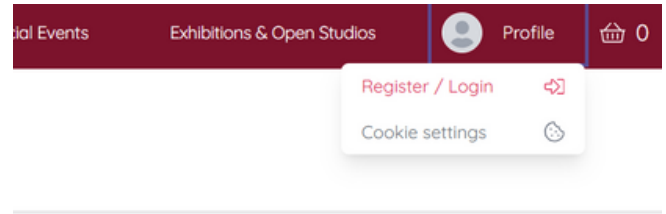


SHETLAND WOOL WEEK BOX OFFICE

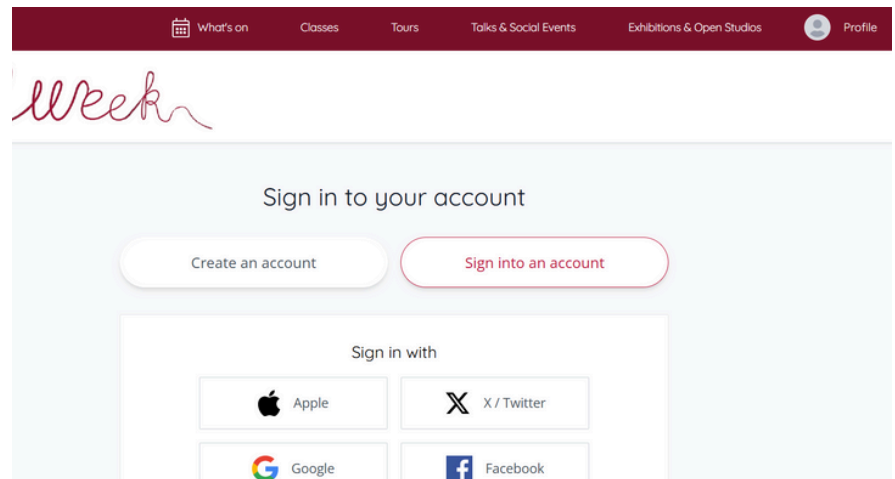
Creating an account & transferring tickets

Creating an account following guest checkout

1. Click onto 'Profile' and then 'Register / Login'



2. Select 'Sign into an account'



3. Enter the email address you used to check out as guest and select 'Forgot password?'

A screenshot of the 'Complete your account setup' form. The form has a light blue background. The heading is 'Complete your account setup'. Below this is a white box containing three input fields: 'Email address *' with the value 'woolweek@shetlandamenity.org', 'Password *', and 'Confirm password *'. Below the password fields is a red button labeled 'Submit'. A small note below the password field states: 'The password must be at least 8 characters long, contain both upper and lower case characters and at least 1 number.'A screenshot of the 'Sign in with email' form. The heading is 'Sign in with email'. Below this are two input fields: 'Email' with the value 'woolweek@shetlandamenity.org' and 'Password'. Below the password field is a red button labeled 'Sign in'. A link labeled 'Forgot password?' is located below the password field.

4. You will then receive an email from Shetland Wool Week which will include a link to 'Complete account creation'

This link will direct you to a page on the Box Office where you can create a password for your account.

Transferring tickets

Once you have created your account you can login and see your SWW Box Office Account page

Click on your profile icon and select **'your profile'** from the dropdown menu - circled below

Then select **'purchased items'** from the left hand menu - here you'll see a list of all the tickets you have bought.

Click on the dropdown arrow next to 'Download' on the ticket you want to sell. This will provide you with various options for your ticket. Select 'Transfer' and enter the full name and email address of the person you want to send the ticket to.

A video demo of this process can be viewed here - <https://jumpshare.com/v/9y08XznRdV51moFHM4Xc>

