

# Account Manager Guide

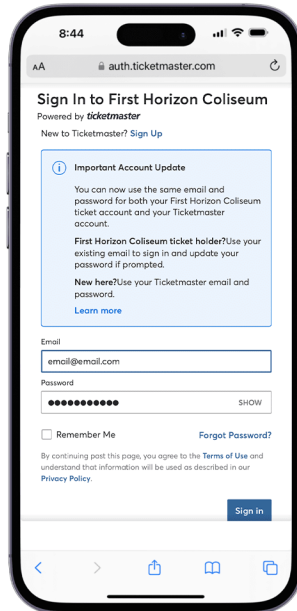
## Step 1

Visit Account Manager at [gsocomplex.com/account](https://gsocomplex.com/account) & click on the User icon to sign in.



## Step 2

Enter your email address and password and click "Sign In".  
*If you need to reset your password or if it's your first time signing in, click on "Forgot Password?"*



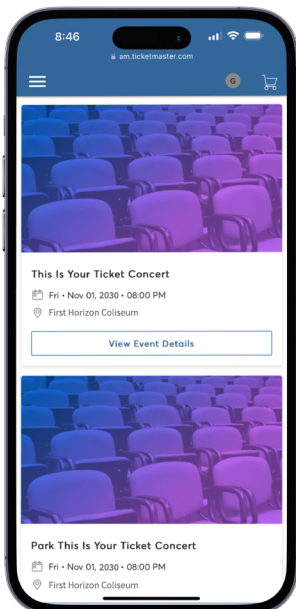
## Step 3

Once redirected to the homepage, scroll down to "Manage Tickets" and click on "My Tickets".



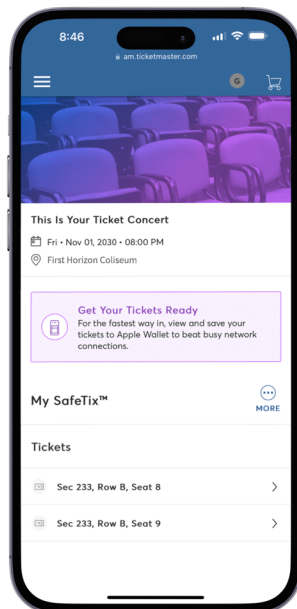
## Step 4

Locate your desired event from the event list. Confirm that you have selected the right date and time, and click "View Event Details".



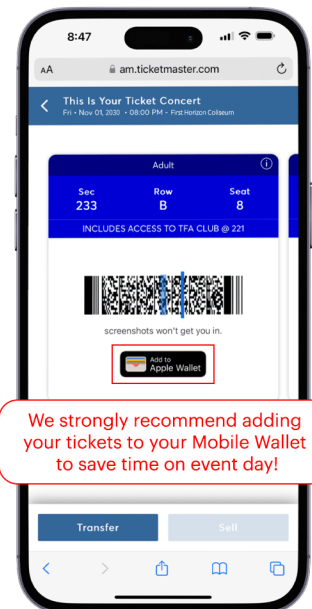
## Step 5

Click on the first ticket listed under "Tickets".



## Step 6

***This is your ticket!***  
A blue line animation will hover over the barcode to show that it is not a screenshot.



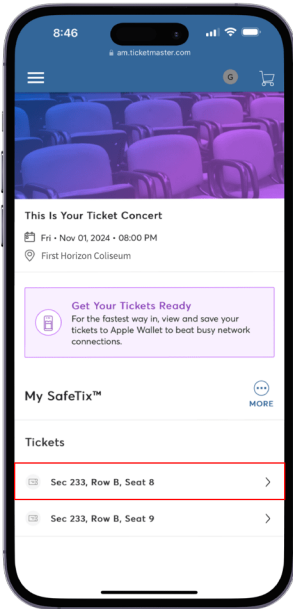
**Important! Screenshots will not scan at the door!**

Updated December 2024

# Mobile Transfer Guide

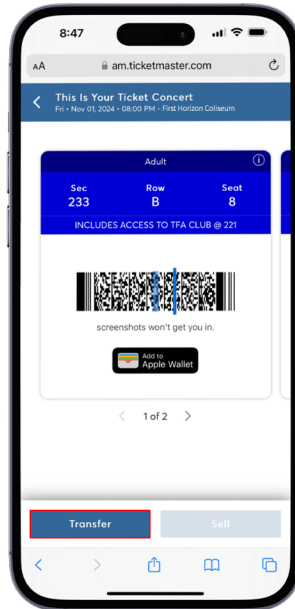
## Step 1

Select an event from "My Tickets" and click your ticket.



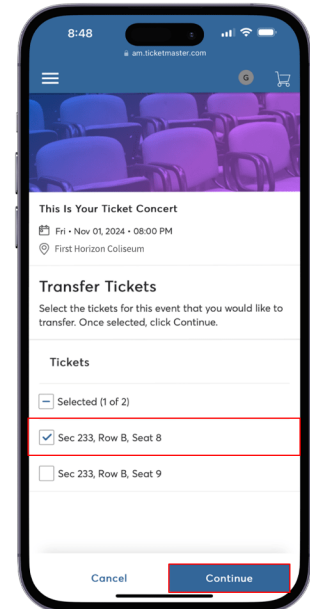
## Step 2

Review your ticket carefully to make sure you have selected the right event, date, and time.



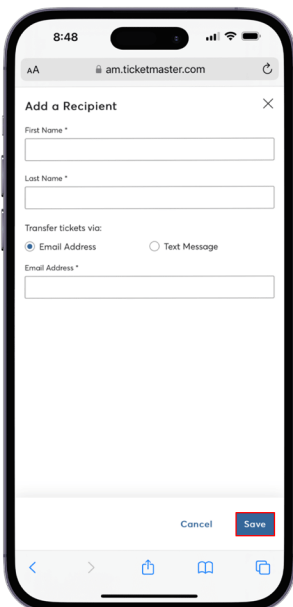
## Step 3

Select which ticket(s) you would like to transfer, then click "Continue".



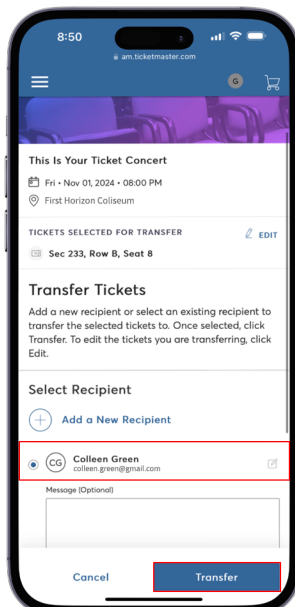
## Step 4

Complete the required fields with your recipient's information, then click "Save".



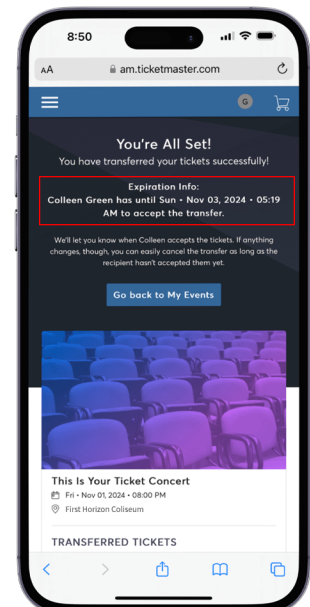
## Step 5

Select your recipient, and enter a message if you'd like, then click "Transfer".



## Step 6

Congratulations! You have successfully transferred your ticket. Please read the notices and make note of the expiration date.



**Important! Screenshots will not scan at the door!**

Updated December 2024