

**Current Season Ticket Holders Only**  
**Step by Step Guide for 2020 Online Football Ticket Sales**  
List dates and times here...

**Log In to Your Account**

- Open your web browser and type PayK12.com in the search bar.
- On the PayK12 homepage, click LOGIN at the top of the screen.
- Type in your email address and password (PNGISD doesn't have access to your password.)
- Click Log In.

If you use the wrong email address your tickets will not be available to purchase. If you cannot remember the correct email address or if your email address has changed, call the athletic office.

Email address →

**ticketracker**

Sign In to your Account

Username or Email

Password

☐ Remember me

Log in

Forgot username? | Forgot password?

OR

Sign in with Skyward

Sign in with PowerSchool

Don't have an account yet? Sign Up

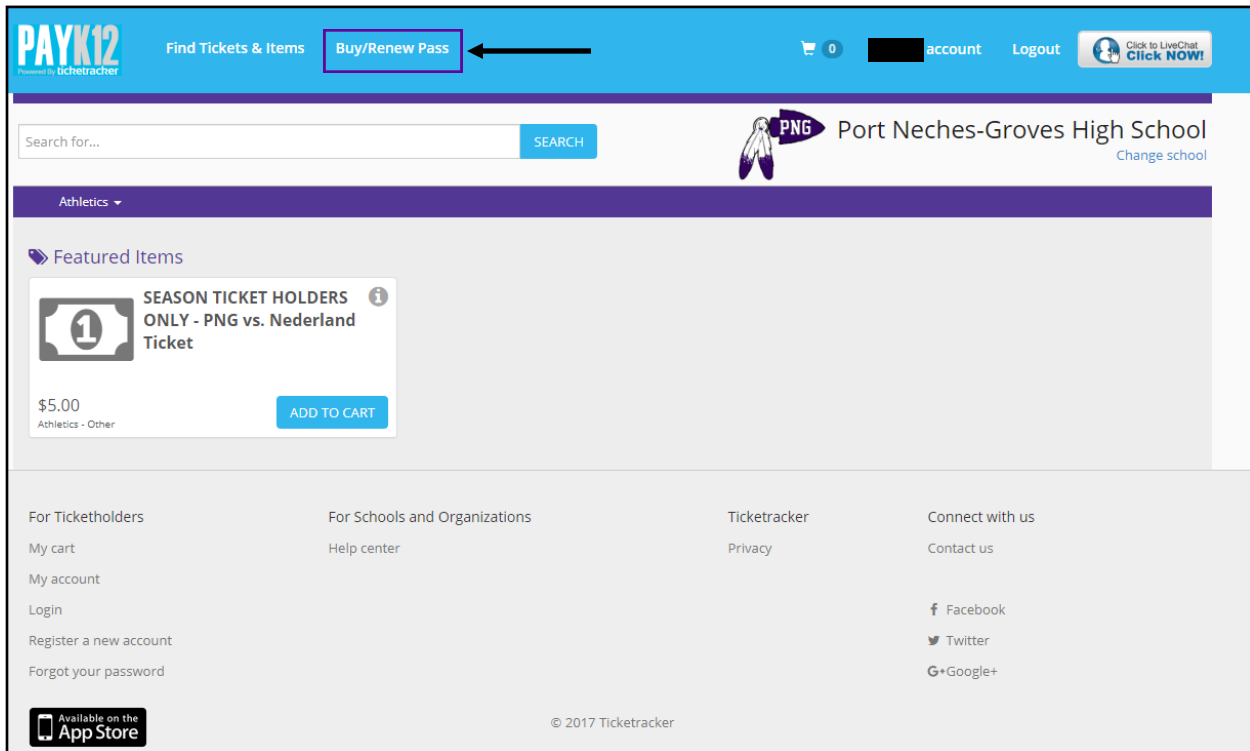
**If you forgot your password...**

- Click Forgot Password.
- When the box appears, type in your email address and click Submit.
- A new password will be emailed to you.
- Login using the new password. You can change your password to something more familiar by clicking on your account name at the top of the screen then Change Password.
- If the new password fails, please contact Amanda Delcambre at adelcambre@pngisd.org or the PayK12 support phone number at 1-888-478-5273.

