## Rapids Season Ticket Member Exchange Flow

1) Log in to your KSE Account Manager using your Rapids' account email and password
2) Click 'Manage Tickets' and select the match you would like to exchange tickets out of
3) Once in the event, click the 'More' options button and select 'Exchange'


Colorado Rapids vs. FC Dallas
堇 Wed • Jul 21, 2021 • 07:00 PM
○ Commerce City, CO - DICK'S Sporting Goods Park


My SafeTix ${ }^{\text {m }}$
(a) Sec 103, Row 7, Seat 15

Es Sec 103, Row 7, Seat 16
(G)Sec 103, Row 7, Seat 17

EFBS Sec 103, Row 7, Seat 18


4) Select the ticket/s you wish to exchange (this can be all seats or select seats). Then click 'Continue'


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© Commerce City, CO - DICK'S Sporting Goods Park

## Exchange Tickets

Select the tickets for this event that you would like to exchange. Once selected, click Next to view the available events

5) Select an eligible match to exchange into*
*The only non-eligible exchange matches are July $4^{\text {th }}$ vs. Portland and October $21^{\text {st }}$ vs. Real Salt Lake


## Colorado Rapids vs. FC Dallas

Wed • Jul 21, 2021 • 07:00 PM
© Commerce City, CO - DICK'S Sporting Goods Park
TICKETS SELECTED FOR EXCHANGE
2 EDIt
EIES Sec 103, Row 7, Seat 15
[E] Sec 103, Row 7, Seat 16

-     - Sec 103, Row 7, Seat 17

E $E=$ Sec 103, Row 7, Seat 18

## Exchange Tickets

Listed below are the events you are eligible to exchange into. Select the event to continue to select your seats. To edit the tickets you are exchanging, click Edit.

6) The Interactive Seat Map will then load to pick new seats. The quantity selector in the top left corner of the screen will default to the same number of tickets you have selected to exchange out of. Make sure that is the correct number of seats you are exchanging and then pick your new desired seats*
*You must select tickets that are equal to or greater than the cost of your Season Ticket Membership seats

7) Once seats are selected, they will add to your Shopping Cart in the top right corner of the screen. Click the Shopping Cart icon to review your selections and then click 'Continue'

8) In the Summary page, you can compare the Cost of New Seats to your Applied Credits (cost of membership seats you are exchanging out of). If you are exchanging seats into a match in the same Price Tier and location, your Total Amount Due will be $\$ 0$. If you are exchanging seats into a higher tiered match or a higher priced location, your balance due will show. Click 'Next' to move to the Checkout Screen

## 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 Next to proceed to the checkout step.
New Event
New Tickets
Colorado Rapids vs. Austin FC
Qty: 4 Tickets
Section 127, Row 19, Seat 5-8

## Summary

| Cost of New Seats: <br> Section 127, Row 19, Seat 5-8 | $\$ 176.00$ |
| :--- | ---: |
| Applied Credits: <br> Total cost of new seats: <br> Applied Credits: | $\$ 0.00$ |
| Total Amount Due: | $\$ 176.00$ |

Colorado Rapids vs. FC Dallas
Qty: 4 Tickets
Wed • Jul 21, 2021 • 07:00 PM
DICK'S Sporting Goods Park

Tickets selected for exchange
*) Sec 103, Row 7, Seat 15
Sy Sec 103, Row 7, Seat 16
*) Sec 103, Row 7, Seat 17
$\Leftrightarrow$ Sec 103, Row 7, Seat 18
9) Select Delivery Method (only Digital Delivery available)
10) Complete Payment Options screen. If the cost of your new seats is equal to the seats being exchanged, the Payments section will not display. If you exchanged your seats to a higher tiered match or a higher priced location, select the 'Pay in Full' option and select your preferred payment method

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".
Submit Order
Submit Order

$$
\underset{\text { To Complete Purchase }}{07 \mathrm{~m}} 37 \mathrm{~s} \quad \text { We will release the reserved items if }
$$

Cart items (1)
Colorado Rapids vs. Austin FC Section 127, Row 19, Seat 5-8
$\$ 176.00$
Total Value
$\$ 176.00$

Order Sum
Ticket Subtotal $\$ 176.00$
Delivery
$\$ 0.00$

Payment Due Today
$\$ 176.00$
$\$ 176.00$
11) Click the 'I accept the Terms \& Conditions' box, then 'Submit Order' to complete your exchange

