

Print-at-Home Helpful Hints

***NEW Print-At-Home Pick Up**

The OU Ticket Office is excited to be implementing a new online student football claim process for admittance to football games this year. Beginning on Sundays at 5pm (cst) through Wednesday at 3pm (cst), students eligible for football tickets will be able to claim their ticket for that week's game online. Students will be issued a digital Print-At-Home ticket with a unique barcode via email. [Click here](#)

We encourage you to take advantage of this time saving feature to avoid potential long lines at the box office. Pick up at the OU Athletics Ticket Office will also be available from Monday – Wednesday from 8am to 5pm (cst).

**The office will be closed September 1 in observance of Labor Day.*

2008/2009 OU STUDENT SEASON TICKET PRINT AT HOME INSTRUCTIONS

- 1) Log on to www.soonersports.com.
- 2) Click on the "OU TICKET OFFICE" link, located on the upper right corner of the screen.
- 3) Click on "Main Window."
- 4) Click on the "OU Student Tickets" link.
- 5) Type in your email address and password that you set up previously or click on "Register" and enter your student ID number and complete the registration process.
 - Read the "For Your Information" and "Very Important" titled sections. Click on the game that is shown.
 - Students with one season ticket: Enter "1" in the Student box.
 - Students with two season tickets: Enter "1" in the Dependant and Student box.
- 6) Click "Add to Cart"
- 7) Enter the word verification. Choose "Print-at-home" for the ticket delivery method. Click the "Checkout" button.

Your print-at-home ticket will be delivered to the email address on your ticket office account within 24 hours of completing the process. Please ensure that your email address accepts these emails and is not automatically deleting them or placing them in a junk folder.
- 8) Click the "Submit Payment" button.

Once you submit your ticket claim you will receive an on-screen confirmation (print for your records), an email confirmation (save for your records) and an email with your print-at-home tickets attached (if you have two season tickets both the student and the dependant ticket will be included as one attachment). Please allow up to 24 hours to receive the print-at-home attachment. Print out your ticket(s) and keep in a secure area, for the best print quality please use a laser printer. You must present the full 8 ½ x 11 sheet for admittance along with your OU student id. Do not make duplicates of your tickets. Only one instance of the barcode will allow admission into the game.

In the event that you do not receive your email with the ticket attachment after 24 hours, please call our office at 405-325-2424. You will need to reference the information on your confirmation email. Your ticket will be reprinted and placed in will-call at the OU Athletics Ticket Office to be claimed from 8am to 5pm Monday to Friday. If you are unable to pickup your reprinted ticket during the week, on gameday it will be left in Student Will-Call at Gate 7 at least 3 hours prior to kickoff. All reprinted tickets must be requested and picked up by the student season ticket holder of record with their OU student id. This ticket will take precedent over the print-at-home ticket you would have received.

Emails from OU Ticket Office

To ensure that emails from the OU Athletics Ticket Office and your Print-At-Home tickets reach your inbox and not your junk or spam folder, add outickets@ou.edu to your email address book. Although we recommend that you utilize your ou email address for this process, if you choose to use a different provider please follow the steps below to make sure you always get our emails and your Print-At-Home tickets.

AOL

1. On the Mail Options menu, select Address Book.
2. Select Add or Add Contact.
3. Type or copy and paste outickets@ou.edu in the Screen Name text box.
4. Click Save.

Yahoo!

1. Select the Addresses tab at the upper left.
2. In the Quick Add section at the bottom of the screen, type or copy and paste outickets@ou.edu in the Email text box. Click Add.

Hotmail

1. Select the Contacts tab at the top center.
2. Select Safe List on the left side of the screen.
3. Type or copy and paste outickets@ou.edu in the Address or Domain text box. Click Add.

Comcast

1. Select Address Book on the left side.
2. Select Add Contact at the top of the screen.
3. Type or copy and paste outickets@ou.edu in the Email text box.
4. Click Save.

Gmail

1. Select Contacts on the left side of the screen.
2. Click Create Contact at the top center.
3. Type or copy and paste outickets@ou.edu in Primary Email text box.
4. Click Save.

Earthlink

1. Select Address Book on the left side of the screen.
2. Select Contact on the menu next to the Add button, then click Add.
3. Type or copy and paste outickets@ou.edu in the Email text box.
4. Click Save.

BellSouth

1. Select Address Book.
2. Select Add Contact.
3. Type or copy and paste outickets@ou.edu in the Email text box.
4. Click Save.

Outlook

1. Select Actions menu.
2. Select Junk Email > Junk Email Options.
3. Type or copy and paste outickets@ou.edu in the Address or Domain text box.
4. Click OK.

Other

If you are not receiving your OU emails in your inbox, please check your bulk or spam folders. If your email was delivered to your bulk or spam folder, please mark it as "Not Spam" to ensure future delivery to your inbox. You may also ensure delivery to your inbox by adding outickets@ou.edu to your address book, contact list or safe list.