



# GUIDE TO TICKET FORWARDING

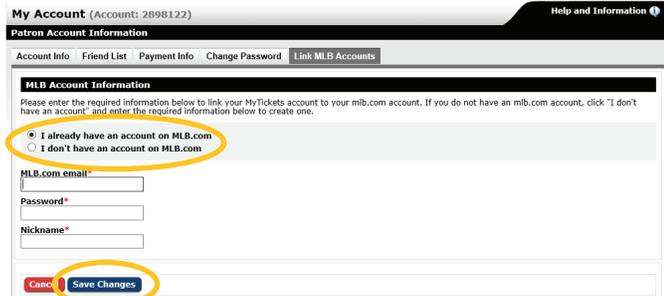
## STEP ONE

Visit [www.pirates.com/mytix](http://www.pirates.com/mytix) — Enter the Ticket Account Number & Temporary Password you've been provided. If you do not have your account password, please reach out to your Pirates Ticket Sales Representative and he or she will provide that to you.

## STEP TWO

You must link your MyTickets Pittsburgh Pirates account to an MLB account. If you have created an MLB account in the past, please select "I already have an account on MLB.com" and enter your information.

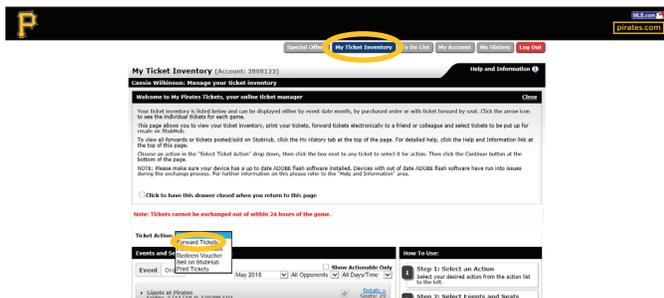
If you have never created an MLB account, please do so by selecting "I don't have an account on MLB.com." Then please enter your email address, create your password, and put your last name as the nickname. Click "Save Changes." Your MyTickets Account will now be linked to an MLB account.



## STEP THREE

At the top right corner of the page, click "My Ticket Inventory."

Halfway down the page at the Ticket Action dropdown menu, select "Forward Tickets."



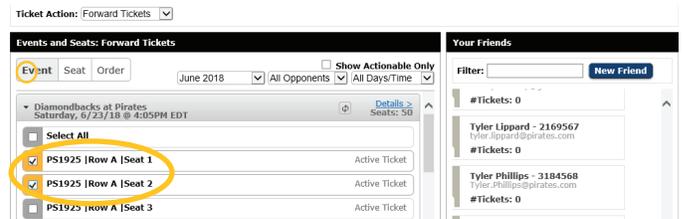
## STEP FOUR

In order to forward tickets to your guests, you must enter their names and email addresses in the "Your Friends" tab. Click "New Friend" and enter the friends email address. Please double check the email address to ensure it is correct. Once you add your guests, their names will appear in the friends tab.



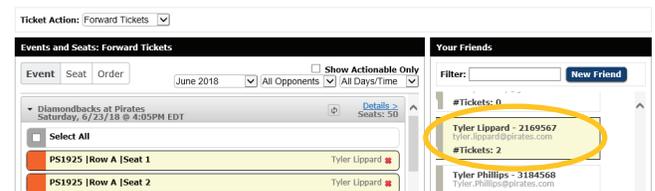
## STEP FIVE

Click the black triangle next to the game your group is attending; the game details will expand. Select the individual ticket/tickets you wish to forward to your guest.



## STEP SIX

Once you have selected the tickets you would like to forward, go to "Your Friends" tab and select your guest; then click "Continue."



## STEP SEVEN

This will bring you to your final landing page. Please make sure you have selected the correct tickets. If you wish to include a note, type it in the textbox. In the bottom right corner, click "Forward Tickets" to complete the transaction. **Please note, once you forward tickets online, any original printed tickets will become void. This refers to hard copy tickets you may have received in the mail or ones printed from your computer.**