



## HOW TO GUIDE

### How To Sign Up and List Seats on Share Partner Network

- 1 Sign up with TN Ticket Central login information.  
*Skip to Step 3 if you have already signed up.*
- 2 Verify your email address.
- 3 Login with your TN Ticket Central login information.
- 4 Make sure you are on the "Manage Tickets" page (top left corner).
- 5 Click on **IMPORT NEW TICKETS**.
- 6 Choose a name for your tickets.
- 7 Fill out Account Details.
- 8 Fill out Location Details.
- 9 Click on **CREATE LISTING TO FIND PARTNERS**.
- 10 Pick the season ticket plan you are on.
- 11 Create a Listing Name.  
*Example: 301/1/1-2 or click on question mark for other suggestions on what to do for names.*
- 12 Create Listing Notes.  
*Click on question mark for suggestions on what to include in your notes. This is information potential buyers will be able to read before inquiring.*
- 13 Fill out Preferences.
- 14 Choose Listing Type based on how you want to sell the tickets.
- 15 Fill in information for Listing Type.

- 16 Click on **I HAVE READ AND AGREE TO THE LISTING TERMS**.
- 17 Review listing and click on **CREATE LISTING**.
- 18 Click on **SUBMIT FOR VERIFICATION** to complete.

### How To Add Share Partners to a Listing

- 1 Sign in to Share Partner Network.
- 2 Make sure you are on the "Manage Tickets" page (top left corner).
- 3 Click **VIEW** on your desired listing.
- 4 Click **ADD PARTNERS**.
- 5 Click on the "Add Partner" menu and choose how you would like to add them.

*See steps for two different options below.*

- **Add a Partner**  
Fill in information about Partner and click on **ADD PARTNER** to complete.
- **Invite Partners with a Link**  
Copy link and send to partner via email, text or IM.