To Request Tickets to the CFA Convocation Ceremony Taking Place on May 7th at 2:30pm in Rice Eccles Stadium

Go to the Rice Eccles Stadium Ticketing Website: https://am.ticketmaster.com/utahutes/resgrad#

It will ask you for an e-mail address and a password.

Your e-mail address will be your official uMail address (Example: u0000000@utah.edu)

You do not initially have a password set up in the system, so you will need to click on “Forgot Password” to set that up. Clicking on “Forgot Password” will take you to the “Reset Password” screen. Click “Next.”
You will get a message saying that you do not have a Ticketmaster account. Click “Sign Up”

You will be taken to a form to enter your account information. You will need to use your uMail as your e-mail address, and you can enter in whatever password you would like.
On the next screen you will need to enter your Phone Number:

A confirmation code will be texted to the phone number you have entered. You will need to enter the code you received and click “Confirm.”
Once you have created your account, you might get an error message. **You will need to log out of the Ticketmaster system, and log back in, using the new password that you set up.** It will take you directly to the ticket portal. If there are a lot of people trying to register for tickets at the same time, the system might put you in a queue. Stay online until the system allows you to “shop” for your tickets.

When it is your turn, the screen will change, and then the system will take you to the Convocation Ticket page. Please make sure that you are registering for the College of Fine Arts Convocation event.
The Convocation Ticket page has two sections – one for “Student Tickets” and one for “Guest Tickets.” Although the system is asking you to “purchase” the tickets, you will not be charged for any Convocation tickets.

You will need to input the number of tickets that you need. The maximum amount available for student tickets is one (for yourself). The maximum amount available for guest tickets is four. The system will let you know when you have reached the maximum.

Click “Add to Cart”
You will need to click on the cart icon in the top right corner of the screen:

![Cart Icon]

Click “Continue”

![Cart Details]

This will take you to a confirmation page. Please click “Checkout”

![Shopping Cart]

The prices you see here are exclusive of taxes, fees and shipping costs will be calculated once you are in the checkout step.
It will take you to the checkout page. You will be asked to select a delivery method. Please select “Mobile (Free)” and then click “Continue.”

You will need to check the box to accept the “Terms and Conditions” and then click “Submit Order.”
You will see a confirmation page, and a confirmation e-mail will be sent to your uMail.

** For Easier Access, the Next Steps Should be Completed on a Mobile Device (smart phone or tablet)**

In the e-mail you receive, there will be a link to “Manage Tickets.” You will need to click on that link in order to download your electronic tickets. Or, you can go directly to the Ticketmaster website (https://am.ticketmaster.com/utahutes/resgrad#/)

If you have previously signed out of Ticketmaster, you will need to login again using your uMail e-mail address (Example: u0000000@utah.edu) and the password you set up for your account.

The landing page of Ticketmaster will now display all the tickets you have registered for. If you don’t see the Convocation Tickets automatically, click on “Manage Tickets.”
When you see the page that lists the tickets, click on the “Transfer” button at the top of your screen.

Select the tickets you would like to transfer (the Guest Tickets) and click “Next.”
You can then individually select the tickets to send to your guests. All guest tickets are General Admission, and direct guests to enter through Gate G. Student tickets are also General Admission, and direct the student graduates to enter through Gate H. (Since you and your guests will be going through separate gates, you will need to make sure that the guests have their own tickets downloaded)

Add the recipient’s name and information, then click “Transfer.” Your guests will need to log in to Ticketmaster and create an account (using the e-mail address you used to transfer the tickets) in order to download the ticket. If they already have an account, be sure to use the email address already associated with their Ticketmaster account, so it’s easier for them to accept their tickets.

Enjoy your tickets!

If you have difficulties accessing your tickets, please contact the Rice Eccles Stadium Ticket Office.