



GUIDE TO MY CELTIC NETWORK

My Celtic Network is designed to make it easy for you to purchase tickets online on behalf of your friends & family. Once you have created your Celtic network you can easily allocate tickets that are in your basket to your friends and family. Before you can create your own network you must be registered online. There are 2 ways to register.

1

If you are not already registered online but you are a SEASON TICKET HOLDER you need to **ACTIVATE YOUR CLIENT REFERENCE**.

ACTIVATE CLIENT REFERENCE

To activate a Client Reference visit:

www.eticketing.co.uk/celtic

1. Click **SIGN IN** at the top right of the screen.
2. Click **ACTIVATE MY CLIENT REFERENCE**.
3. Enter your **CLIENT REF** (which is printed on your Season Card) and your **SURNAME**.
4. Click **FIND MY ACCOUNT**.
5. Complete your personal details ensuring you remember the email and password you have entered.
6. Click **SAVE DETAILS**.
7. Your Client Reference is now activated online.

2

If you are not already registered online and are **NOT A SEASON TICKET HOLDER** you need to **CREATE AN ACCOUNT**.

CREATE ACCOUNT

To create an account visit:

www.eticketing.co.uk/celtic

1. Click **REGISTER** at the top right of the screen.
2. Complete your personal details ensuring you remember the email and password you have entered.
3. Click **COMPLETE REGISTRATION**.
4. You are now registered online.

ADDING TO YOUR NETWORK

When you add a friend to your network, you are automatically added to your friend's network at the same time. You can both purchase tickets on the others behalf online. You can add someone to your network in 2 ways.

1

If your friends and family **ARE** already registered online.

REGISTERED

To activate a Client Reference visit:

www.eticketing.co.uk/celtic

1. Log in using your email address & password.
2. Click **MY ACCOUNT** at the top right of the screen.
3. Check **MY CELTIC NETWORK**.
4. Click **ADD MEMBERS**.
5. Enter the **CLIENT REF** and **SURNAME** of the person you want to add to your network and click **SEARCH**.
6. When you find the person you are looking for click **ADD MEMBER***. The person will appear on your network.

*Alternatively, enter their email address and click search.

2

If your friends and family **ARE NOT** already registered online.

NOT REGISTERED

If your friends/family are Season Ticket Holders you should ask them to activate their own client reference, or, if your friends/family are not Season Ticket Holders you can enter their details and we will email them a link to activate and create an account. They will then be added to your network.

1. Log in using your email address and password.
2. Check **MY ACCOUNT** at the top right of the screen.
3. Click **MY CELTIC NETWORK**.
4. Click **ADD MEMBERS**.
5. Click **REGISTER A NEW MEMBER**.
6. Complete the personal details for the person you are adding.
7. Click **ADD MEMBER**.
8. The person will be sent a link to set up and create a new account.

MANAGING YOUR NETWORK

Click on the drop down arrow next to the name of the person you want to manage and you will be able to edit ticket privileges or remove the member from your network.

EDIT TICKET PRIVILEGES

Members can have two levels of ticket privileges. You can either **ASSIGN** or **MANAGE** your friends' tickets and they can either **ASSIGN** or **MANAGE** yours.

To find out what privileges you have on your friends account, and what privileges they have on yours, click on their name on the **MY CELTIC NETWORK PAGE**.

1

WHERE IT SAYS ME

1. If it says "I can **ASSIGN** tickets to XX", then you can only buy tickets for that person.
2. If it says "I can **MANAGE** tickets for XX", then you can buy tickets for that person, pay for their reserved seats in cup games, and renew their Season Ticket for them.

2

WHERE IT SAYS THEIR NAME

1. If it says "XX can **ASSIGN** tickets to me", then they can only buy tickets for you.
 2. If it says "XX can **MANAGE** tickets for me", then they can buy tickets for you, pay for your reserved seats in cup games, and renew your Season Ticket for you.
-

1

EDIT YOUR PRIVILEGES

1. Click where it says **EDIT** next to either your name or your friends name.
2. To edit your privileges on your friends account. Choose one of the two tick boxes: "I can **ASSIGN** tickets to XX" or "I can **MANAGE** tickets for XX".
3. The Assign option is ticked by default. If you can currently manage your friends account and you want to change to assign only, simply click the **ASSIGN BOX**.
4. If you click **MANAGE** – a request will be sent to your friends registered email address, they will have to accept your request to manage their account by logging into their own account and accepting your request.

2

EDIT YOUR FRIEND'S PRIVILEGES ON YOUR ACCOUNT.

1. Choose one of the two tick boxes: "XX can **ASSIGN** tickets me" or "XX can **MANAGE** tickets for me".
2. The **ASSIGN** option is ticked by default. If your friend can currently manage your account and you want to change to assign only, simply click the **ASSIGN BOX**.
3. If you click **MANAGE** then your friend will be given the privileges to manage your account from the next time they log in.

PLEASE NOTE – IF YOU DO NOT HAVE PRIVILEGES TO MANAGE YOUR FRIENDS ACCOUNT THEN YOU CANNOT CONFIRM THEIR RESERVATIONS OR RENEW THEIR SEASON TICKET