

Ticket Transfers

Tickets can be transferred **online only** through your MetroTix.com account.

Once you are logged into your online account, select 'Transfer' or the 'Transfer Tickets' icon.

Computer:

My Account

My Profile	Edit
Account Name	
Addresses	Edit
BILLING	
Phone Numbers	Edit
BILLING	

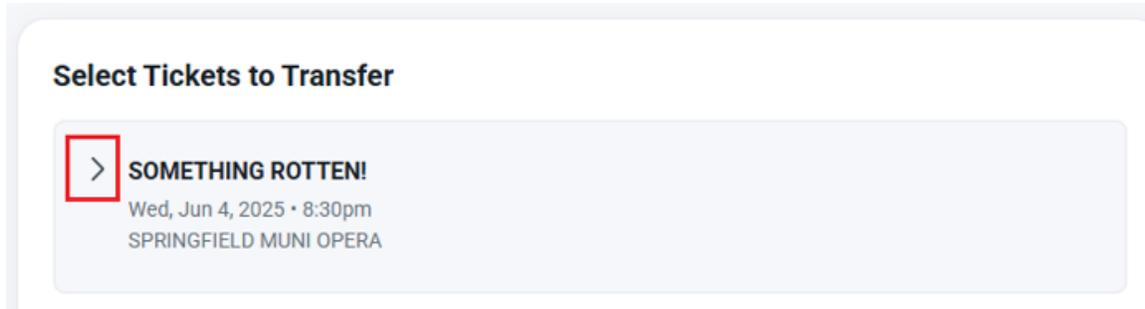
My Tickets	
Season Renewal Application	>
Reissue	>
Exchange	>
Transfer	>
Pending Transfer	>
Payment Schedules	>
Order History	>
Donations	

Phone:

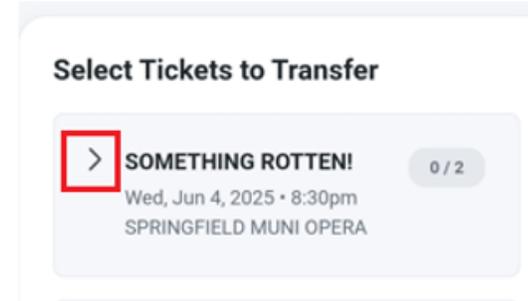
The mobile app interface features the MetroTix logo at the top. Below it, the 'My Account' section displays the user's 'Account Name'. A grid of six icons provides access to various account functions: 'Transfer Tickets' (highlighted with a red box), 'Renew Season Tickets', 'View Order History', 'Manage Saved Addresses', 'Manage Ticket Payment Plans', and 'Edit Profile & Login'.

Next, select the **show** you want to transfer. Once you locate the show, select the '>' drop down arrow or the **'Transfer'** button. You can only transfer one show at a time; other shows may be transferred separately.

Computer:

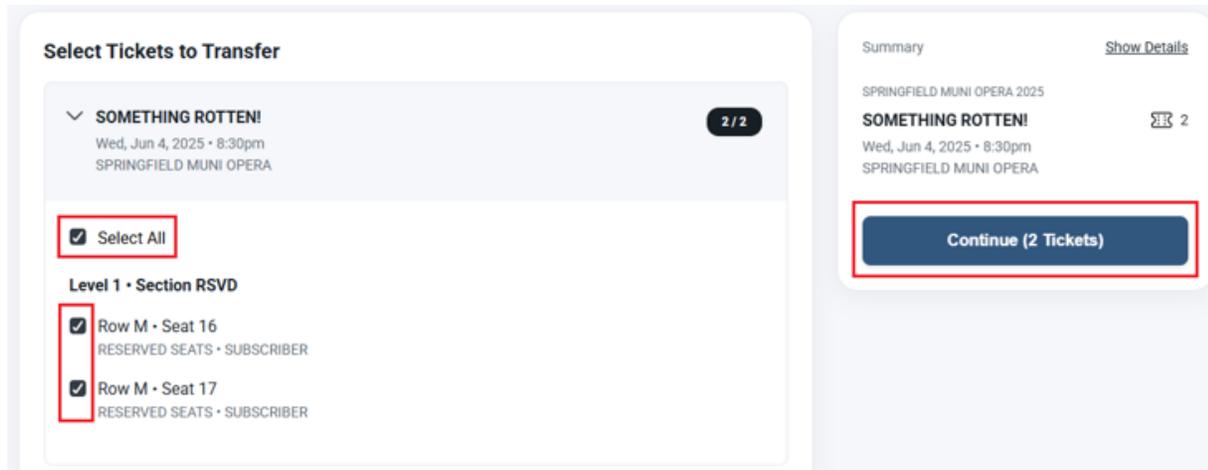


Phone:

