

# **RELOCATION PROCESS (ONLINE)**

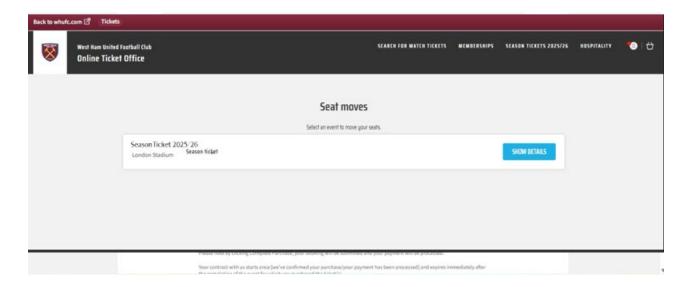
### Step 1:

When your relocation window opens you will be able to press on the profile icon in the top right corner of your page. Your will then see a notification called Seat Moves.



#### Step 2:

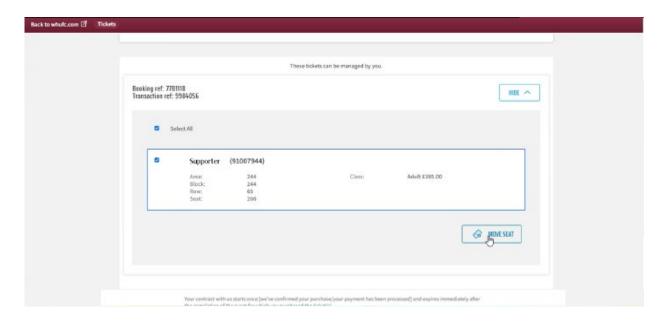
Press the show details button on the Season Ticket 2025/26 option.



#### Step 3:

The lead booker of the season ticket seats will see a breakdown of the purchased seats listed. You can opt to select all the seats or move individual seats.

Once you have selected the seats you wish to relocate, press the Move Seat button.

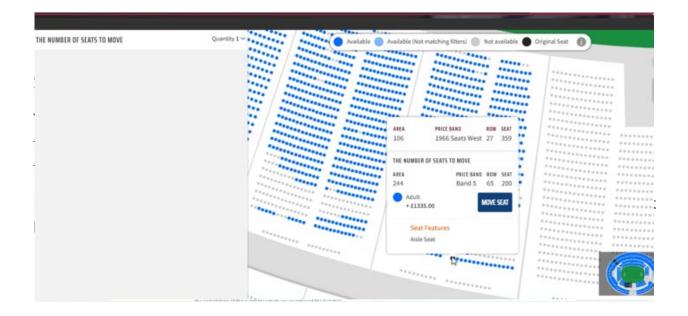


#### Step 4:

You will then be shown the seating plan, where any seat available will be shown as blue.

Seats can then be selected and you will be shown the additional balance to pay if applicable for each seat.

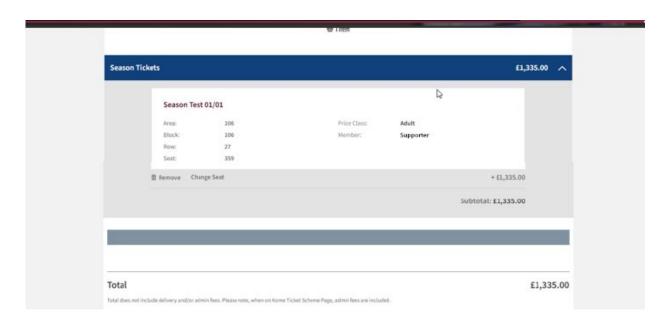
Once you have selected the new seats, to proceed to the next step, you will need to click on the move seat button.

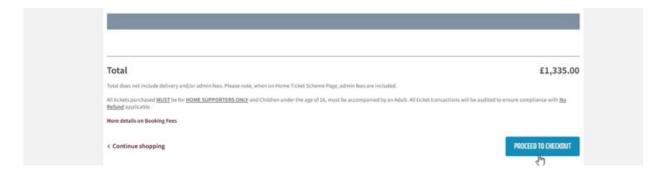


#### Step 5:

You will then see a checkout summary within your basket, displaying a breakdown of the new seat(s) selected. This is the last opportunity to confirm your seat, or change to a different seat, by using the change seat button.

If you would like to confirm the seat within the basket, press the proceed to checkout button.

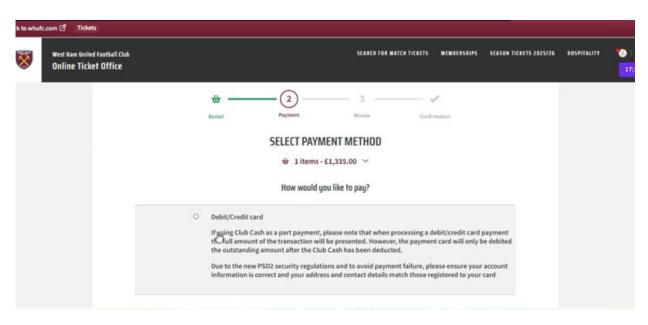


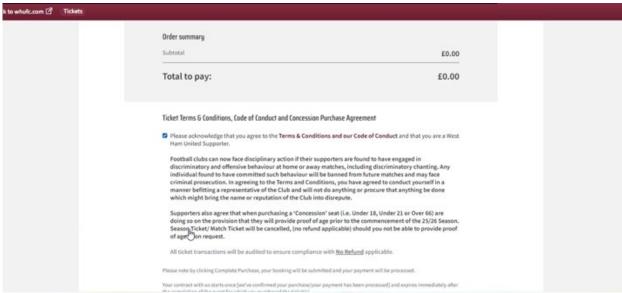


#### Step 6:

You will now be able to select your method of payment, this can be any remaining Club Cash or payment in full with a credit or debit card.

Once you have completed payment (if required), you will need to accept the terms and conditions in order to proceed.





## Step 7:

Once you have completed your seat move successfully, you will be shown the booking confirmation screen as below and will also receive a confirmation email.

