

## **How to Donate Tickets to**

**Gameday For Heroes** 

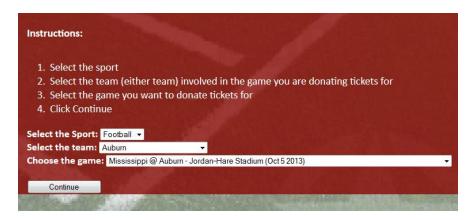
Thank you for donating tickets to Gameday For Heroes and more importantly, our Military Heroes who are so deserving of this generous Gameday donation!

## To donate tickets:

- 1. Login or Register at Gameday For Heroes
- 2. On the internal Donor menu, click on "Menu→Donor→Donate Tickets"



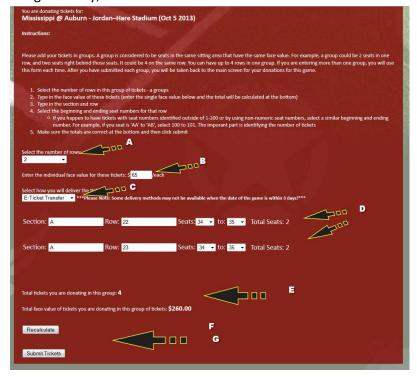
- 3. Next, Select the Sport, then either team associated in the game you wish to donate tickets to, and then locate and select the game in the drop down. Then click Continue.
  - a. If a game does not show up in the drop down, there are two possibilities:
    - i. The game is too close to kickoff, and we cannot accept tickets
    - ii. We did not think we would receive tickets, so we might have left the game off the schedule
  - b. Contact Gameday to see if the game can be added or if you can get a last minute request in



4. Next, click on the large "Donate Tickets to This Game Link"



- 5. You will then enter the actual tickets:
  - a. Select the number of rows for this group of tickets (e.g. a total of four tickets having 2 tickets on row 22 and 2 tickets on row 23 would equal 2 rows here)
  - b. Specify how much the face value of each ticket is
  - c. Select a delivery method
  - d. Input the section, row, and seat numbers for each row
  - e. Double check the total number of tickets and the total value of your donation if these totals are not what you expected, click the recalculate button and/or double check your seat entries
  - f. Once all required data has been input, the "Submit Tickets" button becomes enabled. If this button cannot be clicked, you are missing data.
  - g. Finally, click the "Submit Tickets" button



6. After you submit the tickets, you will be taken back to the screen from step 4, however, your donated ticket will now appear in the list of tickets you have donated:



7. You can add more tickets by clicking on the "Donate a group of tickets for this game" link again and repeating the process.

Should you have any questions about donating tickets, please contact info@gamedayforheroes.org.

Thank you for supporting Gameday For Heroes!