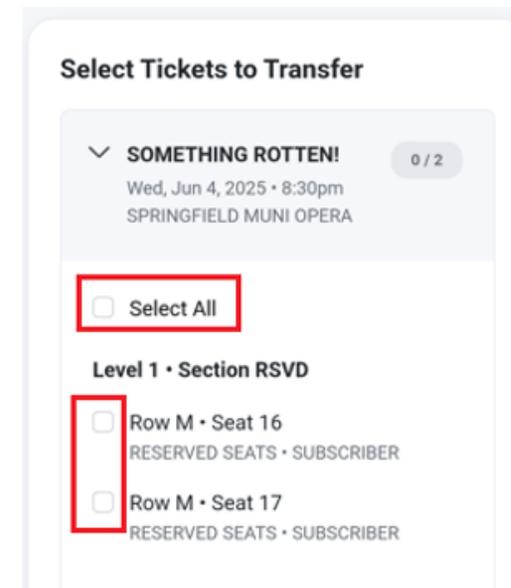


Next, you will select the **seats** you want to transfer by checking the box to the left of the Row and Seat and selecting **'Continue.'**

Computer:



Phone:



Next, fill out the **'Transfer To'** information. The transfer request can be sent to an email address **or** a mobile phone number. **Review** the Transfer To information to ensure everything looks correct before clicking **'Transfer Tickets.'**

>>Phone number:

Computer:

Phone:

Transfer To

First Name
Account

Last Name
Name

Mobile Number *
(314) 534-1111

[Use Email Instead](#)



Transfer To

First Name
Account

Last Name
Name

Mobile Number *
(314) 534-1111

[Use Email Instead](#)

>> Email Address:

Computer:

Phone:

Transfer To

First Name	Last Name
<input type="text" value="Account"/>	<input type="text" value="Name"/>

Email *

Confirm Email *

[Use Mobile Number Instead](#)

Summary [Show Details](#)

SPRINGFIELD MUNI OPERA 2025

SOMETHING ROTTEN!  2

Wed, Jun 4, 2025 • 8:30pm
SPRINGFIELD MUNI OPERA

[Transfer Tickets](#)



Transfer To

First Name

Last Name

Email *

Confirm Email *

[Use Mobile Number Instead](#)

Powered By
PACIOLAN

[Review Transfer](#)

Once the transfer has been successfully submitted, you will see this confirmation page and can return to your account to begin a new transfer if needed.

Computer:

Transfer Invite Sent

You may cancel the transfer any time before it's accepted. Once transferred, you'll no longer have access to the original tickets.

[Back to My Account](#) [Start a New Transfer](#)

Transfer Summary

To: **Account Name**
example@email.com

SPRINGFIELD MUNI OPERA 2025

SOMETHING ROTTEN!  2

Wed, Jun 4, 2025 • 8:30pm
SPRINGFIELD MUNI OPERA

Level 1 • Section RSVD • Row M • Seat 16
RESERVED SEATS • SUBSCRIBER

Level 1 • Section RSVD • Row M • Seat 17
RESERVED SEATS • SUBSCRIBER

Phone:



Transfer Invite Sent

You may cancel the transfer any time before it's accepted. Once transferred, you'll no longer have access to the original tickets.

[Back to My Account](#) [Start a New Transfer](#)

Transfer Summary

To: **Account Name**
Example@email.com

SPRINGFIELD MUNI OPERA 2025

SOMETHING ROTTEN!  2

Wed, Jun 4, 2025 • 8:30pm
SPRINGFIELD MUNI OPERA

Level 1 • Section RSVD • Row M • Seat 16
RESERVED SEATS • SUBSCRIBER

Level 1 • Section RSVD • Row M • Seat 17
RESERVED SEATS • SUBSCRIBER

You will also receive an email confirmation that you started a ticket transfer. **If the transfer is accepted or declined by the recipient**, you will also then receive a confirmation email that the transfer was accepted or declined.

