

# Process for Ordering/Redeeming/Sharing Online General Admission Tickets

Go to: <https://admin.eservicestech.com/p/northallegheny/events>

## Ordering General Admission Tickets:

1. Click on the game you would like to attend.
2. Choose the quantity of Adult, Student and/or reserved individual tickets you would like to purchase (to the right). Reserved tickets are only available for the home side bleachers in the two middle sections C and D.
3. Click "Add to Cart"
4. Click on "Continue Shopping" or "View Cart & Checkout"
5. Once you're in your Cart, click on "Check Out"
6. Click "Continue to Payment".
7. Type in all requested information (name, email address, phone, mailing address) and your credit card information. **PLEASE BE SURE THE EMAIL ADDRESS YOU TYPE IS CORRECT!! If it is not correct, you will not receive your e-tickets.**
8. Check all information and Click on "I'm not a robot" – Please be sure your email address is typed in correctly or you will not receive your tickets.
9. Click "Confirm Purchase"
10. Wait a few minutes and check your email to make sure you received your online tickets. If you did not receive an email, please contact Patti McClure at [pmclure@northallegheny.org](mailto:pmclure@northallegheny.org).

# Process for Redeeming Tickets at the Gate

Please have the “redeem” screen available on your phone or the actual ticket screen when you are entering the gate for each football game. Do NOT hit the redeem button prior to arriving at the gate!!! If you accidentally hit the “redeem” button prior to arriving at the gate, please email Patti McClure at [pmcclure@northalleggheny.org](mailto:pmcclure@northalleggheny.org). She can reverse that problem.

## What to do as you're approaching the gate:

1. Find the ticket email. It will be from “North Allegheny School District”.
2. Click on the ticket(s) you want to use.
3. Click on “Actions” at the top of the page.
4. Click the box next to the ticket(s) you want to use. **DO NOT HIT THE REDEEM BUTTON!!**  
Have this screen ready at the gate.

## What to do when you're at the gate:

1. Show the ticket screen to the gate personnel and have them or you hit the “redeem” button or scan the actual ticket. Once that's cleared, you can enter the stadium. Make sure you have the ACTUAL email with the tickets on it.

# Process for Sharing a Ticket

If you want to send a ticket(s) to another person, please follow the instructions below. This is perfect if you have members of your family entering the stadium at different times or if you cannot attend a specific game and you want to give your ticket to someone else.

1. Click on a specific ticket and/or all digital tickets depending on who needs the tickets.
2. Click on “Actions” at the top of the page
3. Click on the box(es) next to the ticket(s) you want to share.
4. Click on “share” at the bottom of the page.
5. Type in the email address of the person receiving the tickets.
6. Click “send”

You can share tickets anytime and with anyone.