

# How to Transfer or Turnback Tickets Online in 5 Easy Steps




## What is Trojan Transfer?

Season and nickel package ticket holders can transfer unused tickets to other USC Fans easier than ever. Eliminate the need to meet or stand in will call lines to drop off or pick up tickets. Simply access your account online to transfer your tickets. The recipient will receive an email notification of the transfer. Once they accept the transfer tickets can be printed at home. It's that easy!

## What is Trojan Turnback?

Trojan Turnback is a program that allows USC fans to return tickets they will not be able to use to the USC Athletic Department. These tickets are then given away to local charity and non-profit groups that would otherwise not be able to attend USC events. This great program allows USC Athletics to improve game day atmosphere by filling the seats with Trojan fans, while also helping out deserving groups from the USC area.

## Transfer Benefits

-  Simplify the transfer of tickets to friends on short notice.
-  Receive transferred tickets instantly by Print At Home delivery.
-  Support the team by filling the stadium.



### USC TICKET OFFICE


University of Southern California  
Student Union Bldg #100  
t/213 740-GOSC (4672) | Mon – Fri: 9am – 5pm  
[uscto@usc.edu](mailto:uscto@usc.edu) | [www.usctrojans.com](http://www.usctrojans.com)



## 1 Login to your account

Click “Trojan Ticket Transfer” or “Trojan Turnback”

### Manage My Tickets

 [View My Order History](#)

 [Re-issue Print at Home Tickets](#)

 [Trojan Ticket Transfer](#)

 [Trojan Turnback](#)

 [View/Cancel Pending Transfers](#)



## 3 Select game to transfer or turnback

### Trojan Ticket Transfer

Football Ticket  
Facility: L.A. Memorial Coliseum  
Date/Time: October 29 @ TBD

[Trojan Ticket Transfer](#)

### Trojan Turnback

Football Ticket  
Facility: L.A. Memorial Coliseum  
Date/Time: October 29 @ TBD

[Trojan Turnback](#)



## 4 Complete transfer or turnback details

### Trojan Ticket Transfer/Turnback Details

Please Select the tickets that you would like to transfer.

Seating Information				
Transfer	Level	Section	Row	Seat
✓	L	21BX	11	

### Trojan Ticket Transfer

#### Recipient Information

\*First Name:   
\*Last Name:   
\*Email:   
\*Confirm Email:



## 5 “Submit”/Confirm and Sign Out.

The transfer recipient receives an email with ticket information. Once the process is complete they will receive an email with tickets attached for print at home.



## Trojan Transfer & Turnback FAQ

### What is Trojan Transfer?

This season ticket and nickel package benefit allows Trojan fans to electronically send their tickets to another fan of their choosing. The fan will receive an email invite to accept the transferred tickets. Once tickets are accepted they can be printed at home. It's that easy! Your season tickets will never have to go unused again!

### What is Trojan Turnback?

Trojan Turnback is a program that allows USC fans to return tickets they will not be able to use to the USC Athletic Department. These tickets are then given away to local charity and non-profit groups that would otherwise not be able to attend USC events. This great program allows USC Athletics to improve game day atmosphere by filling the seats with Trojan fans, while also helping out deserving groups from the USC area.

# Q

## How Do I Transfer Or Turnback A Ticket?

# A

- 1) Click "Account Sign In" at [uscticketoffice.com](http://uscticketoffice.com).
- 2) Once signed in, select "Trojan Ticket Transfer & Turnback".
- 3) Click the "Trojan Ticket Transfer" or "Trojan Turnback" link below the game you wish to transfer or turnback.
- 4) For Trojan Ticket Transfer:
  - a. Check the box for each seat you wish to transfer.
  - b. Enter the recipient's information and click "Submit".
  - c. Confirm the transfer. Print the confirmation page for your records.

- d. Log off to complete the transfer.
- e. You will receive an email once the tickets are accepted, rejected, or unclaimed. Once the transfer is accepted destroy the original tickets as their barcode has been deactivated.

### 5) For Trojan Turnback:

- a. Check the box for each seat you wish to transfer.
- b. Click "Submit".
- c. Confirm the turnback.
- d. Log off to complete turnback.
- e. Destroy turnback tickets as their barcode has been deactivated.

# Q

## How Do I Accept A Transferred Ticket?

# A

- 1) Transfer recipients receive an email, subject line: "Ticket Transfer Invitation" with a link to accept the transfer. Open the email and click on the link.
- 2) Enter your email address and click "Accept".
- 3) Sign in to your ticket account using your email address and password, or click

the "Register Here" link if you have never registered.

- 4) You will then receive an email containing a PDF attachment with your Print at Home ticket. Open the email and print the ticket/s.

# Q

## When Can I Transfer A Ticket?

# A

Tickets can be transferred up to 1 hour prior to gametime. The entire

transfer (offer and acceptance) must be completed 1 hour prior to game time.

# Q

## Any Special Notes To Remember?

# A

- 1) Tickets can only be transferred one time.
- 2) Adobe Reader version 4.0 or greater is required to open the transferred ticket attachment.
- 3) The deadline to transfer and accept a transfer is 1 hour prior to game time.
- 4) Add [USC.Ticket.Transfer@usc.edu](mailto:USC.Ticket.Transfer@usc.edu) and [tcktprnt@usc.edu](mailto:tcktprnt@usc.edu) to your email safe list.

- 5) If you do not receive or lose your Print at Home ticket/s click "Account Sign In" at [uscticketoffice.com](http://uscticketoffice.com) and click "Reissue Print at Home Tickets". If you reissue your ticket/s, the previous ticket/s are no longer valid.

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