MetroTix™

You started a ticket transfer

To: **Account Name**
example@email.com

SOMETHING ROTTEN!
Wed, Jun 4, 2025 · 8:30pm

Level 1
Section RSVD · Row M
Seat(s) 16, 17

If you change your mind, you can cancel the transfer from [My Account](#) any time before the recipient accepts.

MetroTix™

Your transfer was accepted

To: **Account Name**
example@email.com

SOMETHING ROTTEN!
Fri, May 30, 2025 · 8:30pm

Level 1
Section RSVD · Row R
Seat(s) 34

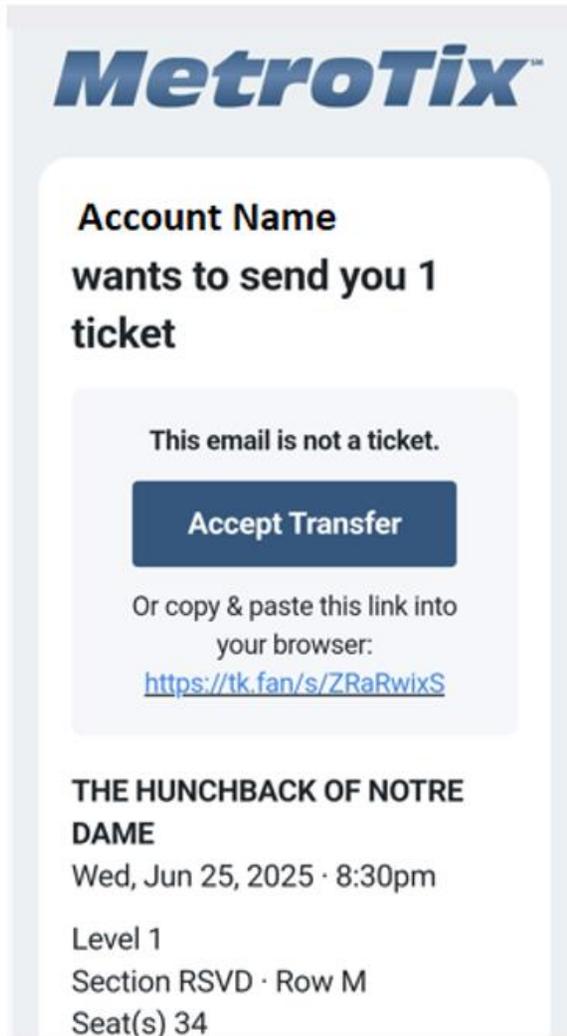
Your original ticket(s) are now invalid and can no longer be used.

If You Have Received a Transferred Ticket

We recommend using your Mobile Phone to Accept a Ticket Transfer.

You will receive either an email or text message announcing the transfer, depending on what the sender chose. **This message will include a link to accept the transfer. You must click "Accept Transfer" in order to access the tickets.**

Email:



MetroTix™

**Account Name
wants to send you 1
ticket**

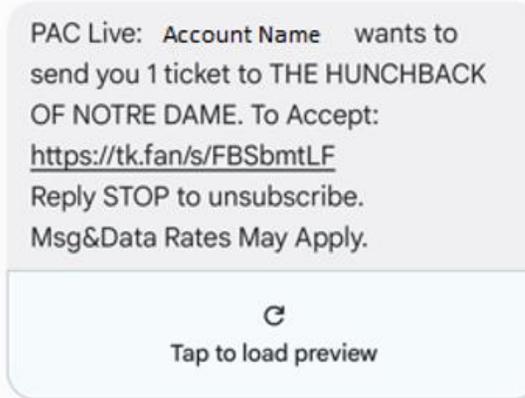
This email is not a ticket.

Accept Transfer

Or copy & paste this link into
your browser:
<https://tk.fan/s/ZRaRwixS>

**THE HUNCHBACK OF NOTRE
DAME**
Wed, Jun 25, 2025 · 8:30pm
Level 1
Section RSVD · Row M
Seat(s) 34

Text:

