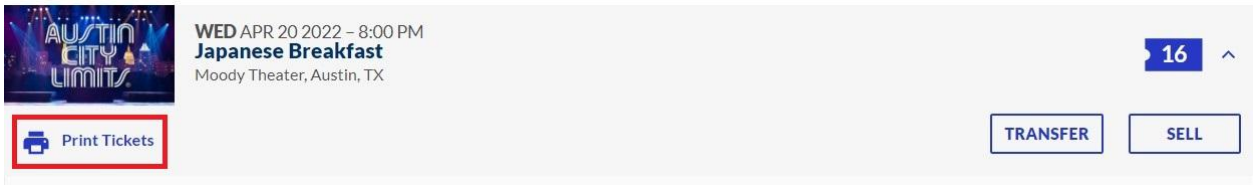
Suite RSVP & Ticket Distribution Instructions

Use these instructions to distribute passes only after you have RSVP'd during the 2 week window and have received your print-at-home tickets in pdf format via email delivery 2 days before the taping.

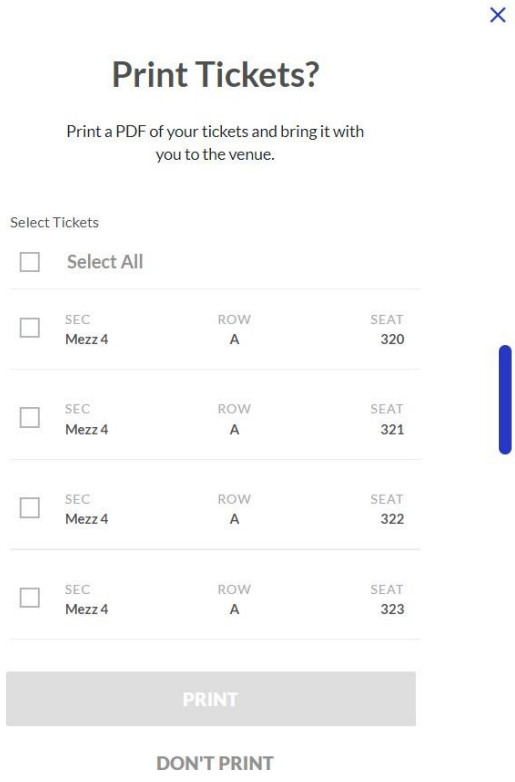
You have two options: Send print-at-home pdf passes or send mobile passes.

Send PDF Print-at-Home Passes:

- Log in to the ACL RSVP Site.
- Select the appropriate event from your Dashboard and select "print tickets".



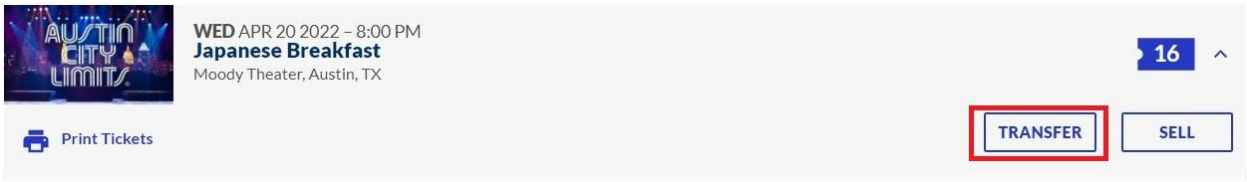
- A window listing all claimed seats will appear. Select the seats you want to distribute, click "Print". This creates and downloads a pdf document that you can save and email to your recipient. Repeat this process for each recipient.
  Note: You may also choose all seats at once to download one pdf document if preferred.



Send Mobile Passes (two ways)

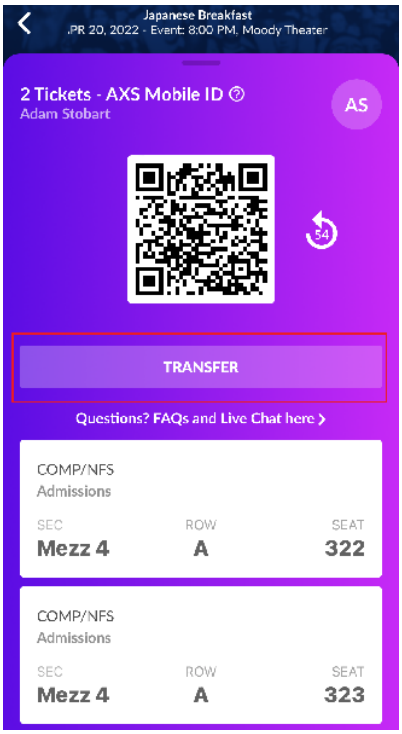
**Note: Mobile passes require users(s) to have the AXS App installed for entry.

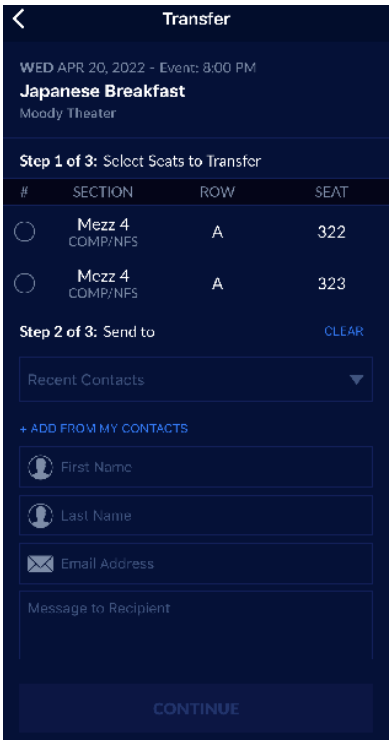
1. **From the ACL RSVP Site**:
    - Once logged in to your Dashboard, select the appropriate event and select "Transfer."



    - Select individual seats to distribute and click "continue." This changes the delivery method from pdf print-at-home to mobile entry using the AXS App.
    - Enter recipient's name and email and confirm. The recipient will receive a confirmation email. The Mobile tickets will appear in their AXS App once logged in within a few minutes.

2. **From the AXS Mobile App:**
    - Once logged into your account in the AXS App, locate the event with listed tickets you want to transfer. Click the "transfer" button at the top, select the individual seats to distribute and click "continue". Enter the recipient's contact information and "continue".





    - The recipient will receive a confirmation email. The Mobile tickets will appear in their AXS App once logged in within a few minutes.