

## Updating an Email Address on a Ticket (Transfer Ticket)

If you find yourself in a situation where you need to transfer a ticket from one person to another, please follow the steps outlined below:

1. Navigate in your event to **Registration** → **Tickets & Orders**
2. Scroll down to ticket that needs to be updated, click ticket number. Select the blue 'Actions' button and click 'Transfer Registration.'
3. Update the 'Email Address' field with correct information. Then click, '**Transfer Registration.**'
4. You did it!