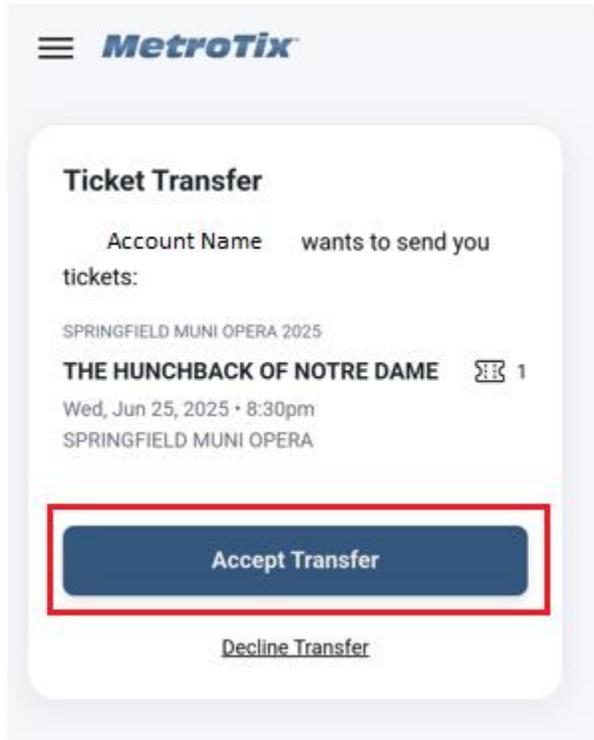


PAC Live: Account Name wants to
send you 1 ticket to THE HUNCHBACK
OF NOTRE DAME. To Accept:
<https://tk.fan/s/FBSbmtLF>
Reply STOP to unsubscribe.
Msg&Data Rates May Apply.

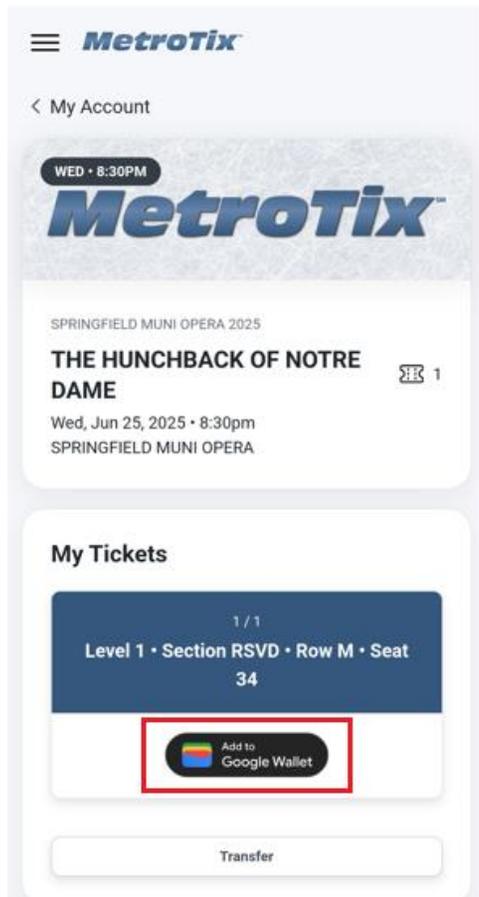
🔄
Tap to load preview

Clicking the Accept Transfer link will take you to MetroTix.com where you will be asked to LOG IN or CREATE A NEW ACCOUNT.

You can then either **accept** or **decline** the transfer.



Once you click Accept, you will get a brief loading screen that says "Transferring Tickets" before it shows you your tickets. **You can now download your tickets and click to Add to Your Wallet.**



There is no expiration timer on a transfer invite. It will stay “pending” until it is either accepted or declined by the recipient or canceled by the sender, through showtime.

If You Need to Cancel a Pending Transfer Invite You Sent:

Log into your account and look for “**Pending Transfer**”. On the computer it will be to the right under “My Tickets”. On a Mobile Phone it will be at the bottom of your account’s home page.

Computer:

My Account

My Profile	Account Name Edit
Addresses Edit	BILLING
Phone Numbers Edit	BILLING

My Tickets
Season Renewal Application >
Reissue >
Exchange >
Transfer >
Pending Transfer >
Payment Schedules >
Order History >

Phone:

Transfer Tickets	Renew Season Tickets	View Order History
Manage Saved Addresses	Manage Ticket Payment Plans	Edit Profile & Login

