

# HOW TO USE THE TICKETING SYSTEM

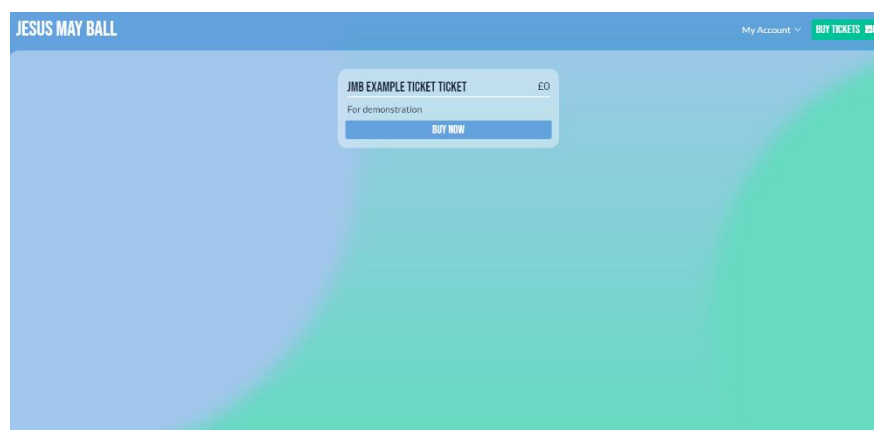
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## CREATING AN ACCOUNT

- Upon visiting <https://tickets.jesusmayball.com/> for the first time you will see the login page.
- All students should log in with raven.
- If you are not a student you can sign up with an email address of your choosing.
- This implementation of raven uses google authentication, so you may be redirected to the google accounts page, if you are, select your Cambridge google account.
- If you are having trouble logging in with raven try using a different device or browser.

## BUYING A TICKET

- Once you log in you will see the following page:

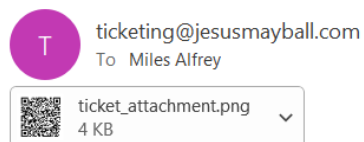


- Once you select a ticket it will be reserved for 5 minutes so you can indicate any dietary requirements you may have and pay for the ticket.
- When it asks for your postcode you can use either your term-time address or your home postcode (if it is in the UK).
- You will then receive an email with a QR code that is your ticket.

**Do not share this with anyone, every QR code can only be used once and we will check the name linked to the QR code.**

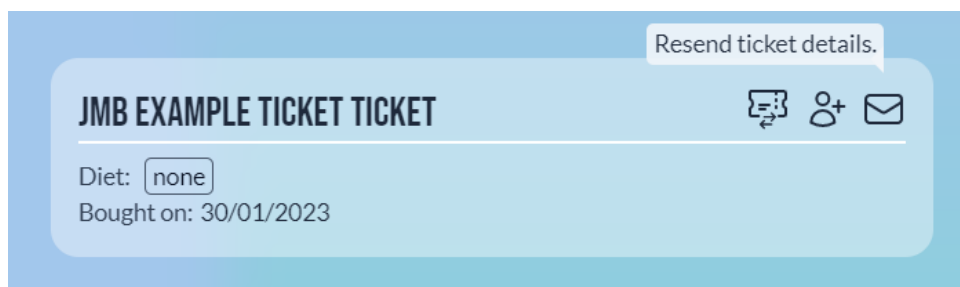
- The email looks like:

You're going to Jesus May Ball



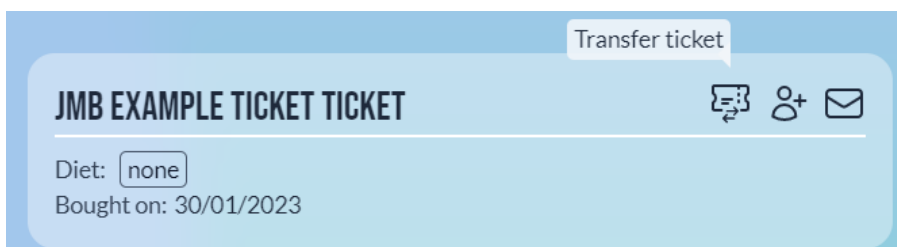
Congratulations on purchasing a ticket to Jesus May Ball. To view your ticket details head to the tickets page of your account.

- If you need to resend the email for whatever reason you can press the "resend ticket details" button on the 'my tickets' part of the website.



## TRANSFERRING A TICKET

- Once you own a ticket you can choose to transfer the ticket to anyone with an account by pressing the "transfer ticket" button under the "my tickets" section.



- Upon pressing this button you can fill in the email address of the person who you want to transfer your ticket to.

