

# HOW TO ASSIGN MY MATCH TICKETS?

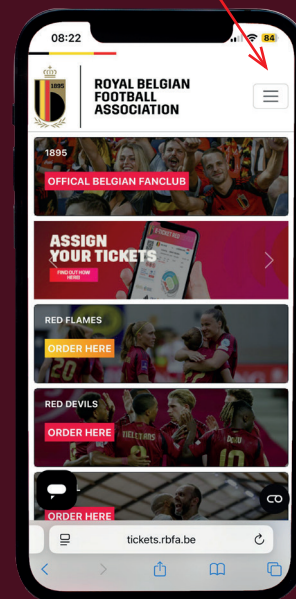
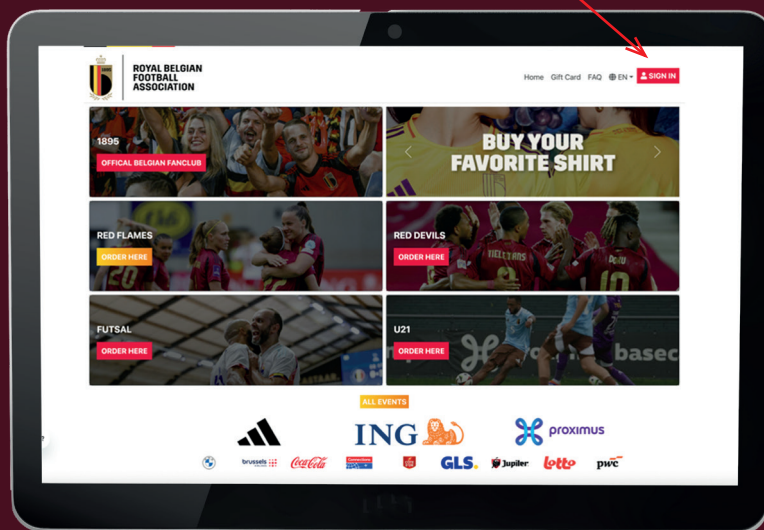
This guide explains how to assign your tickets.

## STEP 1: GO TO THE RBFA TICKETING PLATFORM

<https://tickets.rbfa.be/>

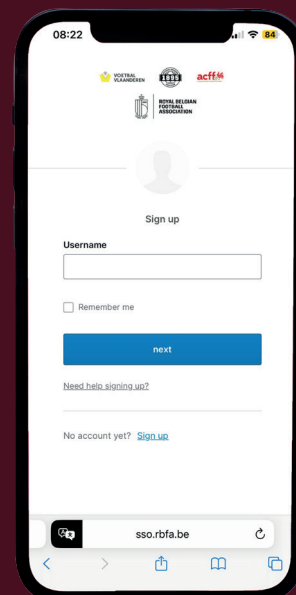
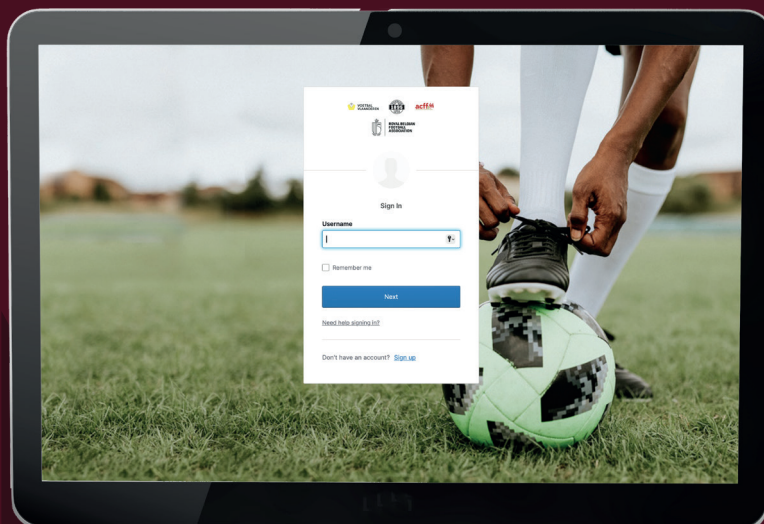
Log in via the red button at the top right..

