



# DISABILITY ACCESS & PA PURCHASING TICKETS

# HOW TO GUIDE



### Step 1: visit <u>www.eticketing.co.uk/arsenal</u> and Log In to your account using the head and shoulders button in the top righthand side of the screen.

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<b>Step 2:</b> Enter your	7-digit
membership num	ber and Password
to Log in.	





#### Step 3: Once logged in, select 'Match Tickets' MATCH TICKETS ^



# **Step 4:** Select **'Find Tickets'** on the desired match you wish to purchase.





# Step 5: Make sure to toggle on the accessibility button.



### Step 6: Please click View Available Sections in the top right-hand corner of the screen.

**Note:** you can also filter by the number of seats required using the Quantity filter in the top left

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Qty





**Step 7: Select** your desired **Section** from the list of available options.

**Step 8: Select** your desired **Row and Seat** from the list of available options.







# **Step 9: Select** your ticket type from the drop-down box. Once selected, click **Add to Basket** (without the Personal Assistant).





**Step 10:** You will then be **prompted** to either **add a Personal Assistant seat** to your basket (at zero value) or choose not to add a Personal Assistant seat.





Select

Add Seats to Cart





**Step 11:** Then, click on the **Basket** icon in the top right-hand corner.

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# **Step 12:** Please **review the Basket** to confirm that both seats (including the Personal Assistant's) are showing.

virtual ven	ue Accessibility Demo			
Block:	127	Price Class (See	Easy Access (Member) £18.00	~
Block:	127 Upper Tier	below for details):		
Row:	4			
Seat:	1017	Member:	Mr Test Test (4403885)	
50 Stadium	Viewer - select your block, row and seat	2 Reassign		
I Remove Seat				£49.50
10.0	ue Accessibility Demo			
Virtual Ven		Driva Classe (Sau	Personal Assistant £0.00	~
Block:	127	name vitaba Pacie		
Block: Block:	127 127 Upper Tier	below for details):		
Block: Block: Row:	127 127 Upper Tier 4	below for details):		



**Step 13:** You must then click on the **'Assign'** button for the Personal Assistant and choose the PA's membership from your **Network**.

🛃 Assign

For a guide on how to create a Network, please click <u>here</u>.

Purchased				£49.50
Virtual Venu	e Accessibility Demo			
Block: Block: Row: Seat:	127 127 Upper Tier 4 1017	Price Class (See below for details):  Member:	Easy Access (Member) £18.00 Mr Test Test (4403885)	~
The Remove Seat	/iewer - select your block, row and seat	→ Reassign		£49.50
Virtual Venu	le Accessibility Demo			
Block: Block:	127 127 Upper Tier	Price Class (See below for details):	Personal Assistant £0.00	~
Row: Seat:	4 1016	Member:	- Add Member -	
👧 Stadium V	/iewer - select your block, row and seat	🕺 Assign		





### Step 14: Scroll down and select 'Proceed to Checkout'. PROCEED TO CHECKOUT

Have a	promotional	code?

Enter code APPLY	
Booking Fee:	No Fee
Total	£49.50
Please click here to view our Privacy Policy.	
Total does not include delivery and/or admin fees.	
More details.	
< Continue shopping	PROCEED TO CHECKOUT

**Step 15:** You will then be prompted to choose your payment method and then click on **'Review Order'**.

**REVIEW ORDER** 





Step 16: Accept the Terms & Conditions on the next page and click the 'Complete Purchase' button. <text><text><text><section-header><text><text><text><text><text><text>

Step 17: You will then receive a confirmation email from boxoffice@arsenal.co.uk

**COMPLETE PURCHASE** 

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