My Upcoming Events

SPRINGFIELD MUNI OPERA 2025
SOMETHING ROTTEN! 1
Fri, May 30, 2025 - 8:30pm
SPRINGFIELD MUNI OPERA

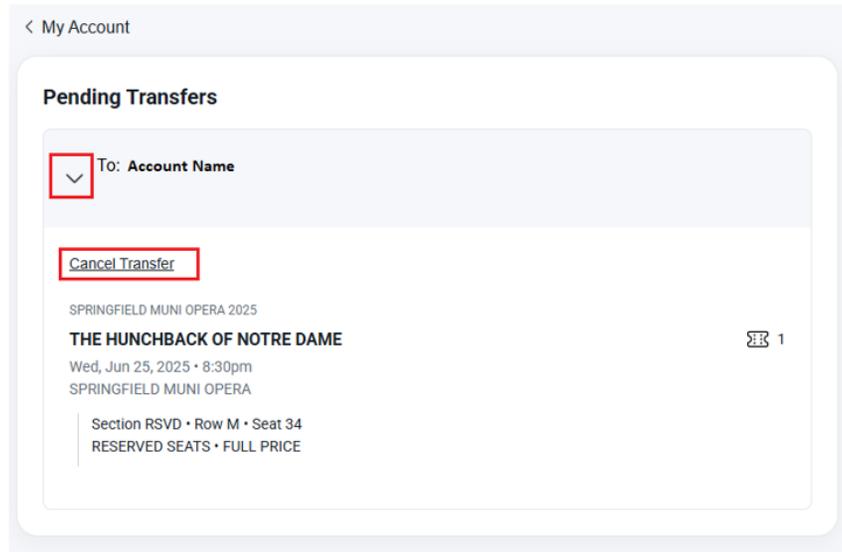
SPRINGFIELD MUNI OPERA 2025
THE HUNCHBACK OF NOTRE DAME 1
Wed, Jun 25, 2025 - 8:30pm
SPRINGFIELD MUNI OPERA

Pending Transfers

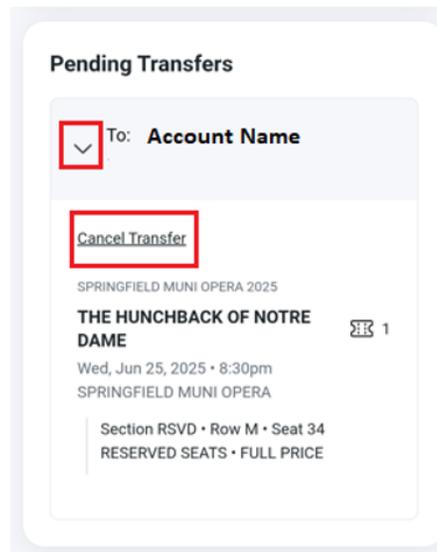
> **Account Name**

Select the ‘>’ drop down arrow next to the **pending transfer** you wish to cancel, then select “**Cancel Transfer**”.

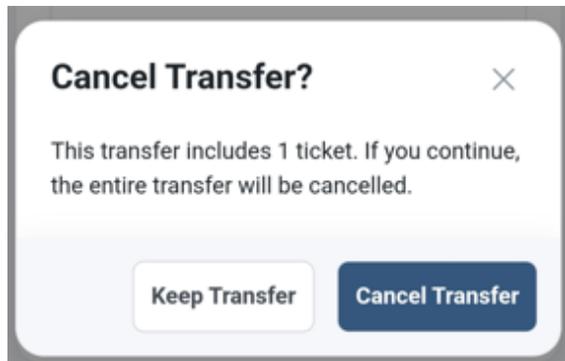
Computer:



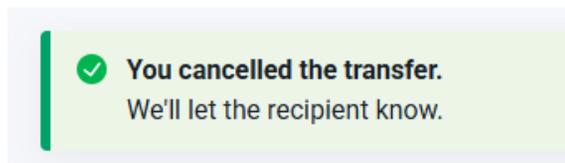
Phone:



You will see a **pop up** asking you to verify that you wish to cancel the transfer. Select “**Cancel Transfer**” to finalize.



You will see another **pop up** confirming the **transfer was cancelled**. **Both you and the recipient will receive an email** letting you know it was cancelled. Any previous transfer links sent will be deactivated.





You canceled a ticket transfer

To: **Account Name**

THE HUNCHBACK OF NOTRE DAME

Wed, Jun 25, 2025 · 8:30pm

Level 1
Section RSVD · Row M
Seat(s) 34

You can start a new transfer or manage your tickets from [My Account](#).



Transfer Canceled

The following transfer was canceled by Account Name . You can contact them to request a new transfer.

THE HUNCHBACK OF NOTRE DAME

Wed, Jun 25, 2025 · 8:30pm

Level 1
Section RSVD · Row M
Seat(s) 34