On a mobile device, tap the three lines at the top right, then tap 'Log in'.



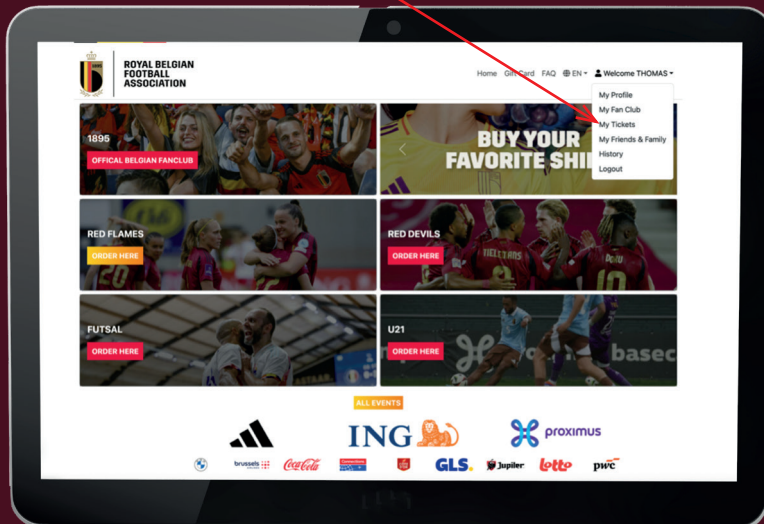
## STEP 2: LOG IN WITH THE RBFA ACCOUNT YOU USED TO PURCHASE YOUR TICKETS

This is the account you use for the app, webshop, or ticket shop. If tickets have been assigned to an email address for which you do not yet have an RBFA account, you can create one at: <https://extranet.e-kickoff.com/ast/faces/registration>

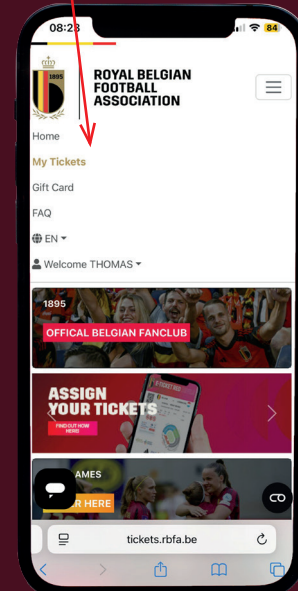


### STEP 3: CLICK ON 'ASSIGN TICKET'

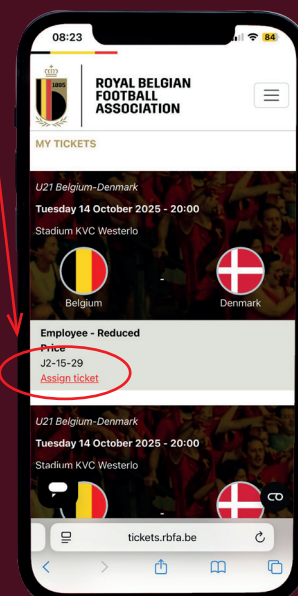
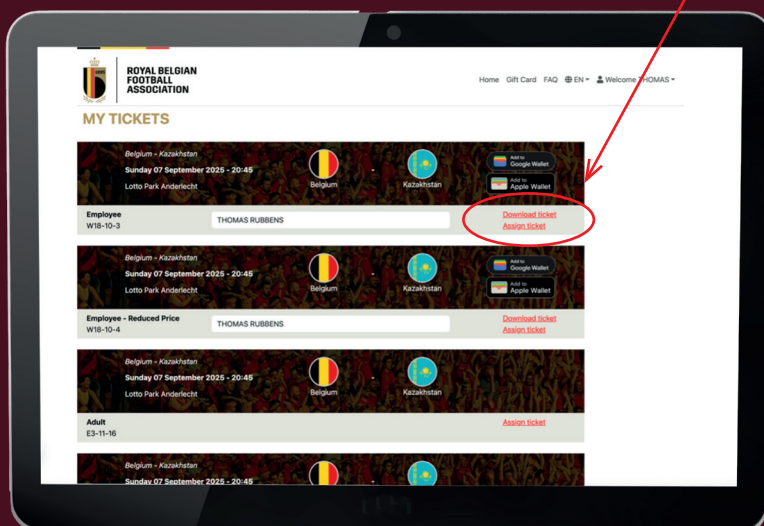
On a computer, click 'My Tickets' at the top right.