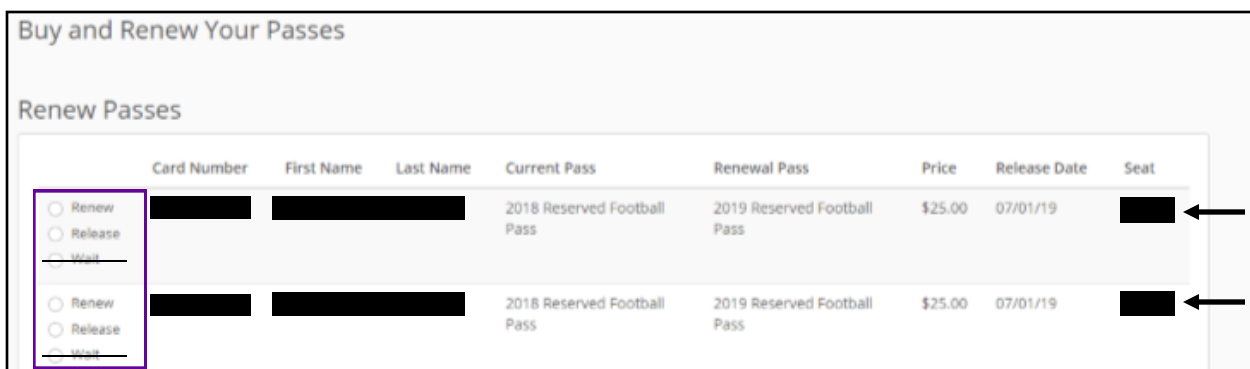
## Renew Your Home Tickets

Your reserved seats will be listed so don't worry if you can't remember your seat numbers.

- Click Buy/Renew Pass at the top of your screen.



- Click the appropriate bubble for each reserved seat listed.
  - Renew: if you want to purchase the seat.
  - Release: if you do not want to purchase the seat.
  - Do not choose Wait.
- Click Buy/Renew/Release at the bottom of the page when you're finished.



- Review your seats to ensure all the home seats you're purchasing are listed.
- Click Confirm at the bottom of the page to proceed.
- Your Shopping Cart will appear.

**On the Shopping Cart screen you'll see two options, either Continue Shopping or Checkout.**

If you want to purchase Nederland tickets, click Continue Shopping and continue reading for instructions.

Note: You will need your pass card numbers to purchase Nederland tickets. If you don't have the cards with you, now is a great time to write down your card numbers since they are listed here.

If you do not want to purchase Nederland tickets, click Checkout and skip to page 5 for instructions.

Item	Price	Qty	Total
2019 Reserved Football Pass Card Number: [REDACTED]	\$25.00	1 <a href="#">change</a>	\$25.00
2019 Reserved Football Pass Card Number: [REDACTED]	\$25.00	1 <a href="#">change</a>	\$25.00
Subtotal:			\$50.00
Processing Fee:			\$2.25
Total:			\$52.25

Continue Shopping   Checkout   [Cancel Order](#)

Click here if you want Nederland tickets!

Click here if you do not want Nederland tickets and you're ready to checkout.

**Nederland Ticket Policy:** Your Nederland ticket limit is equal to the number of PNG seats you own. For example, if you own 4 PNG seats, your Nederland limit is 4 tickets.

