

# Guide to Importing Your Season Ticket Plan

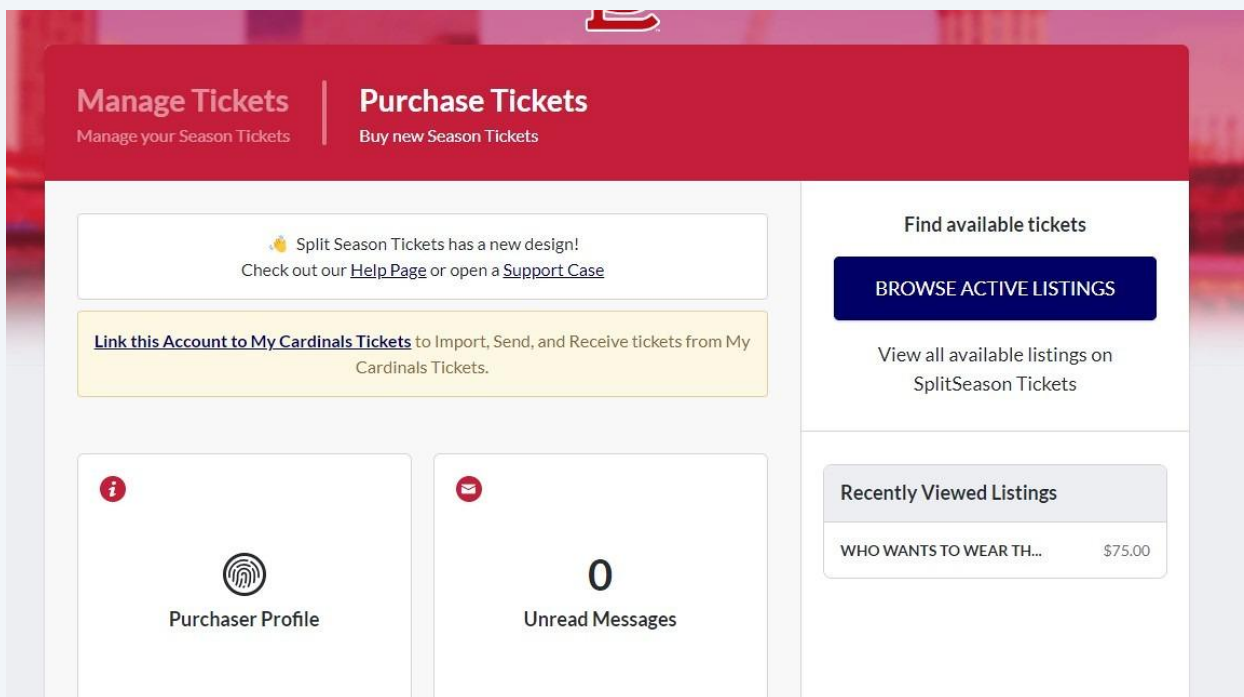
This step-by-step guide provides instructions on how to import your season ticket plan into the Split Season Tickets platform. By following these steps, you can easily link your accounts, import your season tickets, and track and manage your tickets within the Split Season Tickets. Importing your entire season at once allows you to utilize additional features like the calendar and a quick overview of your season through a downloadable spreadsheet.

1

Navigate to <https://cardinals.splitseasontickets.com/> and Log In or Sign Up with the email address used for My Cardinals Tickets.

2

Click "Link this Account to My Cardinals Tickets"



### 3 Click "Link Accounts" for your email address.

your Season Tickets and Forward tickets to partners. If you are a partner, you need to link an account to be able to have tickets assigned in Cardinals Split Season Tickets sent via Ticket Forwarding to your My Cardinals Tickets account.

#### Already have a My Cardinals Tickets Account?

If you have a My Cardinals Tickets Account and it uses the same email address ( ashley@projectadmission.com ), click below to start:

Link Accounts for ashley@projectadmission.com

*If your My Cardinals Tickets Account uses a different email address, you must create a Cardinals Split Season Tickets Account using the same email address.*

#### Don't have a My Cardinals Tickets Account?

If you don't have a My Cardinals Tickets Account create one now:

Create new My Cardinals Tickets Account

### 4 The system will find your season ticket account in My Cardinals Tickets if the email addresses match.

Then Click "LINK THIS ACCOUNT"

If the system does not find your My Cardinals Tickets account, please open a Support Case by clicking Help at the top of your screen and we will assist.

