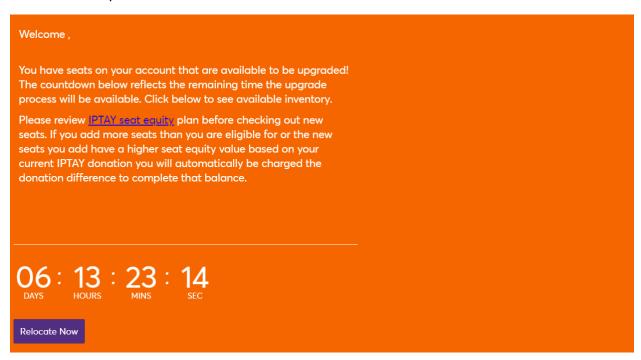
## **Football Seat Selection Process Virtual Venue Walkthrough**

Season Ticket Holders have the opportunity to relocate their seats once they have renewed for the upcoming season. The information below will walk you through the process of relocating your seats once you have renewed your season tickets and received your appointment time via email. Please note, your selection time is assigned automatically by IPTAY Level and priority points within that level.

- 1. Log in to your account at <u>Clemson Tigers Account Manager</u> (We recommend doing this on a desktop or laptop computer.)
- 2. Once your appointment time has been scheduled a box will appear on the home screen when you first sign in. When it's your scheduled time, select 'Relocate Now' to be taken to the Virtual Venue. If you have a future appointment time, you'll see the same screen, but the box will say "Preview Seats". You're now able to go in before your appointment time and preview available inventory.

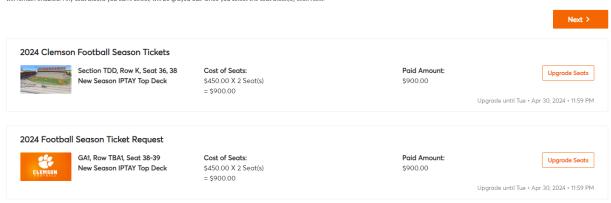


- 3. Next, you will select the seats you want to upgrade.
  - 1. If you are looking to move your current season ticket location, click on 2024 Clemson Football Season Tickets "upgrade seats".
    - 1. You may add additional tickets up to your IPTAY donation level limit during this process. If you add more seats than you are eligible for or if your seat equity value becomes higher than your 2024 pledge, you will automatically be charged the difference to IPTAY to complete that balance. Please review IPTAY seat equity plan.
  - 2. If you are looking to keep your existing season ticket location the same but are interested in adding additional seats for the 2024 season, click on the 2024 Football Season Ticket Request "upgrade seats".

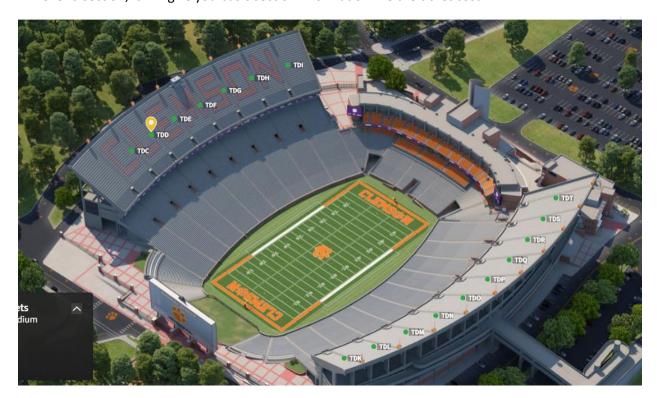
- 1. If you add more seats than you are eligible for or if your seat equity value becomes higher than your 2024 pledge, you will automatically be charged the difference to IPTAY to complete that balance. Please review <a href="IPTAY seat equity">IPTAY seat equity</a> plan.
- 3. Click "Next" when you are done with that.

## Select the current seat block(s) that you would like to upgrade

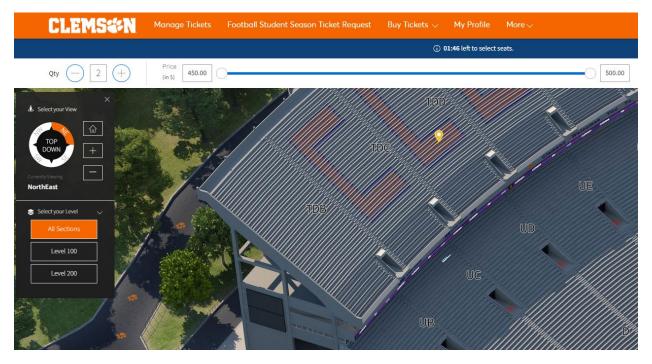
The seat blocks on your account that you are eligible to upgrade are listed below. You may be able to select multiple blocks based on the locations listed. When you select a seat block, if you have other available seat blocks to select, they will remain enabled. Any seat blocks you can't select, will be grayed out. Once you select the seat blocks, lock Next.



