



## **HOW-TO FOR SELLERS**

1. Go to [NCAA.com/Exchange](http://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 Listings page.
  - a. In Section 1, you will note if you have the tickets(s) in hand or not; if not, you will be prompted to enter an in-hand date. You will then list your ticket information (Section, Row and Seat Numbers). You will also have the option to select any pertinent ticket notes during this part (i.e., Lower Level Behind Basket).
  - b. In Section 2, you set your sell price per ticket. After that you will be able to review the selling rules. (The selling rules will always include the payment structure and listing removal date.)
  - c. After entering all the required fields, you will have to agree to the selling rules, then click **SUBMIT**.
5. On the next page you will have to enter your payment method (PayPal or check) and your personal information. If you are listing **FLASH SEATS**, you will also be required to enter your **FLASH SEATS** credentials, then click **SUBMIT**.
6. On the final page you will have an opportunity to review your listing and then agree to the terms and conditions.
7. You will then receive a success page and a confirmation email!