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Online Box Office walkthrough
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• Please ensure that all membership accounts are activated on the Online Box Office (eticketing.co.uk/arsenal) before adding them to a network. Activating a membership account will allow you to login to the Online Box Office and manage your details, purchase tickets and renew memberships.
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To activate your membership, please visit www.eticketing.co.uk/arsenal and click the Welcome. Login button on the top-right of the screen.

Type in your membership number and password. Click Login.

Scroll down to the Ticket Hub and click on Manage My Network.
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- Read the instructions at the top of the page. To add a current member, click *Search for existing Users*.

- Add a member to your network by using their membership number and surname* or their email and click *Search. Select* if you’re happy with the result. The member is now *Level 1 (Assignment)* in your network.

- In order to post a seat on Ticket Exchange, the member must be *Level 2 (Managed)* in your network. Click *Upgrade* in the left column to send an email, requesting authorisation.

* Or the organization's name as it appears on the membership card
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• The member will receive an email, inviting them to login to the website and upgrade to Level 2 (Managed) in your network.

• They may authorise you to manage their account by clicking Accept* or decline by clicking Reject.

*When linking your own memberships, please log out of the lead account before you log in with the invited account.
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- You can now post seats for sale via Ticket Exchange on behalf of your friend.