

Instructions on how to transfer Fall Commencement Ceremony tickets:

1. To register for your celebration ticket, you will need to activate your account using your UID number. **You will only need to activate your new account one time. (If your UID starts with a “0”, please enter a 1 in front of your UID (ex. 1009999999), otherwise enter your 9 digit UID).**

The screenshot shows the registration process on the UCLA Central Ticket Office website. At the top is a dark blue navigation bar with the UCLA logo and the text 'Central Ticket Office'. Below this is a menu with links for 'BUY TICKETS', 'STUDENTS', 'MY ACCOUNT', 'SUPPORT', 'INFORMATION', and 'CONTACT US'. The main content area is titled 'Register' and features a 'Students' section. This section contains a form with a 'University ID#' label and an input field. Below the input field, there is a note: 'If your UID starts with a "0", please enter a 1 in front of your UID (ex. 1009999999), otherwise enter your 9 digit UID.' Below the form is a dark blue 'Activate' button. A blue arrow points from the bottom right towards the 'Activate' button. At the bottom of the page, there is a 'Powered By Paciolan' logo, a copyright notice 'Copyright © 2021 Paciolan. All Rights Reserved.', and a footer with links for 'Site Security', 'Browser Requirements', and 'Privacy Policy'.

- Once you confirm your email address and choose your password, please select **“Next”** on the bottom right hand corner of the webpage.

The screenshot shows a registration form with the following fields and sections:

- * Email:**
- * Confirm Email:**
- * Password:**
good
- * Confirm Password:**
- Note:** Your email address will also be your user name to sign in.
- Phone Numbers:**
 - * Mobile Phone:**
 - Day Phone:**
 - Night Phone:**

At the bottom, there are two buttons: **Cancel** on the left and **Next** on the right. A blue arrow points to the **Next** button.

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3. You will then be taken to the “My Account” page, under “My Tickets” please select “Transfer”.

UCLA Central Ticket Office

BUY TICKETS STUDENTS MY ACCOUNT SUPPORT INFORMATION CONTACT US

My Account

My Profile Edit

Jamal Johnson
JJOHNSON@TICKETS.UCLA.EDU
Account # 20371920

Addresses Edit

Billing Address
Jamal Johnson
325 Westwood Blvd
Los Angeles CA 90095

Mailing Address
Jamal Johnson
325 Westwood Blvd
Los Angeles CA 90095

Phone Numbers Edit

Mobile Phone (323) 719-6805

My Tickets

- Season Renewal Application >
- Reissue >
- Transfer >
- Pending Transfer >
- Sell on StubHub >
- Payment Schedules >
- Order History >

4. Next you will select the amount of tickets that you would like to transfer for the Fall Commencement Ceremony in the checkbox and then select “**Continue**”.

The screenshot displays the UCLA ticket selection interface. At the top left is the UCLA logo. The navigation menu includes 'Buy Tickets', 'Promotions', 'Season Renewals', 'Student Tickets', and 'Contact Us'. On the top right, there are links for 'My Account' and 'Log Out'.

The main content area is titled 'Select tickets to transfer'. It features a card for 'UCLA Fall Commencement Ceremony' on 'Sat, Sep 4, 2021, 8:00am' with a '1 / 1' indicator. Below the card are 'Select All' and 'Clear All' options. Under the heading 'GENERAL ADMISSION', there is a checked checkbox for '1 • Guest General Admission'.

To the right, a 'SUMMARY' section shows '2021-2022 COMMENCEMENT SEASON' and 'UCLA Fall Commencement Ceremony' on 'Sat, Sep 4, 2021, 8:00am'. A blue button labeled 'CONTINUE (1 TICKET)' is highlighted with a blue arrow pointing to it from the right.

5. Next, provide the phone number or email of who you would like to transfer the tickets to and select **“Continue”**. The recipient will have up to 48 hours to accept the transfer.

The screenshot displays the UCLA ticket transfer process. At the top left is the UCLA logo. The navigation menu includes 'Buy Tickets', 'Promotions', 'Season Renewals', 'Student Tickets', and 'Contact Us'. On the top right, there are links for 'My Account' and 'Log Out'.

The main heading is 'Who are you transferring to?'. Below it, a warning states: 'Heads up! Your recipient will have up to 48 hours to accept the transfer.' The form is labeled 'Mobile Number *' and contains the text '(323) 719-6805' with a green checkmark icon to its right. A link 'Use Email Instead' is located below the form.

On the right side, a 'SUMMARY' section is visible. It includes a 'Show Details' link. The summary text reads: '2021-2022 COMMENCEMENT SEASON', 'UCLA Fall Commencement Ceremony' (with a ticket icon), and 'Sat, Sep 4, 2021, 8:00am'. Below this is a prominent blue button labeled 'TRANSFER 1 TICKET'. A blue arrow points to this button from the right side of the page.

6. You will then receive a confirmation that the transferred ticket was sent. Once again the recipient would have up to 48 hours to accept the transfer. Once the ticket is transferred, you will no longer have access to the original tickets.

The screenshot shows the UCLA ticket transfer confirmation page. At the top left is the UCLA logo. The navigation menu includes 'Buy Tickets', 'Promotions', 'Season Renewals', 'Student Tickets', and 'Contact Us'. On the top right, there are links for 'My Account' and 'Log Out'. The main content area features the heading 'Your transfer invite was sent!' followed by the sub-heading 'Your recipient has up to 48 hours to accept the transfer.' Below this is a note: 'You may cancel the transfer any time before it's accepted. Once transferred, you will no longer have access to the original tickets.' There are two buttons: 'BACK TO MY ACCOUNT' and 'START A NEW TRANSFER'. The ticket details are listed as: 'To: (323) 719-6805', '2021-2022 COMMENCEMENT SEASON', 'UCLA Fall Commencement Ceremony', 'Sat, Sep 4, 2021, 8:00am', 'General Admission', and '1 • Guest'. On the right side, there is a section titled 'More Ways to Manage Your Tickets' with a link 'Sell on StubHub'.

If you have any questions, you can contact the Central Ticket Office via email at cto@tickets.ucla.edu (M-F, 8:30am-5:00pm) or by live chat on our website at www.tickets.ucla.edu