

Converting paper ticket to Flash Seats to list on the Official NCAA Ticket Exchange

- You can only list FlashSeat tickets on the Official CWS Ticket Exchange.
 - If you have paper tickets they can be converted on flashseats.com prior to listing on the Official Ticket Exchange.
- Once you convert your paper tickets, your paper tickets are void and no longer usable.
- The tickets you convert will only be available in Flash Seats.
- Your Flash Seats tickets are associated with a registered electronic ID, which will get you into your event. Be sure to add a registered ID to make sure you can enter your events with no problems. We recommend adding a credit card, which will not be charged but is just used for entry.

Conversion Instructions

To convert your paper tickets:

1. Be sure you have your paper tickets with you. You will need to enter information from them to convert them to Flash Seats tickets.
2. Log into Flash Seats at <http://flashseats.com>, and click **Tickets**.

Note: To see which venues support paper ticket conversion, click the **list of venues** link.

3. On the **Your Tickets** page, click the **Convert Paper Tickets to Flash Seats** button. The **Convert Your Paper Tickets** page appears.
4. In the **How many tickets would you like to convert** section, select the number of paper tickets to convert.
5. In the **Seating type** section, select the type of seating you want to convert: **Assigned Seats** or **General Admission**.

Tip: If your ticket has Section and Row numbers, then the ticket has Assigned Seats.

6. For each paper ticket you are converting, a row appears where you can enter the following information:
 - **Venue:** choose the venue.
 - **Barcode#:** enter the barcode from the paper ticket you're converting.
 - **Section:** if you chose Assigned Seats, enter the section for the paper ticket you're converting.
 - **Row:** if you chose Assigned Seats, enter the row for the paper ticket you're converting.
7. After entering the details for each paper ticket you're converting, click the **Validate** button. One of the following things will happen:
 - If ticket is valid for conversion, a green check mark and a green **i** icon appear next to the ticket details. Mouse-over the green icon for venue information.
 - If the ticket is not valid for conversion, a red **X** appears next to the ticket details. Mouse-over the X icon to see why your ticket isn't eligible for conversion.
8. Once the tickets you want to convert are validated, the **Convert Ticket(s)** button (next to the **Validate Ticket(s)** button) is enabled. Click the **Convert Ticket(s)** button. A warning message appears, asking you to confirm that you want to convert the paper tickets.
9. Click **Yes, Continue** to proceed. The **Conversion Confirmation** page appears listing the tickets that are now converted to Flash Seats paperless tickets. You will also receive an email from the Flash Seats system confirming your tickets have been converted.

Selling Your Tickets on the Official NCAA Ticket Exchange

- Go to [NCAA.com/Exchange](https://www.ncaa.com/exchange) and click on the “Buy or Sell Tickets” button next to the NCAA Women’s College World Series/NCAA College World Series
- Choose the game for which you wish to sell tickets and click on the Sell Tickets button.
- Login with your PrimeSport account, or Register for a new account.
- Complete the required ticket information (quantity, section, row and seat number)
- Enter your payment information and Flash Seats login credentials for verification.
- Review and complete your tickets. That’s it! Your tickets are now posted for sale on the Official NCAA Ticket Exchange, you will receive a confirmation email with your listing ID number.

On Event Day

Once you’ve added your registered electronic ID to your Flash Seats account, you are all set to attend your event. Here’s how it works:

- Enter at any venue gate
- Hand your registered ID to the Guest Services Representative who will swipe it through a hand-held device.
- A Seat Locator, identifying the location of your seat(s) prints. Remember that the Seat Locator simply shows the location of your seats in the arena; it is not a ticket and cannot be used for entry into the arena. With Flash Seats, your ID is what gets you into the arena.
- Give your Seat Locator to an usher who will help you find your seats, and enjoy the event!