#### My Cardinals Tickets Check Email

Success - Matching My Cardinals Tickets Accounts Found

Ashley Kortte

Support Debug ID: 6042649

Created: Jan 18, 2024

Last Updated: Feb 1, 2024

LINK THIS ACCOUNT

All game dates & times subject to change. For the most up-to-date schedule, please visit: [www.cardinals.com/schedule](http://www.cardinals.com/schedule)

Copyright © 2001–2024 MLB Advanced Media, L.P. All rights reserved.

The following are trademarks or service marks of Major League Baseball entities and may be used only with permission of Major League Baseball Properties, Inc. or the relevant Major League Baseball entity: Major League, Major League Baseball, MLB, the silhouetted batter logo, World Series, National League, American League, Division Series, League Championship Series, All-Star Game, and the names, nicknames, logos, uniform designs, color combinations, and slogans designating the Major League Baseball clubs and entities, and their respective mascots, events and exhibitions.

5

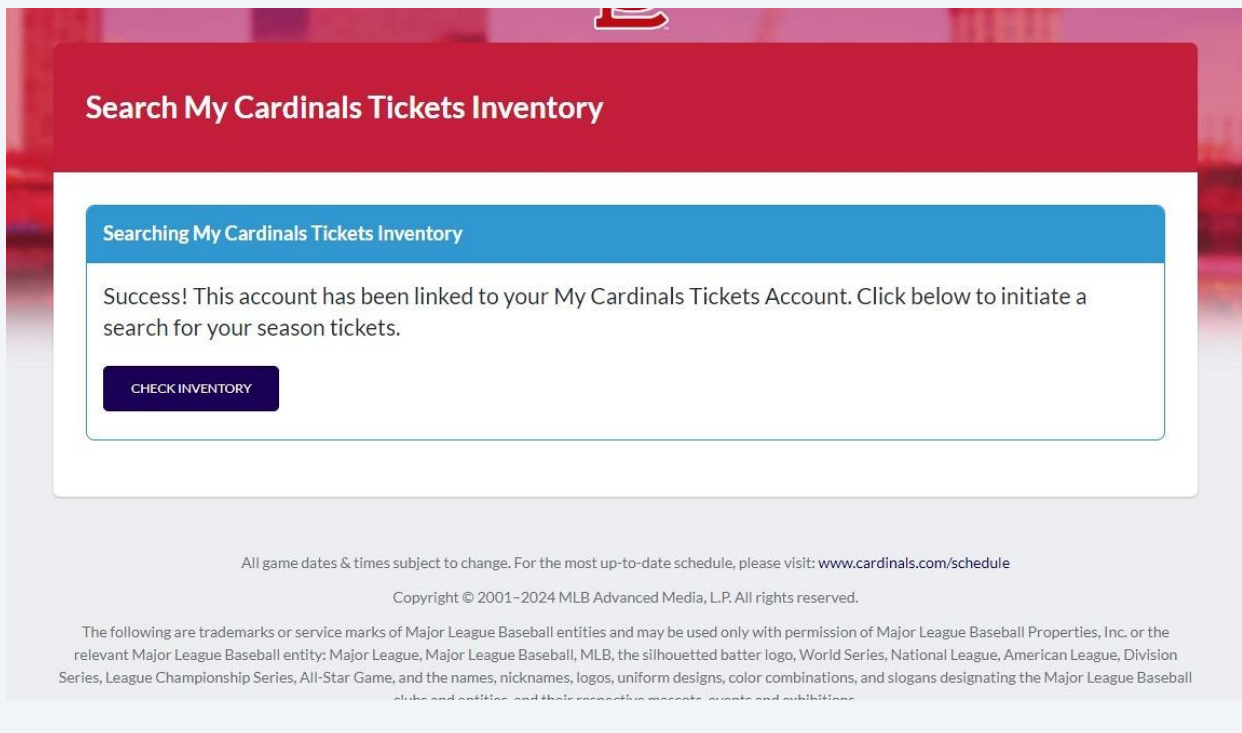
Once the two accounts are linked, you will have the opportunity to import your season tickets.

