

UEFA Women's EURO 2022 Schools Group Booking: Step-by-Step Guide

- 1. Enter your details on the WEURO 2022 Schools Ticket Purchase Request Form (this form can be accessed here)
 - a. You'll need to populate and complete all the fields: School name, School postcode, full name, and email address
 - b. Once this form has been submitted

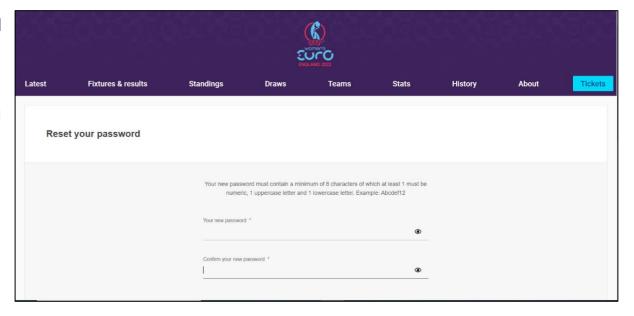
 a member of the UEFA Women's EURO
 2022 team will process the information
 and set up your account within
 48 working hours

	School Name *
	School Postcode *
FOR ALL	Contact First Name *
WEURO 2022 Schools Ticket	Contact Last Name *
Purchase Request Form	
Please complete this form as accurately as possible, and use your school email address if applicable. This form will close at 5pm on	Contact Email Address * Please use your school email address if applicable
8 October 2021. Once completed, you will be contacted within 2 working days.	
Further information on tickets for schools can be found at https://www.thefa.com/competitions/uefa-womens-euro-2022/schools	Please tick here to confirm you understand and acknowledge that your personal data is being collected and processed in accordance with the UEFA Women's EURO 2022 Privacy Notification and the UEFA Privacy Policy *
	Privacy Notification: https://www.uefa.com/MultimediaFiles/Download/competitions/Ticketing/02/64/81/49/26/84149_DOWNLOAD.pdf Privacy Policy: https://uefa.com/privacypolicy/index.html
	The issue of any tickets for UEFA Women's EURO 2022 shall be subject to the following. *
	UEFA's Ticket Terms & Conditions: https://www.uefa.com/MultimediaFiles/D



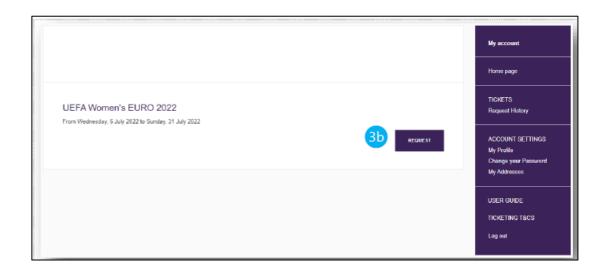
2. Confirm your account and set your password on the UEFA Ticketing portal

- a. Once your account has been set up, you will receive an email to your school email address to access the UEFA Ticketing portal and set a password
- b. Complete all the mandatory fields on the registration form and press submit
- c. You will then be taken to your UEFA Ticketing portal homepage



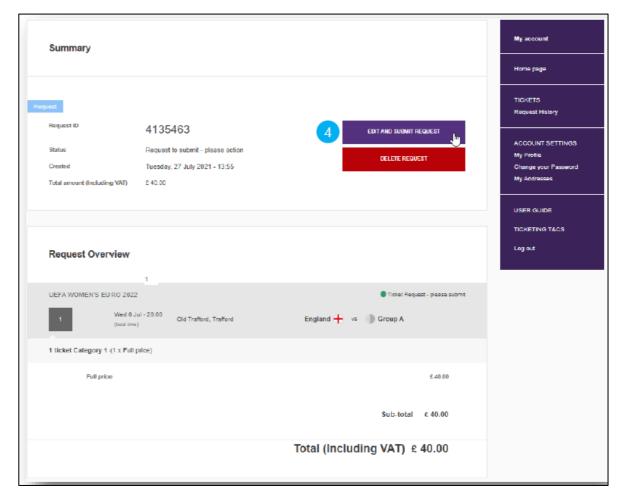


3. On the UEFA Ticketing homepage, select 'REQUEST' next to UEFA Women's EURO 2022



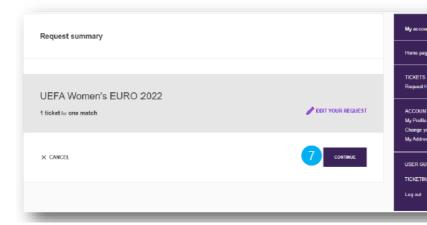


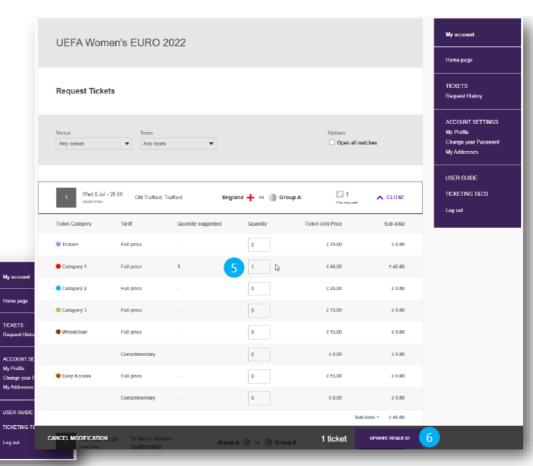
4. Click on **'Edit and submit request'** to continue





