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'



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



Exchange Tickets

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

Select All (4)	
Sec 103, Row 7, Seat 15	
Sec 103, Row 7, Seat 16	
Sec 103, Row 7, Seat 17	
Sec 103, Row 7, Seat 18	

Cancel	Continue
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5) Select an eligible match to exchange into*

*The only non-eligible exchange matches are July 4th vs. Portland and October 21st vs. Real Salt Lake



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



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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

Below is a final review of your exchange. Please review the ticket details of your exchanged event and new event as well as the c summary. Once you review, click Next to proceed to the checkout step.		Summary	
New Event	🖉 Edit	Cost of New Seats: Section 127, Row 19, Seat 5-8	\$176.00 \$176.00
Colorado Rapids vs. Austin FC City: 4 Tickets Wed + Sep 29, 2021 + 07:00 PM © DICK'S Sporting Goods Park		Applied Credits: Total cast of new seats: Applied Credits:	\$0.00 \$176.00 \$0.00
New Tickets	~	Total Amount Due:	\$176.00
vent selected for exchange	🖉 Edit	 Note: Review your selections, your 	current seats won't
Colorado Rapids vs. FC Dallas City: 4 Tickets Wed • Jul 21, 2021 • 07:00 PM O DICK'S Sporting Goods Park		be exchanged until your payment	is successful.
Tickets selected for exchange	^		
◊ Sec 103, Row 7, Seat 15			
Sec 103, Row 7, Seat 16			
Sec 103, Row 7, Seat 17			
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

Delivery & Shipping	*	Colorado Rapids vs. Austin Fi	
2 Payments		Section 127, Row 19, Seat 5-8 \$176.00	
Payment Option		Total Value	\$176.0
Select Payment Option		Order Summary	
Pay In Full		Ticket Subtotal	\$176.0
3 Month Installment		Delivery	\$0.0
I accept the Terms and Conditions	Submit Order	Total Amount Due: Payment Due Today	\$176.C \$176.C

11) Click the 'I accept the Terms & Conditions' box, then 'Submit Order' to complete your exchange