Log in by entering your email address and the verification code sent to you. Then, fill information and enter the Bears ID that was provided





#### **Enter Email Address**

#### Receive Passes

#### **Passes Transferred**

#### **Email Verification / OTP**

- The system sends the recipient an email with a verification code or onetime password (OTP).
- The recipient enters the code in the space provided to complete the process.

#### **Receiving Passes or Booklets**

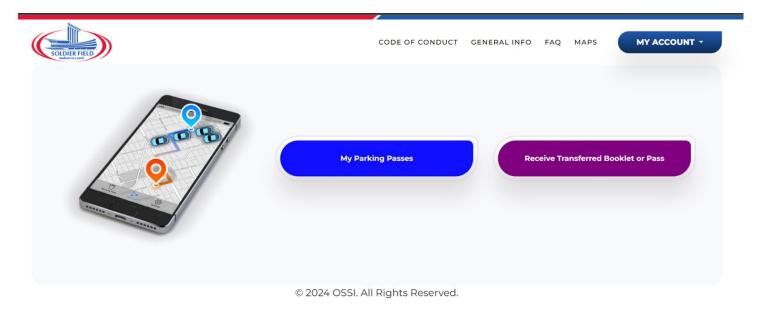
- Click the purple button labeled "Receive Transferred Passes or Booklets."
- 2. Enter either the Season
  Booklet Transfer Code
  or the Single Game
  Transfer Code.
- No account is required to receive a pass.

#### **Transfer Complete!**

- The parking passes now belong to the recipient.
- Once the recipient accepts the transfer, the Status in your account will update with their information.



## You can receive a Booklet or Pass by simply clicking on the right button and pasting the code you were given.



# Clicking on the blue "My Parking Passes" button brings up your passes.

#### Transfer

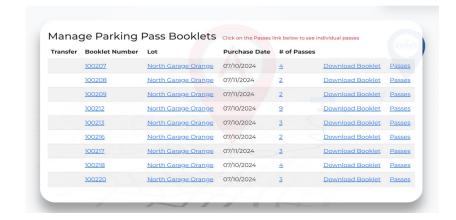
Transfers the entire booklet to someone else.

#### # of Passes

 Shows how many passes are still available in the booklet.

#### **Download Booklet**

Downloads a PDF containing all passes from the selected booklet.





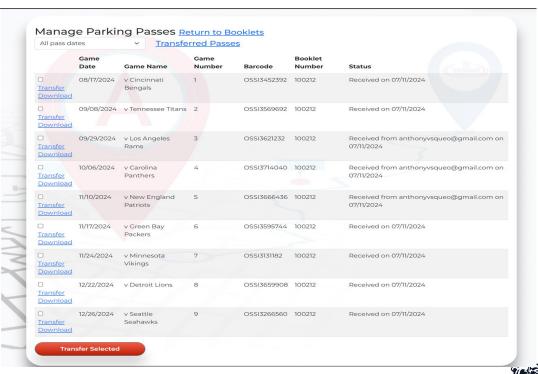
## By clicking on 'Passes', you pull up the Pass Menu.

#### Transfer / Download

- You can transfer or download individual passes from a booklet.
- Once you transfer a pass, the option to transfer the entire booklet will be disabled.

#### **Status**

- Shows the date the pass was received.
- If someone transferred the pass to you, their email will appear.
- If you transferred it, the receiver's email appears after they enter their code.



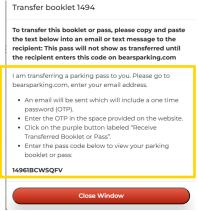
### **Steps to Transfer Passes**

#### Transferring the entire booklet (all 10 passes)

1. Click on Transfer Booklet



2. Copy the message that pops up and send this in an email to the person you are transferring the booklet to.



#### **Transferring individual passes**

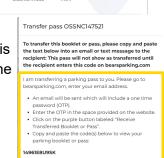
1. Click on Passes



2. Click on Transfer for the game you want to send. You can select multiple games by checking the box above transfer button.



3. Copy the message that pops up and send this in an email to the person you are transferring the pass(es) to.





## What your guests will receive

 Provided you copied and pasted the entire text, the receiver will have an email exactly like this one, with as many or less codes.

 All they have to do is copy and paste the codes after clicking on the "Receive Transferred Booklet or Pass" purple button. I am transferring a parking pass to you. Please go to bearsparking.com, enter your email address.

- An email will be sent which will include a one time password (OTP).
- Enter the OTP in the space provided on the website.
- Click on the purple button labeled "Receive Transferred Booklet or Pass".
- Copy and paste the code(s) below to view your parking booklet or pass:

52718R3TJP, 5272E7TJU9, 5273J5KRCP, 52746YUMK8, 52758XYSVQ, 5276PQ4CHM, 5277VJQPS4, 5278ABVSQW, 5279UARN6V, 5280ZJ9VEP