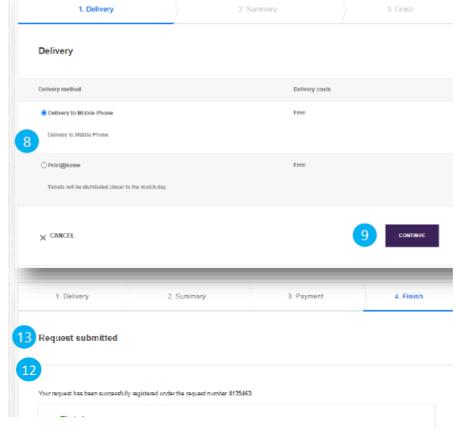
- **5.** Modify the quantities of tickets you would like to request
- 6. Click on 'UPDATE REQUEST'
- 7. Click on 'CONTINUE'

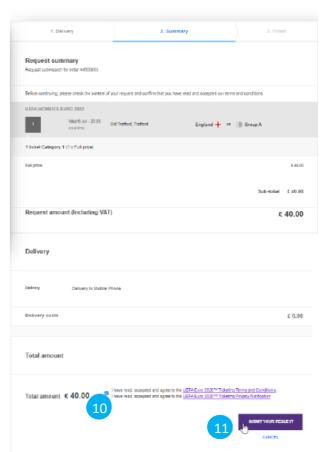






- 8. Select a delivery method
- 9. Click on 'CONTINUE'
- **10.** Read and accept the Terms and Conditions and the Data Privacy Policy
- **11.** Finish the process by clicking **'SUBMIT YOUR REQUEST'**
- 12. The system will register your ticket request and confirm the submission (an automatic email will be sent to you to inform you that your ticket request was





How do I make payment for my tickets?

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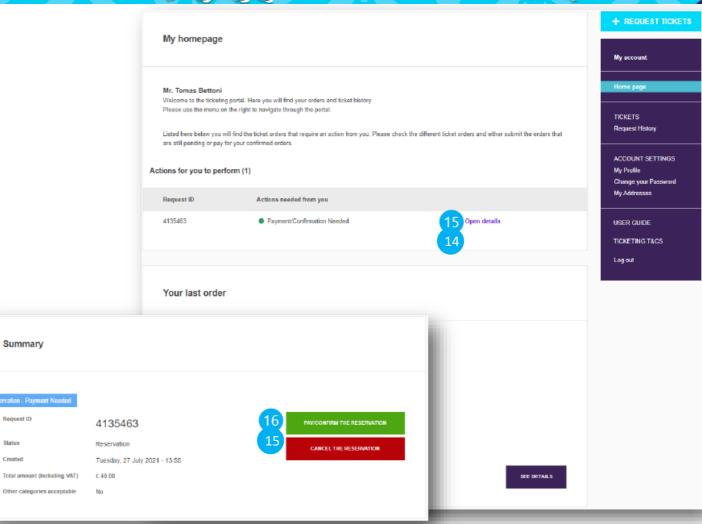
13. Once UEFA confirm your ticket request you will receive an email with request to login to the ticketing portal to pay for your tickets

14. Click on 'Open details' to open your ticket request details

Summary

Request ID

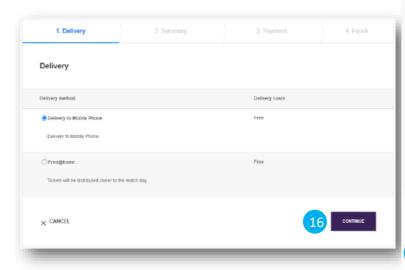
15. Click on 'PAY THE **RESERVATION'**

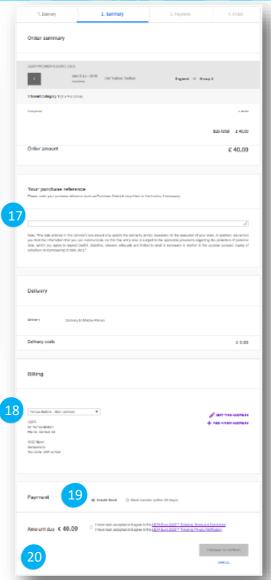




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- **16.** Select a delivery method and click on **'CONTINUE'**
- **17.** Insert your Purchase Order reference (Optional)
- **18.** Check billing contact to be shown in the invoice (new billing contact can be added if needed by clicking 'Add a new address')
- **19.** Choose a payment method (if multiple options are available)
- 20. Confirm that you have read and agree to the Terms and Conditions and click on 'FINALISE YOUR ORDER'







How do I make payment for my tickets?

- **21.** If you choose payment by credit card, you will be asked to fill in your credit card details, afterwards click on 'PAY NOW'
- **22.** If you choose payment by bank transfer (BACS), you will receive an email with your invoice alongside payment instructions
- 23. After UEFA receive payment for your ticket order, you will receive an email with the payment confirmation, which is also a final confirmation for your tickets