Click "IMPORT YOUR SEASON TICKETS"

The screenshot displays a user interface with a success message at the top: "Success! We have linked your My Cardinals Tickets Account." Below this is a green banner with a checkmark icon and the text "My Cardinals Tickets Account Linked". A white box contains the message: "Excellent! You have already linked your My Cardinals Tickets Account to your Cardinals Split Season Tickets Account." The interface is divided into two columns. The left column, titled "Season Ticket Holders", explains that users can import tickets from My Cardinals Tickets and forward them to partners, and includes a dark blue button labeled "IMPORT YOUR SEASON TICKETS". The right column, titled "Partners", states that partners can receive tickets assigned in Cardinals Split Season Tickets via Ticket Forwarding into their My Cardinals Tickets Account, and notes that being a Season Ticket Partner has never been easier.

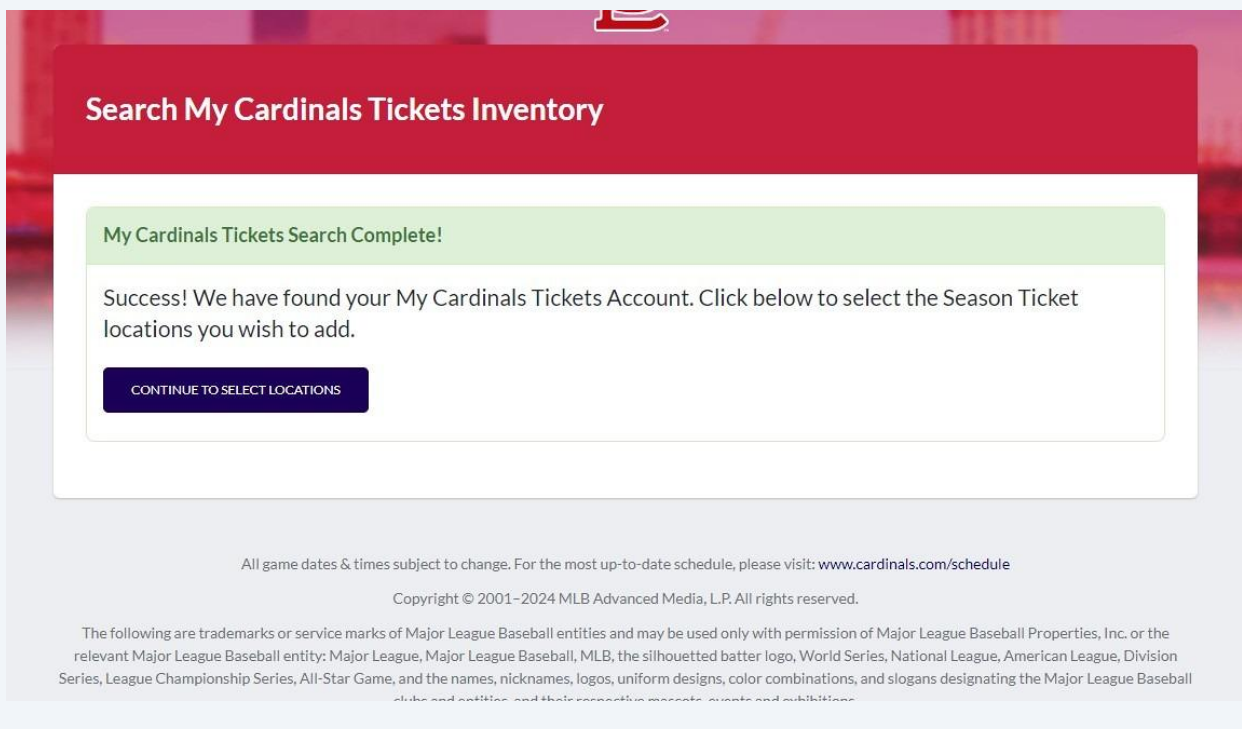
6 We will confirm your accounts are linked.

Then click "CHECK INVENTORY"



7 We will confirm when seat locations have been found.

Click "CONTINUE TO SELECT LOCATIONS"



8

Click the "Select" button to choose the ticket locations you'd like to import.

You do not have to select all locations at this time. If a location is left off the first time and you change your mind, you can go back through this process and import what remains.

**Select Locations: My Cardinals Tickets**

Your Season Ticket Locations from My Cardinals Tickets

Locations Found: 3

Section	Order #	Row	Seat	Select
		1	19	Select
		7	14	Select
442	40178156	2	2	<input checked="" type="checkbox"/> Select

Use Selected Locations ( 1 )

9

If the Price Level is not populated for your season ticket plan, you will need to select it from the dropdown box.

The Price Level refers to the price level of the stadium. Typically something like Field Terrace, Bleachers, or Outfield Reserved. A Busch Stadium map is linked in the messaging of this screen for reference.

