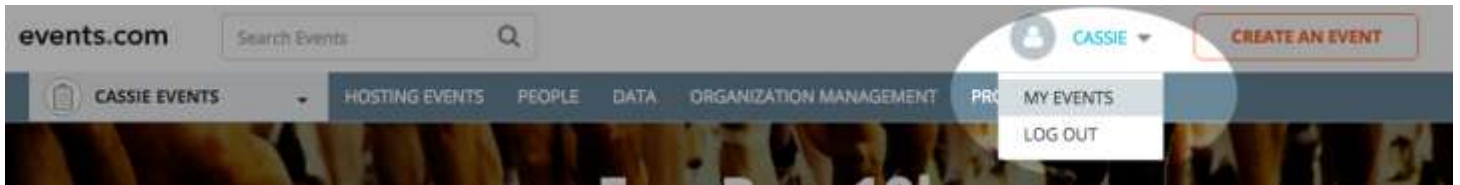


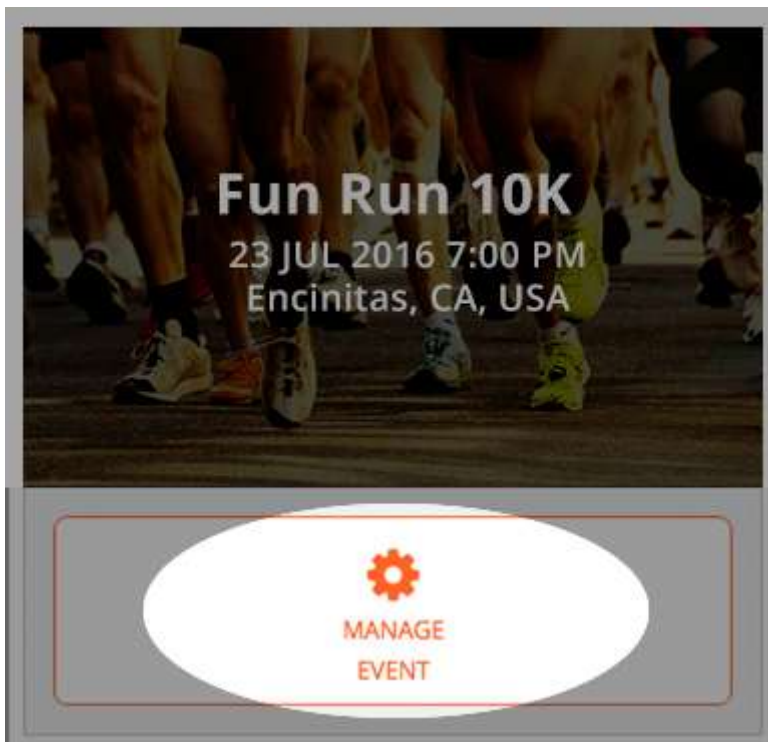
RACE TRANSFER INSTRUCTIONS

Note that to access this feature you must be listed as the Buyer of the registration/ticket type (you are the person who made the purchase). Here's how to make the change in a few steps:

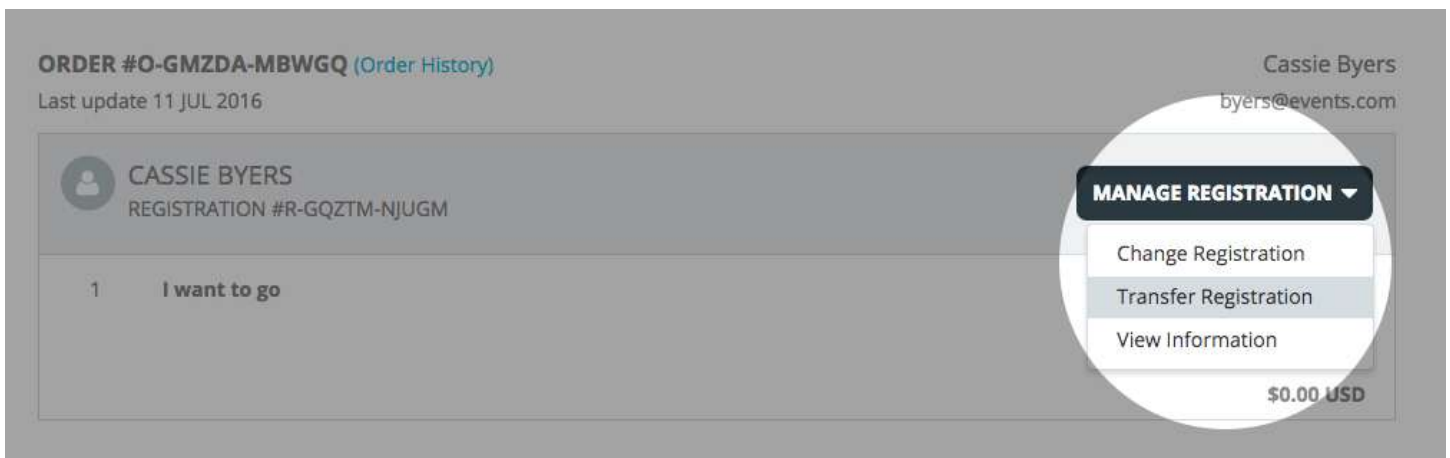
1. Log in to Events.com
2. Click on your profile name and select the menu item, **MY EVENTS** from the drop-down menu