Transfer this ticket

Please enter the email of the user you would like to transfer this ticket to. The ticket will not be transferred until the recipient accepts and pays for the transfer. Jesus May Ball reserves the right to invalidate any tickets found to be sold for more than cost price.

This transfer will cost the recipient £10

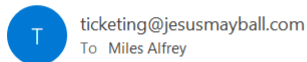
Email:

[Request Transfer](#)

**Make sure you want to do this, this cannot be undone by the sender.**

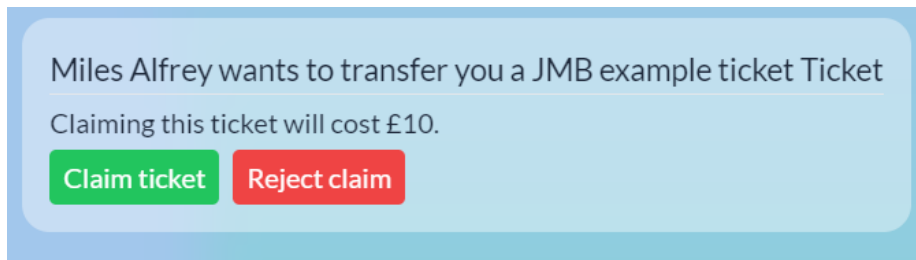
- The receiver will then get an email informing them about the ticket transfer.

Someone wants to transfer you a ticket



Root wants to transfer to you their ticket to Jesus May Ball. To claim this ticket head to [tickets.jesusmayball.com/dashboard/tickets](https://tickets.jesusmayball.com/dashboard/tickets)  
The cost of accepting the ticket is £10.

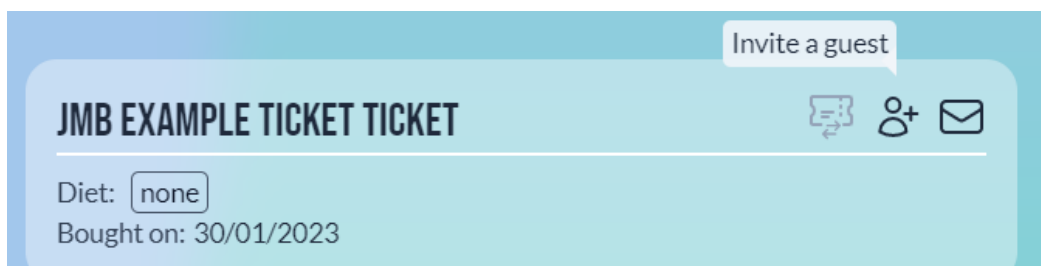
- They will then have to go their "my tickets page" where they will be able to see the ticket offer:



- The receiver can either spend the transfer cost and claim the ticket, or reject it, enabling the ticket to be transferred again.

## USING RIGHT TO BUYS

- Once you own a ticket with a right to buy allowance you can choose to give the right to buy to anyone **with an account** by pressing the "invite a guest" button:



- You then have to fill in the email of the person you want to give the right to buy to.

Enter the email of the user you would like to invite to purchase one of the listed ticket types.

You have 2 guest invites remaining.

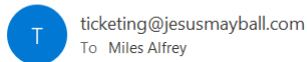
Email:

[Invite User](#)

**Make sure to only press invite user once, it is possible to send the same person multiple right to buys.**

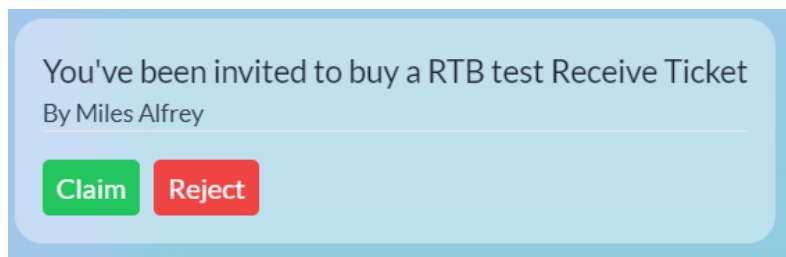
- The receiver will then receive an email informing them about their right to buy.

Root has invited you to purchase a ticket to Jesus May Ball



Root has invited you to purchase a ticket to Jesus May Ball. To claim this invite and purchase a ticket head to [tickets.jesusmayball.com/dashboard/tickets](https://tickets.jesusmayball.com/dashboard/tickets)

- They can then see their invitation to buy a ticket on their "my tickets" page.



- If they press claim, they will then be able to choose the ticket that they want to buy, if they press reject, the sender can choose to send the RTB to someone else.

## Ticket purchase

Select the ticket type you would like to claim:

**RTB TEST RECEIVE TICKET** £0

Receive test

[Claim](#)