Faculty/staff full season ticket holders select their own seats online using the Ohio State Football Virtual Venue™. This online service will provide real-time seat availability data to allow faculty/staff members to select their own seats.

This unique and interactive tool will provide you with the ability to view and select the best available seats according to your individual preferences directly from your computer. It will also allow you to view available seating any time after your appointment day and time until the seat selection process closes. Access to the Seat Selection process will be provided via My Ohio State Buckeyes Account. We encourage you to take a few moments to read through this instruction manual so you can familiarize yourself with the Seat Selection Process. If you feel uneasy about using the Ohio State Football Virtual Venue™, please feel free to contact the Ohio State Athletic Ticket Office by email to seatselection@osu.edu or by phone at 1-800-GOBUCKS. As always, all potential seating assignments are subject to ticket availability.

Please note: If you indicated during the ordering period that you require wheelchair accessible seating for the upcoming season, please contact the Ohio State Athletics Ticket Office by phone at 1-800-GOBUCKS during your seat selection window for appropriate seating assignments.

Let’s Get Started!
To log in to your Ohio State Buckeyes Account, visit [www.ohiostatebuckeyes.com/tickets](http://www.ohiostatebuckeyes.com/tickets) and click on “MANAGE YOUR OHIO STATE BUCKEYES ACCOUNT”.

Log in using your account number and password. If you have forgotten your password, click on the “Forgot Your Password” link and a temporary one will be sent to the email in your ticket office account.
To begin the seat selection process, click "Select Your Seats" on the left hand side.
Select the seats you would like to assign by checking the box next to your seats. Click 'continue' at the bottom when you’re ready to proceed.
Select the package you would like to assign by clicking the button next to your package. Click ‘continue’ at the bottom when you’re ready to proceed.
Once you’ve clicked continue, you will be taken to the Ohio State Football Virtual Venue™ that indicates available sections for you to select. The navigator tab on the upper left will allow you to select different aerial views of Ohio Stadium, as well as view only the lower level of the stadium to show seat availability in B-Deck. Green sections have seats available for you to select and red sections have no seat availability.

Hovering over each section will activate a small window that contains section information including the number of seats available in that section. Click on a section you are interested in to view specific seat availability within that section.
Once you have selected a section, any seats that are green are available for you to select. Please Note: other customers will be looking for seats at the same time you are, so available inventory may change quickly.

The “Zoom & Pan” tool is provided above to zoom in and out of the section you have selected. You may also move to an adjacent section by clicking the left or right arrows next to the section number. Clicking a seat will open a window providing 360 degree view. To look around, simply hold down the mouse over the view and drag.

Guidelines for selecting and holding seats:
If your selection doesn’t follow these guidelines, the system will not allow you to select seats.
• You must add each seat to your cart individually
• You cannot leave single seats
• If you require wheelchair accessible seating, please contact the Ohio State Athletic Ticket Office via phone at 1-800-GOBUCKS during your seat selection window to choose appropriate seating.
To Select and Hold your Seats:

1. From within the seating window, click “ADD to cart”. The seats you have selected will turn yellow.
2. If you wish to change your seats, click on a selected seat and click “REMOVE from cart” from within the seating window.
3. Once you have selected your seats, click the “Checkout” tab in the upper right corner to view the selected seats in your cart.
4. Verify your seat selection and click “HOLD Seats”.

**IMPORTANT:** Your seats have not been held for you until you click “HOLD seats” and proceed to the next screen! Seats will be released from your cart after 10 minutes.
You’re almost done! Review your seat selection information and click “CONTINUE”
This page gives you one last chance to review your seat selection. Click ‘accept’ to complete your seat selection. Once you have confirmed and finalized your seat selection, you will not be able to change your seat location. If you wish to select different seats, select “change seats” to go back to the Ohio State Football Virtual Venue™.
You will be prompted to enter your Ohio State Buckeyes Account password (the same one you used in step 1 to log in to your ticket account) as confirmation that you are selecting these seats. Then click “proceed to checkout”.
Select how you would like your football season tickets delivered from the drop down box. Click “Continue” once you have selected the appropriate delivery method.
Verify your chosen seats one last time, agree to the terms of use by checking the box, and click "Purchase Tickets" to complete your seat selection. Once you click "Purchase Tickets", your seat selection is complete!

You will receive a confirmation page as well as a confirmation email after you have clicked "Purchase Tickets". Please retain these for your records.
The People. The Tradition. The Excellence.