



ADDING SUPPORTERS TO YOUR NETWORK AND BUYING RESERVED TICKETS

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.

KEY TERMS

Permission to Assign

Permission to buy general sale tickets only on behalf of others

Permission to Manage

Permission to buy general sale, reserved tickets and renew season tickets on behalf of others

1 BUYING TICKETS FOR SOMEONE ELSE / ASSIGN V MANAGE PERMISSIONS

1. Login to eticketing.co.uk/bwfc

2. Click on the person icon in the top right and select 'View Account Menu' then 'Account Management' from the options given

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

4. Once added, you can select the permissions each person has

ASSIGN - permission to buy general sale tickets only

Anyone added to your 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:

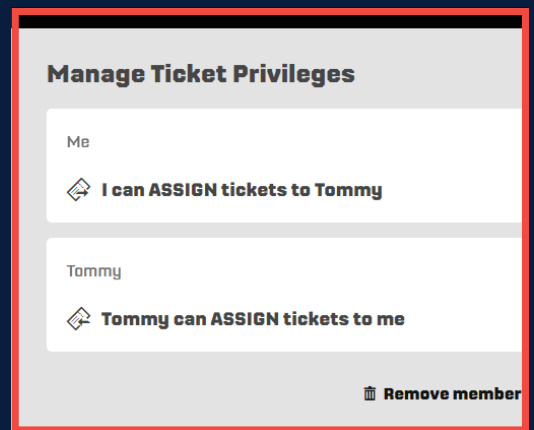
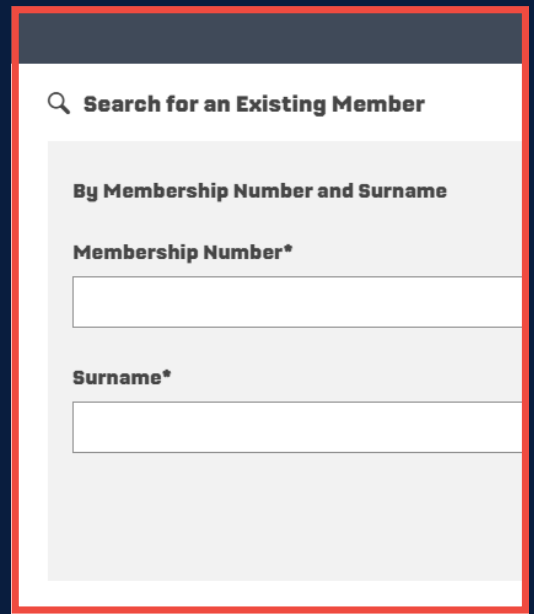
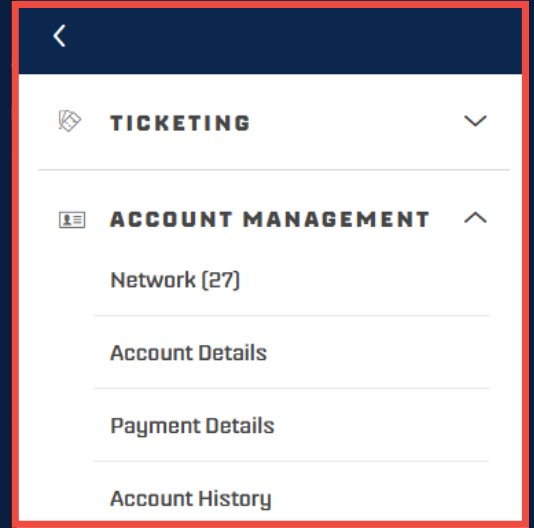
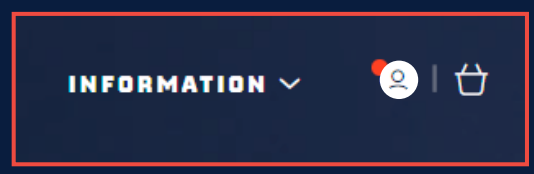
A. All supporters must have an active online account. Within the 'Network' section of your account, click on the name of the person who you wish to give permission to / or request permission from.

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 Network page.

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



2 HOW TO BUY YOUR OWN RESERVED SEAT (SEASON TICKET HOLDERS ONLY)

1. Login to eticketing.co.uk/bwfc

You'll see a notification at the top right of 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 tickets) 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

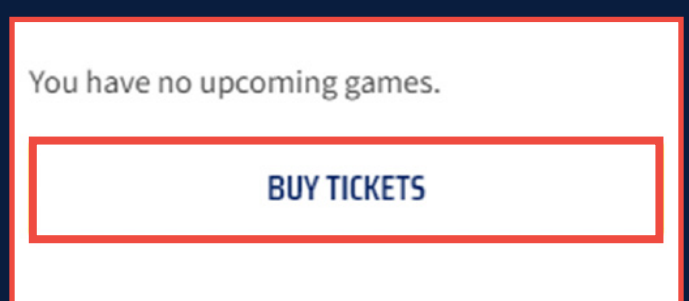
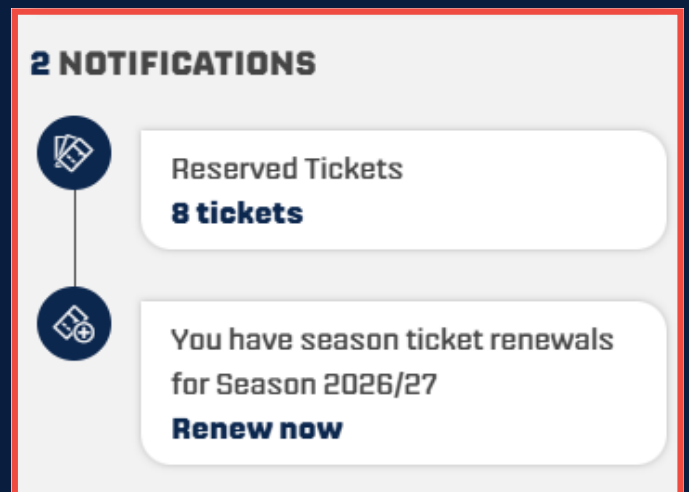
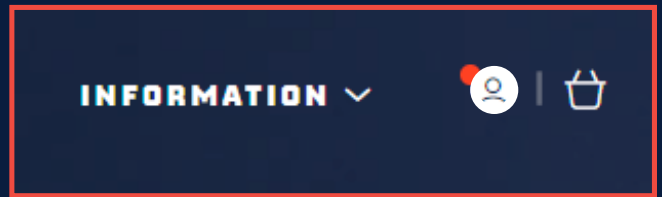
Check your order summary and payment details are correct.

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.



A full list of those who have permissions on your account, and those you have permission for will be visible on the Network section of your account. You can update permissions on your account at any time via the Account Management section of your ticketing profile. If you have followed the above instructions and are still in need of assistance, please contact tickets@bwfc.co.uk.