



HOW-TO FOR SELLERS

1. Go to [NCAA.com/Exchange](https://www.ncaa.com/exchange) and click on **BUY OR SELL TICKETS** next to the NCAA Championship you wish to sell tickets for.
2. Find the event date you wish to sell tickets for from the available options and click on the **SELL** button.
3. After clicking the **SELL** button, log in or register a new account with PrimeSport.
4. After logging in you will be at the Ticket Listing page.
 - a. In Section 1, you will first list your ticket information (Quantity, Section, Row and Seat Numbers). Next you will note if you have the ticket in hand or not; if not, you will be prompted to enter an in-hand date. After that you will be able to review the selling rules (The selling rules will always include the payment structure and listing removal date).
 - b. In Section 2, you set your sell price per ticket.
 - c. In Section 3, you have the option of putting in ticket notes (i.e., Lower Level seats behind the basket).
 - d. After entering all the required fields, you will have to agree to the Terms and Conditions and the Selling Rules, then click **SUBMIT**.
5. On the final page you will have to enter your personal information. For digital inventory, you will be required to enter your Flash Seats credentials, then click **SUBMIT**.
6. You will then receive a success page and a confirmation email.