

# Visit: am.ticketmaster.com/riverhoundssc

# Click "Sign In" in the top right hand corner

PITTSBURGH RIVERHOUNDS

## Welcome to Account Manager,

Account Manager is your dedicated platform for purchasing, upgrading and managing tickets.

To access your tickets, pay an invoice or purchase tickets, log into your account by selecting "Sign In/Sign Up" in the upper right corner and entering your email address and password.

For first time users, please click "Sign In/Sign Up" in the upper right corner. Create your account by selecting "Click Here" at the bottom of the screen.



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# For the first log in, you will put in your e-mail address that is currently on file with us and click

# forgot password.

An e-mail will be sent with a one time use code. This code will allow you to set your password for the first time.

After this first log in, you will not need to go through these steps unless you forget your password.

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### Sign In to Pittsburgh Riverhounds

Powered by ticketmaster

### Important Account Update

You can now use the same email and password for both your Pittsburgh Riverhounds ticket account and your Ticketmaster account.

Pittsburgh Riverhounds ticket holder? Use your existing email to sign in and update your password if prompted.

New here? Use your Ticketmaster email and password.

Learn More

### Email Address

(i)

ticketing@riverhounds.com

Password

This field is required.

Remember Email

Forgot Password?

SHOW

By continuing past this page, you agree to the **Terms of Use** and understand that information will be used as described in our **Privacy Policy**.

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# Welcome

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#HOUNDTAHN, can you feel the excitement? Your BRAND NEW Pittsburgh Riverhounds SC Account Manager will put everything you need right at your fingertips.

With Account Manager, you will have the ability to pay your invoices, manage your tickets (transfer, donate and resell), and access your tickets from any device.

As a valuable member of the Pittsburgh Riverhounds SC family we will, from time to time, offer exclusive deals for you that aren't available to the general public. Keep a lookout for these special offers in your email and here in Account Manager!

Thank you for your continued support!

Once logged in you will see the primary account holder name in the top right hand corner.

To view your 2024 Flexbook Event, you will need to select "My **Events**" from the top menu.

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## First, select "Select Event" next to the 2024 Riverhounds Flexbook event.



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# You will then be shown your remaining flexbook vouchers. To select what vouchers to exchange, select "exchange".



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Next, select the number of vouchers you would like to exchange by clicking the white box. Once selected, a yellow checkmark will appear. The number of vouchers you select will be noted above the list of vouchers. Once you have selected the desired vouchers, select "continue".





My Events

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**Exchange Tickets** 





You will then be prompted with the list of 2023 regular season home matches. Scroll throughout the page until you find your desired match, then select "Select Event" to continue.





The sections highlighted in blue indicate the sections available through your Flexbook. To view availability, select a section. If you have a General Admission Flexbook, please skip to slide 12.



The blue dots indicate seats that are available. To view the information about the seat, hover over the blue dot with your cursor. To select the seat, hover over the dot and then click on the seat.

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# After selecting your seats, hover over the shopping cart in the top right and click "continue".



# **General Admission**



For General Admission tickets, confirm you have selected the number of vouchers you would like to redeem. There will be multiple sections listed, but all sections grant access to the General Admission section of the Stadium. To continue, select "Add to Cart".

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# After selecting your seats, hover over the shopping cart in the top right and click "continue".



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IRGH My Events

### Review the details of your exchange

Below is a final review of your exchange. Please review the ticket details of your exchanged event and new event as well as the cost summary. Once you review, click Submit.



Prior to completing checkout, you will be prompted with a summary of the exchange. The "New Event" represents the game you selected to redeem your vouchers and will list the seats you selected. To continue, select "Submit"

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### Summary

Cost of New Seats:	\$72.00
Section 105, Row G, Seat 7-8	\$72.00
Applied Credits:	\$72.00
Total cost of new seats:	\$72.00
Applied Credits:	-\$72.00
Total Amount Due:	\$0.00
<ul> <li>Note: Review your selection current seats won't be exchanged</li> </ul>	s, your anged until
you click submit.	
Submit	



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# Complete the checkout steps and submit your payment

Below are the steps you will need to complete in order to submit your payment. On the right rail, your summary will automatically update based on the options you select under each step. Once you complete each step, click "Submit".

Pittsburgh Riverhounds SC vs. To	ampa Bay Rowdies: <mark>Mobile</mark>	)	
Mobile			
Payments 🔗			
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# Finally, select the box to accept the Terms and Conditions and select "Place Order"



# **Frequently Asked Questions**

## How do I know how many vouchers I have remaining?

To determine the number of remaining vouchers, select the Riverhounds Flexbook event and select exchange.

We need to update our contact information, can we do that through Account Manager?

We ask that all contact information be updated by submitting an e-mail to ticketing@riverhounds.com.