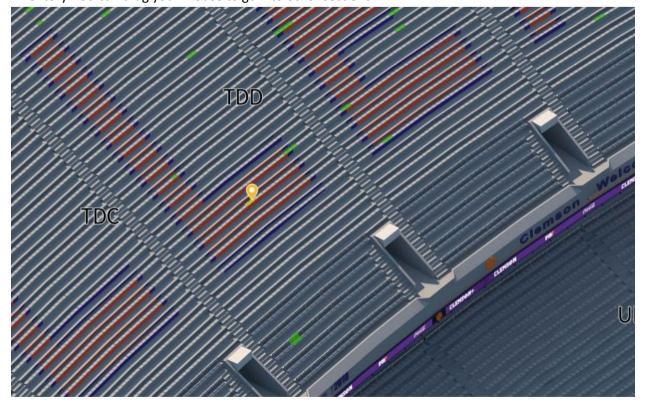
4. You will be taken to the overview of the virtual venue map. All of the sections are labeled and below each section number is the number of available tickets within that section. If you scroll over a section, it will give you basic section information like the ticket cost.



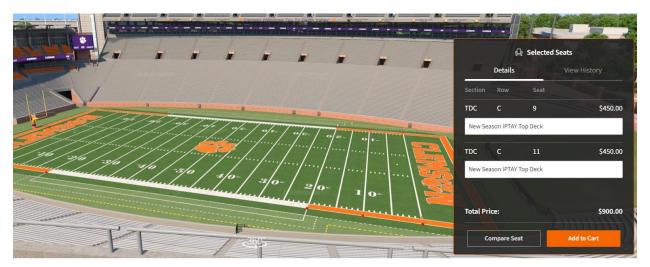
5. If you would like to increase the quantity of tickets you are selecting, you can do this by editing the quantity of tickets in the top left-hand corner. You will not be able to request fewer tickets than you originally ordered.



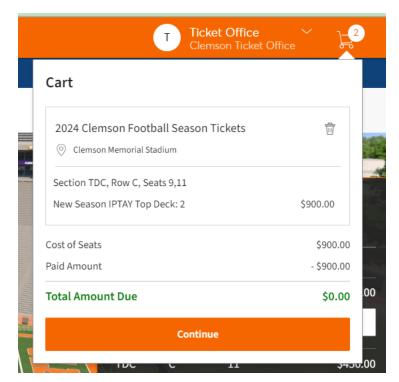
6. Click on a section you are interested in viewing. At this point you will only see available inventory. You can drag your mouse to go into other sections.



7. Select the seats you are interested in by clicking on them. Once you click, you will need to click the "Add to Cart button." In this example, section TDC, row C, seats 9,11 was selected. IT IS NOT POSSIBLE TO LEAVE A SINGLE SEAT, YOU WILL RECEIVE AN ERROR MESSAGE.



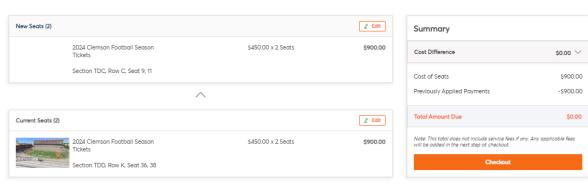
8. Once seats are in your cart, you will need to click the "Continue".



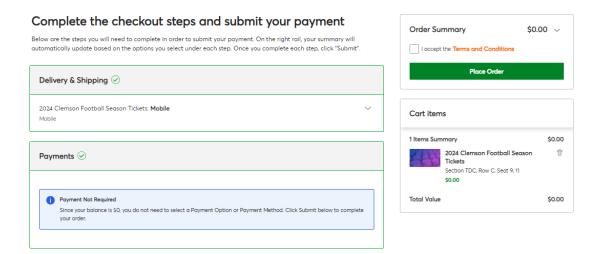
9. This is the final summary of the exchange that is about to take place. Again, the seat equity value will not be displayed here, so you'll need to know the per seat value of the section you're selecting (<a href="IPTAY seat equity plan">IPTAY seat equity plan</a>). You'll automatically be charged for this difference in contribution if the seat equity is higher than you donated. When you're ready to move forward, click the "Proceed to Checkout".

## **Shopping Cart**

Review the items added in your shopping cart below and proceed to checkout in order to confirm them.



10. Checking out is your final step. If you have already paid in full you will see a \$0 balance. If you are on a payment plan, you'll be able to re-enroll for the payment plan using the drop-down menu. Again, please note that if you moved into a higher seat equity value area you will automatically be charged the difference. Please make sure you check the checkbox to accept the terms and click "Place Order". Your order is not confirmed until you click "Place Order", even if you do not know owe anymore money.



11. If you are on the 3-month payment plan, you will have the option to pay for the remaining balance due or continue the 3-month payment plan. The pay in full option is automatically selected during checkout. If you prefer to stay on the 3-month payment plan, you will need to select that under "Payment Options" (see screenshot below).

