

The University of Pittsburgh, SportsPITTSBURGH and PPG Paints Arena are pleased to host the 2019 NCAA Division I Wrestling Championships, March 21-23, in Pittsburgh. The purpose of this communication is to provide information pertaining to institutional ticket requests for the championships.

Please make note of the upcoming deadlines:

2019 NCAA Division I Wrestling Championships – Ticket Request Timeline	
November 1, 2018	Institutions to receive information and instructions for requesting tickets online.
January 4, 2019	Deadline to submit online ticket requests by 5 p.m. Eastern time.
January 11	NCAA to confirm ticket allocations and invoice institutions for balances due.
January 16	Deadline for institutions to return up to a maximum of 20 percent of ticket allocation.
Late January	Tickets shipped to institutions from NCAA.
February 22	Deadline for receipt of payment for tickets.

All institutions will have access to seats in the lower level. The number of seats allocated to each institution will vary and will depend on the institution's finish at the 2018 NCAA Division I Wrestling Championships in Cleveland. Each institution that requests tickets will be allocated a minimum number of seats in the lower level as noted below. All other seats within the institution's allocation will be in the upper level of the venue.

2018 Team Place Finish	Minimum Number of Lower Level Seats
1 to 10	120
11 to 20	20
21 to 30	16
31 to 40	14
41 to 50	12
51 to 76	10

Due to the strong demand for tickets, we ask that you give careful consideration to your ticket request. Ticket needs for any student-athlete who qualifies from your institution must be handled out of your ticket allocation. When allocating tickets, the committee will attempt to accommodate the total number of tickets requested; however, if the number of tickets requested by all institutions exceeds the number of tickets available for institutional purposes, then the number of tickets allocated to each institution may be reduced.

Following the determination of each institution's allocation, institutions will be notified and invoiced for that allocation. **Each institution will be financially responsible for a minimum of 80 percent of the tickets allocated.** Institutions have until 5 p.m. Eastern time, Wednesday, January 16, to cancel up to a maximum of 20 percent of their allocation. Written notification regarding the cancellation must be submitted to Tricia Krummen (tkrummen@ncaa.org) at the NCAA National Office by the January 16 deadline. **Payment for the remaining tickets must be received by Friday, February 22.**

ONLINE TICKET REQUEST PROCESS

Login Instructions: When you first click the link below, you will need to begin to type your institution's name and then you must select it from the drop-down list. After clicking on the wrestling logo, you will be asked to log in to your institutional account. You will need to select "**I am an Existing User**" and enter the **athletics director's email address** or **your NCAA institutional login/ID number**. If you are unsure of the password, click the "**I forgot my password**" link and instructions for resetting your password will be sent to the athletics director's email address.

Click [HERE](#) to request your tickets. **You must submit your institutional request by 5 p.m. Eastern time, Friday, January 4.**

Each all-session ticket includes the six individual sessions and, based on location, are priced at \$285 (lower bowl) or \$235 (upper bowl). Your allocation of seats may be in one or both price levels. If your institution

does not wish to have any seats in the lower level, please notify Tricia of this at the time your request is submitted. Please note that completing an online ticket request does not guarantee that your institution will receive the requested number of tickets. You will receive a final confirmation of the number of tickets allocated to your institution by January 11.

ADA ACCESSIBLE SEATING

Requests for ADA accessible seating will be handled by the box office at PPG Paints Arena beginning Friday, February 1, 2019, at 10 a.m. Eastern time. If your institution needs ADA accessible seating, please call the PPG Paints Arena box office at 412-804-7815 or email boxoffice@ppgpaintsarena.com for assistance. Institutions are not allowed to trade seats from their NCAA allocation for ADA accessible seats, so please plan accordingly.

Please note that all ADA accessible seats must be requested and paid for directly through PPG Paints Arena. PPG Paints Arena accepts MasterCard, Visa, American Express and Discover.

FREQUENTLY ASKED QUESTIONS

Q: Where do I go to request tickets?

A: Please visit <http://web1.ncaa.org/champTickets/portal1.jsp>.

Q: I type in my institution's name, but all I get is a blank screen.

A: You are required to select your institution's name from the dropdown menu. Once you begin to type the first few letters of your institution's name, the dropdown menu will appear. Please note that it takes a few seconds for the menu to generate, but it will appear. You will not be directed to the correct ticket offer if you simply type in the name and hit enter.

Q: Am I considered an existing user or a new user?

A: Each Division I institution has an account that has been created for it, so you are an existing user. You may log in using your institutional login/ID number or the athletics director's email address and password.

Q: I am trying to log in and it says that the offer is restricted.

A: The account that has been created is tied directly to the athletics director's email address. This was done intentionally so that all ticket requests for any NCAA championship are housed with the institution and not with several individuals at each institution. Therefore, a ticket manager or other individual may submit the ticket request, but it must be done by logging in with either the institutional login/ID number or the athletics director's email address and password.

Q: I have entered my email address and selected the "I forgot my Password" link, but I never received the new password.

A: Refer to the issue above. The athletics director's email address must be used as the offer is tied to his/her email address. If the athletics director is unsure of his/her password, the "I forgot my Password" link should be used and instructions for generating a new password will be sent to the athletics director's email address.

Q: I am the one responsible for our institution's ticket requests. Is it possible to have the email address on the account switched to my email address?

A: No, the account will remain under the athletics director's email address. Please refer to the two prior issues.

Q: The system is asking me to answer several security questions to generate a new password, but I either don't know the answers to the questions or it says my answers do not match those on file.

A: If you receive this message and have no way of determining what the answers should be, please email the NCAA to request a password reset. Your athletics director will receive an email instructing him/her to reset the password. Prior to Nov. 12, email Lori Wolf (lwolf@ncaa.org); beginning Nov. 12, email Tricia (tkrummen@ncaa.org), for assistance.

Q: Will there be an opportunity to purchase additional tickets in the event that our institution has a student-athlete who does not qualify for the championships until March?

A: No. All tickets must be requested by the January 4 deadline. Tickets are no longer being held for "late qualifiers."

If you have any questions prior to Nov. 12, contact Lori and beginning Nov. 12, contact Tricia. We look forward to seeing you in Pittsburgh!