Please note if the Price Level you select does not match the tickets on your account, any Listings you create can be rejected and you will need to go back and update.

If you have questions about which Price Level to select, please open a Support Case by clicking Help at the top of your screen and we will be happy to assist.

When finished, click "Confirm these Season Ticket Locations".

**Select Locations: My Cardinals Tickets**

**Confirm Season Tickets**

You have selected to add the locations below to Cardinals Split Season Tickets.

Please check to be sure that the Price Level and Section are correct for each ticket location. If you are unsure of your Price Level, you can find it here.

**Busch Stadium**

Section	Price Level	Section	Row	Seat
442	Infield Terrace	442	2	2

**Confirm these Season Ticket Locations**

10

Once the locations are confirmed, click "ADD TICKETS" to review each game and seat locations.

**Select Locations: My Cardinals Tickets**

**Confirm Season Tickets**

You have selected to add the locations below to Cardinals Split Season Tickets.

Please check to be sure that the Price Level and Section are correct for each ticket location. If you are unsure of your Price Level, you can find it [here](#).

**Busch Stadium**

Section	Price Level	Section	Row	Seat
442	Infield Terrace	442	2	2

**Your Season Ticket Locations have been confirmed.**

**ADD TICKETS**

11

Click "Select All" or the "Import" button to choose the games and seat locations you wish to import and track within Split Season Tickets.

We recommend you import the entire season. Any tickets imported will still require action before they can be transferred or listed for sale. You can also assign the games you are attending to yourself. If plans change, then the games will already be in our system ready to share with your partners.

By importing your entire season at once, you can also utilize some of our other tools, like the calendar feature, or download a spreadsheet for a quick and easy overview of your season.

Connect Tickets (80)   Already Imported Tickets (0)   Not Importable (0)

### Connect Tickets (80)

Select the tickets you want to connect or click the "Select All" button to connect all of these tickets.

Please note: Pricing is single game face value.

Date	Event	Section	Row	Seat	Price	Cost	Select All
Apr 4 @ 3:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 6 @ 1:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 7 @ 1:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 8 @ 6:45 PM		442	2	2	\$0.00	\$0.00	Import
Apr 9 @ 6:45 PM		442	2	2	\$0.00	\$0.00	Import
Apr 10 @ 0:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 19 @ 7:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 20 @ 1:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 21 @ 1:15 PM		442	2	2	\$0.00	\$0.00	Import
Apr 22 @ 6:45 PM		442	2	2	\$0.00	\$0.00	Import



12

Click "Connect Selected Tickets" when you've completed your selection of games and seat locations to import.

Connect Tickets (80) | Already Imported Tickets (0) | Not Importable (0)

### Connect Tickets (80)

Select the tickets you want to connect or click the "Select All" button to connect all of these tickets.

Please note: Pricing is single game face value.

Connect Selected Tickets ( 80 )

Date	Event	Section	Row	Seat	Price	Cost	✓ Select All
Apr 4 @ 3:15 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 6 @ 1:15 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 7 @ 1:15 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 8 @ 6:45 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 9 @ 6:45 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 10 @ 0:15 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 19 @ 7:15 PM		442	2	2	\$0.00	\$0.00	✓ Import
Apr 20 @ 1:15 PM		442	2	2	\$0.00	\$0.00	✓ Import

13

Click "TICKET NAVIGATOR" to review or take action upon the tickets you've just imported.

Tickets | Partners | Draft | Settings

Connect Tickets (0) | Already Imported Tickets (80) | Not Importable (0)

### Connect Tickets (0)

Now that your seats have been connected, don't forget to go to your Ticket Navigator!

The Status of your seats must be updated from the Ticket Navigator in order to create a Listing, set up an Online Draft, or assign Partners.

TICKET NAVIGATOR

All game dates & times subject to change. For the most up-to-date schedule, please visit: [www.cardinals.com/schedule](http://www.cardinals.com/schedule)

Copyright © 2001-2024 MLB Advanced Media, L.P. All rights reserved.

The following are trademarks or service marks of Major League Baseball entities and may be used only with permission of Major League Baseball Properties, Inc. or the relevant Major League Baseball entity: Major League, Major League Baseball, MLB, the silhouetted batter logo, World Series, National League, American League, Division Series, League Championship Series, All-Star Game, and the names, nicknames, logos, uniform designs, color combinations, and slogans designating the Major League Baseball