# **2025 INDIANAPOLIS COLTS RELOCATION PROCESS**

#### **INSTRUCTION MANUAL AND FAQS**

#### COLTS FANS,

We are pleased to utilize our 3D Virtual Venue for our relocation process again this year. This interactive tool will allow you to view and select the best available seats according to your individual preference directly from your computer, tablet, or mobile device, all based on your seniority. Access to the online relocation tool is available via My Colts Online Account Manager. We encourage you to take a few moments to read through this instruction manual so you can familiarize yourself with the process. If you have any questions, please contact the Colts at 317-297-7000.

Let's get started!

## **STEP ONE** MY COLTS ACCOUNT LOGIN

First, login to your Colts account manager with the email associated with your season tickets.

The Colts mobile App will not work for our relocation process, you will need to use a desktop.



## **STEP TWO** ACCESS THE UPGRADE PROCESS

Once logged in, during your designated timeslot, the popup will appear to enter relocation.

Click the "Relocate Now" button to launch.



## **STEP THREE** | SELECT SEATS TO UPGRADE

Please note, you may not leave a single seat.

You are able to select multiple seat blocks from a single plan to relocate at the same time.

Select the seats you would like to relocate or upgrade and click "Next".



## **STEPFOUR** | SELECT YOUR PLAN

Select the plan you would like to relocate and click **"Next".** 



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## **STEP FIVE** VIEW AVAILABLE INVENTORY

Once virtual venue will load, displaying available inventory for you to select.

Sections with availability will display the section number and have a GREEN dot on them.

Click your desired section to see available seats.



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## **STEP SIX** SELECT YOUR NEW SEAT LOCATION

Seats highlighted GREEN are available for relocation or add-on.

Click on the seats you would like. Remember, you cannot leave a single seat.

Verify the approximate view, selected seats, and click "Add to Cart".

**IMPORTANT:** Before you can add the seats to your cart, you must select the ticket type, which will auto-populate with the correct option.

If you want to view other seats, click the back button. If you like the seat location, click "Add to Cart".

At this time, you can also select up to four (4) additional seats if you are interested in adding to your account.



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#### **STEP SIX** SELECT YOUR NEW SEAT LOCATION

Click the shopping cart icon on the top-right and select "Continue with Checkout" if you're happy with the seat location.



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## **STEP SEVEN** | REVIEW YOUR ORDER

If you wish to make a change, please click "Edit" next to your new seat location to return to the Virtual Venue.

If you wish to start the process over, please click **"Edit" next to your current** seats to return to the beginning.

When you are ready to continue, click "Checkout".



## **STEP EIGHT** CHECKOUT PROCESS

A summary of your order is located on the right of the screen. If upgrading or adding seats, verify ticket price difference.

Please note, you have eight (8) minutes to complete this step before your new seat location is returned to available inventory.

To finalize your new seat location, please select your form of payment.

If you do not owe any additional money, payment is not required. If you owe money, you may choose to pay in full or opt into a payment plan.

Once complete, accept the Terms and Conditions and click "Place Order". If successful, your current seats will be released and your new seats will be on your account.



## **STEPNINE** | CONFIRMATION

Once completed, you will be sent to a confirmation screen and will receive a confirmation email from Ticketmaster with your updated seating and any necessary payment information for your records.

