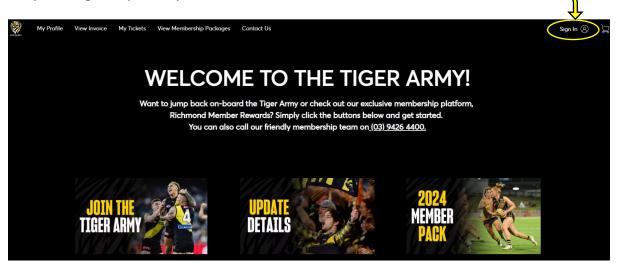
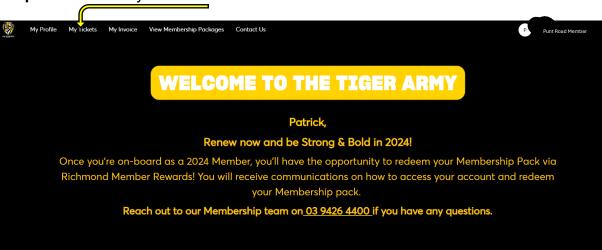
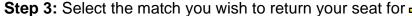
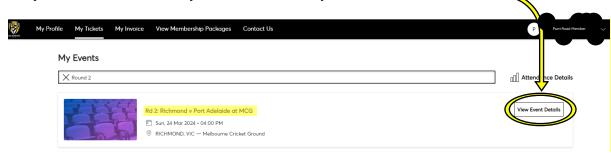
Step 1: Log into your My Richmond Account



Step 2: Click on 'My Tickets'

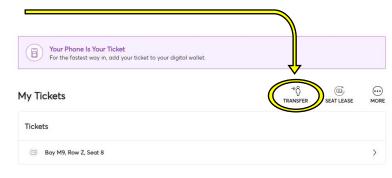




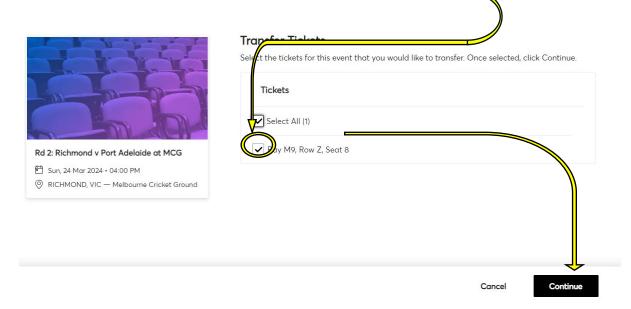


Step 4: Click "Seat Transfer"

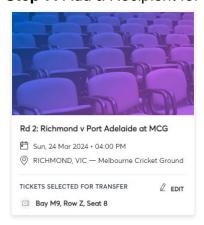




Step 5: Confirm the seat you wish to return and click 'continue'.



Step 7: Add a Recipient for your ticket:

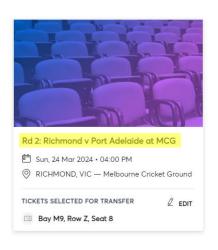


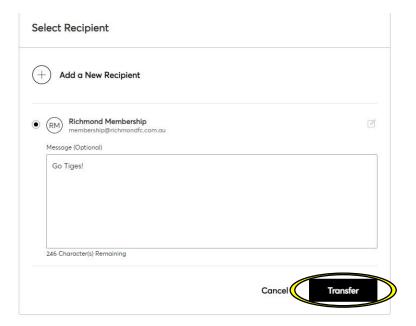
## **Transfer Tickets**

Add a new recipient or select an existing recipient to transfer the selected tickets to. Once selected, click Transfer. To edit the tickets you are transferring, click Edit.

Membershi	D	
_		

Step 7: Review your details and click 'Transfer





## You're All Set!

You have transferred your tickets successfully!

**Expiration Info:** 

Richmond Membership has until Sun • Mar 24, 2024 • 03:59 PM to accept the transfer.

We'll let you know when Richmond accepts the tickets. If anything changes, though, you can easily cancel the transfer as long as the recipient hasn't accepted them yet.