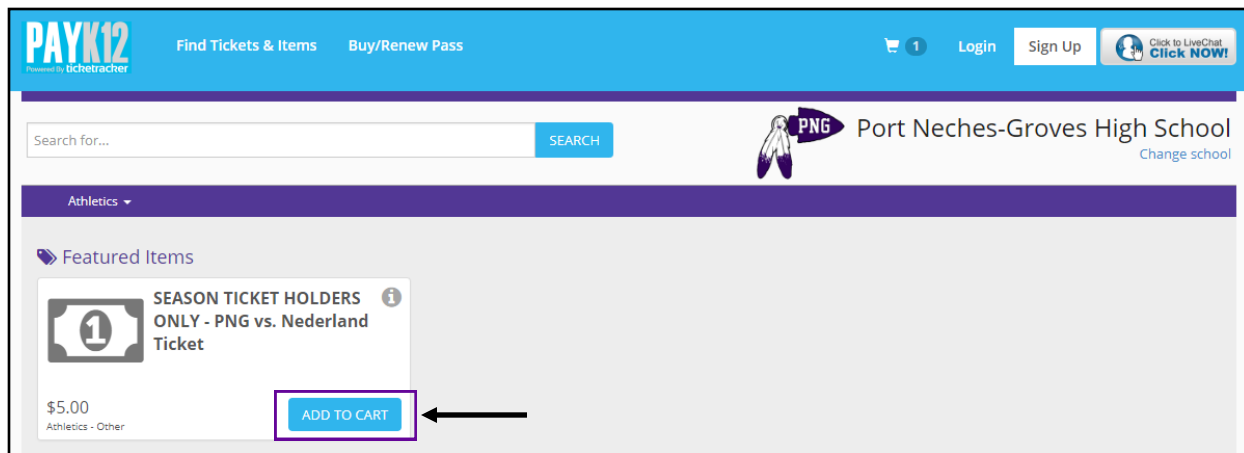
***YOU CANNOT PURCHASE MORE NEDERLAND TICKETS THAN YOUR LIMIT!***

If you purchase more Nederland tickets than your limit you will receive a notification that your order will not be processed and you will not receive Nederland tickets.

**THIS ALWAYS HAS BEEN AND WILL BE STRICTLY ENFORCED!**

### Purchase Nederland Tickets (Optional)

- In the Featured Items section you will see the PNG vs. Nederland ticket. If you don't see the Nederland ticket that means the game is already sold out and no longer available.
- Click ADD TO CART.



- Enter the ticket owner's first name, last name, and 8-digit season pass barcode number.

A screenshot of the 'SEASON TICKET HOLDERS ONLY - PNG vs. Nederland Ticket Registration' form. The form contains three input fields: 'First Name', 'Last Name', and '2018 Season Pass Barcode'. Arrows point to each of these fields. Below the fields is a 'Save' button, which is highlighted with a green box and an arrow. To the right of the form, a text box says 'We Need A Little More Information' and 'Please complete the registration form to add the item to your cart.' A black box with white text provides important information: 'IMPORTANT: You will need your 8-digit season pass barcode numbers for this step. The number is on the back of your season pass above the barcode.'

#### If you're buying multiple Nederland tickets...

- a) Click Save. When the Shopping Cart appears, click Continue Shopping.
- b) Enter the ticket owner's name again but use a different barcode number this time. It doesn't matter which order you use your barcode numbers, just as long as you don't enter the same number twice.
- c) Keep clicking Save, then Continue Shopping to continue adding tickets using a different barcode number each time until you've reached your desired or maximum-allowed ticket limit.
- d) When you've added your last ticket, click Save. Then click Checkout.

If you're only buying 1 Nederland ticket...click Save. Then proceed to Checkout.

You will not choose your exact seats. PNGISD will assign seats in order of online purchase date and time. Reserved tickets will be assigned first and General Admission tickets second. When the Nederland game sells out tickets will no longer be available online.

## Checkout

- Verify the tickets in your shopping cart.
- If you purchased Nederland tickets, ensure your Nederland ticket limit has not been exceeded by counting how many tickets are in your cart.
- Note: You'll be charged a processing fee of \$0.25 + 4% of your total.
- Click Checkout.

Item	Price	Qty	Total
2019 Reserved Football Pass Card Number: [REDACTED]	\$25.00	1 <a href="#">change</a>	\$25.00
2019 Reserved Football Pass Card Number: [REDACTED]	\$25.00	1 <a href="#">change</a>	\$25.00
SEASON TICKET HOLDERS ONLY - PNG vs. Nederland Ticket Registrants	\$5.00	1 <a href="#">add</a>	\$5.00
Registrant 6 - 1	<a href="#">Edit</a>	<a href="#">Remove</a>	

In this example, the customer has 2 PNG passes and 1 Nederland ticket. Therefore, the Nederland limit has not been exceeded.

Subtotal: \$55.00  
Processing Fee: \$2.45  
Total: \$57.45

[Continue Shopping](#) [Checkout](#)  
[Cancel Order](#)

- Enter all required personal information and credit or debit card information.
- Click Purchase.
- Your receipt will be emailed to you. You may also print it at this time.
- You've completed the online process and your season pass cards have been reactivated and ready to use at all home games. (Yes, you will use your same pass cards as last year.)
- Click Logout at the top of the screen.

## Pick Up Nederland Tickets

If you purchased Nederland tickets, you can pick them up on the following Thursdays from 7:00am-4:00pm at the PNG stadium ticket booth: August 27, September 3, 10, 17, or 24. You must have a photo ID and your receipt with you.

Because Nederland tickets are assigned by online purchase date and time, the date or time you pick them up will not matter or affect your seat assignment.

**If you purchased more Nederland tickets than you were allowed, you will not receive your tickets.**

You will not be able to use your receipt, a paper ticket, or your pass cards at the gate at Nederland's Stadium. You have to use the official Nederland game ticket so keep your tickets in a safe place.