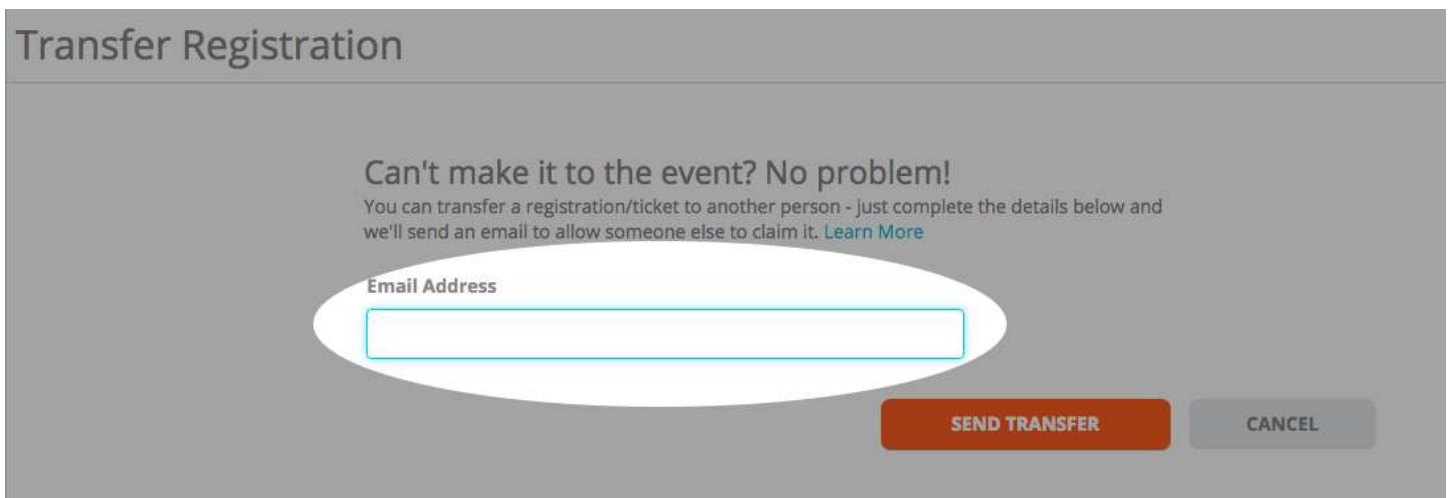
3. Click **MANAGE EVENT** on the event you want to transfer



