileges. You can either **ASSIGN** or **MANAGE** your friends tickets and they can either **ASSIGN** or **MANAGE** yours.

To find out what privileges you have on your friends account, and what privileges they have on yours, click on their name on the **MY NETWORK PAGE**.



WHERE IT SAYS ME

1. If it says "I can **ASSIGN** tickets to XX, then you can only buy tickets for that person.
2. If it says I can **MANAGE** tickets for XX, then you can buy tickets for that person, pay for their reserved seats in cup games and renew their season ticket for them.



EDIT YOUR PRIVILEGES

1. Click where it says **EDIT** next to either your name or your friends name.
2. To edit your privileges on your friends account. Choose one of the two tick boxes: "I can **ASSIGN** tickets to XX" or "I can **MANAGE** tickets for XX"
3. The assign option is ticked by default. If you can currently manage your friends account and you want to change to assign only, simple click the **ASSIGN BOX**.
4. If you click **MANAGE**, a request will be sent to your friends registered email address, they will have to accept your request to manage their account by logging into their own account and accepting your request.



WHERE IT SAYS THIER NAME

1. If it says XX can **ASSIGN** tickets to me, then they can only buy tickets for you.
2. If it says XX can **MANAGE** tickets for me, then they can buy tickets for you, pay for your reserved seats in cup games, and renew your season ticket for you.



EDIT YOUR FRIEND'S PRIVILEGES ON YOUR ACCOUNT

1. Choose one of the two tick boxes: 'XX can **ASSIGN** tickets me' or 'XX can **MANAGE** tickets for me'
2. The **ASSIGN** option is ticked by default. If your friend can currently manage your account and you want to change to assign only, simple click the **ASSIGN BOX**.
3. If you click **MANAGE** then your friend will be given the privileges to manage your account from the next time they log in.

PLEASE NOTE - IF YOU DO NOT HAVE PRIVILEGES TO MANAGE YOUR FRIENDS ACCOUNT THEN YOU CANNOT CONFIRM THEIR RESERVATIONS OR RENEW THEIR SEASON TICKET

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