On a mobile device, tap the three lines at the top right, then tap 'My Tickets'.



### STEP 4: CLICK ON 'ASSIGN TICKET'



## STEP 5: NOW ASSIGN YOUR TICKETS TO THE CORRECT PERSON

Choose whether you will use the ticket yourself or assign it to someone else.

### 5A. TICKET FOR **YOURSELF**

If you want to attend the match yourself, choose “keep”. You can now use your ticket to access the stadium.

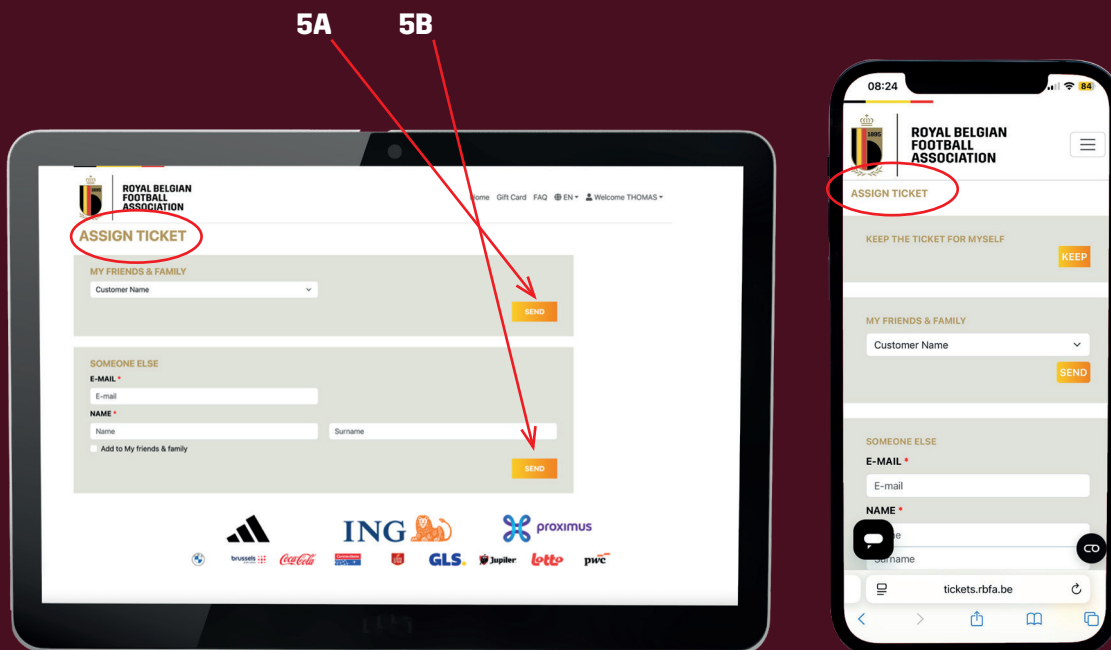
### 5B. TICKET FOR **SOMEONE ELSE**

If you want to assign the ticket to someone else, enter that person's email address, first name, and last name. They will receive a confirmation by email and can accept or decline the ticket. If they accept the ticket, it will also appear in their profile under “My tickets”.

**IMPORTANT:** This person must have an **RBFA ACCOUNT**. If the person you want to assign the ticket to doesn't have an account yet, they will need to create one via:

<https://extranet.e-kickoff.com/ast/faces/registration>

**BE AWARE:** a ticket in the “**Member 1895**”, “**Member 1895 U12**”, or “**U12**” price category can only be assigned to people whose profile matches this category, meaning a person who is a member or under 12 years old.



## STEP 6: ADD MY FRIENDS & FAMILY (OPTIONAL)

If you want to avoid entering the name and email address of your companions for each match, you can also add them to your "My friends & family" list. This way, for a future match, you can simply select the name without having to fill in all the information again.