4. Find the registration that you would like to change. Select **MANGE REGISTRATION** then **TRANSFER REGISTRATION**



5. Enter the person's **Email Address** you would like to transfer the registration/ticket to



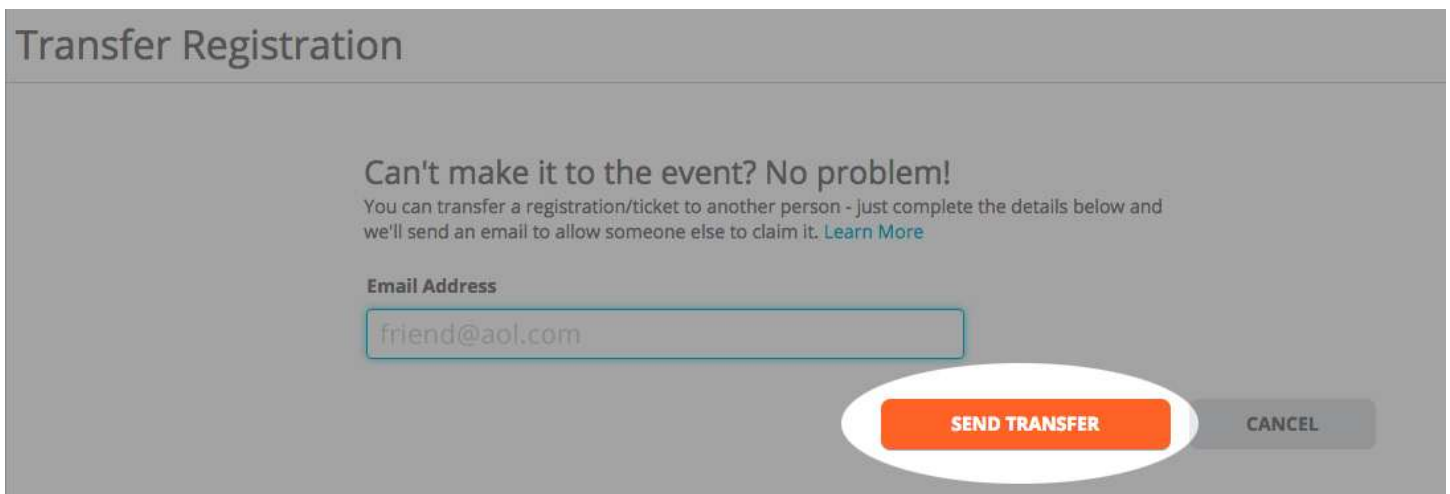
Transfer Registration

Can't make it to the event? No problem!
You can transfer a registration/ticket to another person - just complete the details below and we'll send an email to allow someone else to claim it. [Learn More](#)

Email Address

SEND TRANSFER CANCEL

6. Click **SEND TRANSFER**



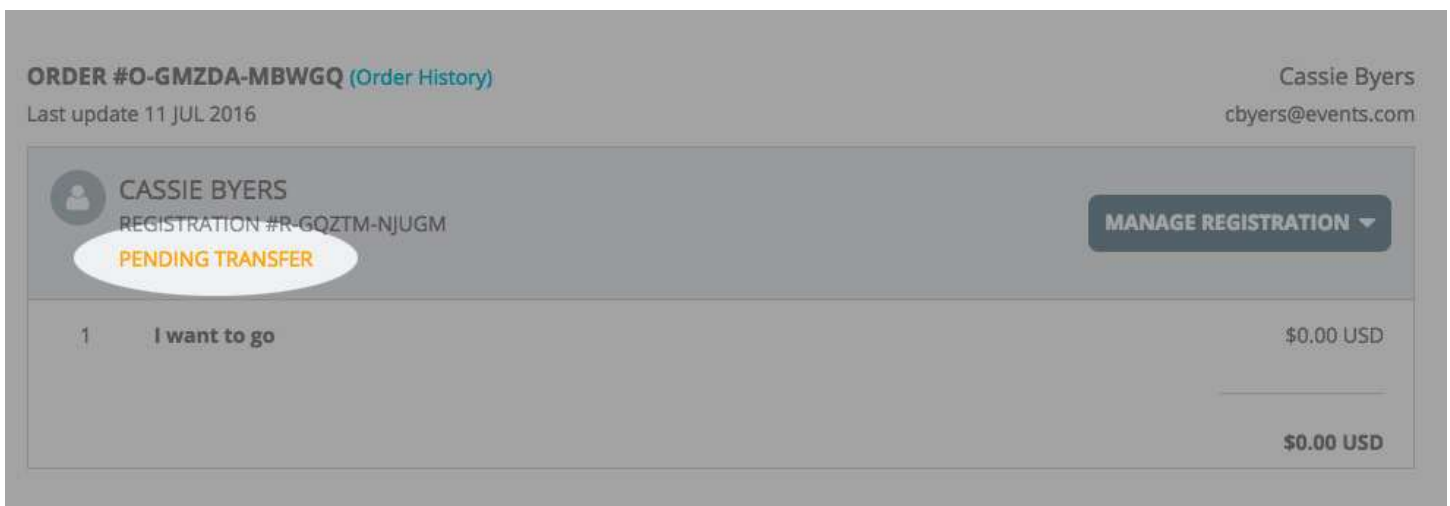
Transfer Registration

Can't make it to the event? No problem!
You can transfer a registration/ticket to another person - just complete the details below and we'll send an email to allow someone else to claim it. [Learn More](#)

Email Address


SEND TRANSFER CANCEL

7. You will see that under the person's registration, it will now read, **PENDING TRANSFER** in the order. This will confirm that your transfer request went out.



ORDER #O-GMZDA-MBWGQ ([Order History](#)) Cassie Byers
cbyers@events.com

Last update 11 JUL 2016

 CASSIE BYERS REGISTRATION #R-GQZTM-NJUGM PENDING TRANSFER	MANAGE REGISTRATION ▼
1 I want to go	\$0.00 USD
\$0.00 USD	

8. An email has been sent to the person you are transferring the registration to, and you will also receive a copy of the email. To finalize the change, the person you are transferring the registration to will need to pay a \$10 dollar processing fee.