

Spartan Public Ticket Transfer FAQ

What is Ticket Transfer?

Ticket Transfer allows Spartan season ticket holders to transfer their tickets to another MSU fan **PRIOR TO THE GAME**. This process will void the barcode on the original ticket and a new ticket will be emailed as a print at home ticket or printed and left at will call.

What is the deadline to transfer Spartan Ticket(s)?

Three transfer steps must be completed by the start of the game.

1. Invitation to transfer must be **SENT** to potential recipient
2. Invitation must be **ACCEPTED** by recipient
3. \$15 transfer fee **PAID** online

Where can I transfer Spartan tickets?

Online only at www.msuspartans.com

How Do I Transfer a Ticket Online?

- 1) Go to www.msuspartans.com
 - a. Scroll over the TICKETS tab at the top of the screen
 - b. Click on ORDER TICKETS
- 2) If you have used the online ticket office before, input your login information by clicking on the login box at the top of the screen
- 3) If you have not used the online ticket office before click on “Activate Your Account” - you will need your AD/Ticket Number and PIN provided by the Spartan Ticket Office (tickets@msu.edu or 517.355.1610)
- 4) Once logged in, Scroll over ACCOUNT OPTIONS at the top of the screen, then click on “View my Tickets/Update address/ Find Pin”
- 5) On the right side of that page click on “Spartan Ticket Transfer”
- 6) Click the *Transfer* link below the game you wish to transfer.
- 7) Check one box for each individual seat you wish to transfer to another MSU fan. You will be asked to confirm your request on the following page.
- 8) Enter the information for the person who you are transferring the ticket to and who will pay the \$15 per transaction transfer fee.
- 9) If you are paying the transfer fee then enter your payment information.
- 10) Submit the information and confirm the information is correct on the next page.
- 11) Click the *Sign Out* button to complete the transfer invitation.
- 12) **The Recipient will receive an email and will have to follow the link to accept the transfer. If applicable, they will have to pay the \$15 transfer fee. The transfer will not be complete until the recipient has accepted the transfer.**
- 13) Please destroy the original ticket as the barcode has been deactivated.
- 14) **A person trying to gain admission with the original ticket will be denied entry.**

For more information, contact:

Spartan Ticket Office
517.355.1610 or 800.GO.STATE
tickets@msu.edu

