

TICKET FORWARDING

Please follow the steps below in order to forward your Season Ticket or Match Ticket to another Family Member or a Friend in the event that you cannot attend a fixture.

You can forward via the [Harlequins Official App](#) or via our ticketing website at eticketing.co.uk/harlequins

VIA THE HARLEQUINS OFFICAL APP

1. Open the app and select '**TICKETS**' located at the bottom menu bar.
2. Log in using the supporter number & password associated with your **Harlequins ticketing account**.
3. Select the fixture that you wish to forward then click on the '**MANAGE TICKETS**' button.

VIA THE ETICKETING WEBSITE

1. Log into your account via the ticketing website using this link - [HERE](#)
2. Click on the **ACCOUNT ICON** located in the top right-hand corner of the screen. (Next to the Basket icon)
3. Select '**MANAGE TICKETS**' from the account menu.

4.

You will now see your tickets / Season Seat details related to the chosen fixture. Select the seat you wish to forward and select your action from the bottom of the page - **FORWARD TO FRIEND**.

5.

If the recipient **DOES** appear within your network, simply select their name and you will be directed to the confirmation page. Click **REVIEW ORDER** or cancel if applicable.

6.

Please ensure you review your order and tick the Terms & Conditions box. Click **COMPLETE PURCHASE**.

7.

If the recipient **DOES NOT** appear within your network, select **SEARCH OUTSIDE OF YOUR NETWORK**. If they have a Supporter number, enter this in the top box followed by their surname & click Search Member.

If they **do not** have a Supporter Number, please enter 0 followed by their surname and click on **REGISTER A NEW USER** and complete the required fields.

**The person you register will then be allocated a supporter number and will need to follow the registration link which will be emailed to them. They can then log into their new account and accept the ticket.*

8.

Once the recipient has accepted the ticket at eticketing.co.uk/harlequins they can log into the **HARLEQUINS OFFICAL APP** (using their supporter number) and find their digital ticket.

IMPORTANT INFORMATION

If you wish to withdraw your seat from Forwarding, follow steps 1 – 4 above and then click on **FORWARD PENDING**.

You can then select the seat you wish to withdraw and click **WITHDRAW TICKETS**. This ticket will then appear back in your My Tickets section.

Once your ticket has been accepted by the recipient you are **UNABLE** to reverse this action or use your Season Ticket for access.

If you wish to attend the fixture, they can forward the ticket back to you via the forwarding process above.

Alternatively, you will need to purchase an additional seat.