

FORWARDING YOUR SEASON TICKET FOR A MATCH



2025/26

FORWARDING

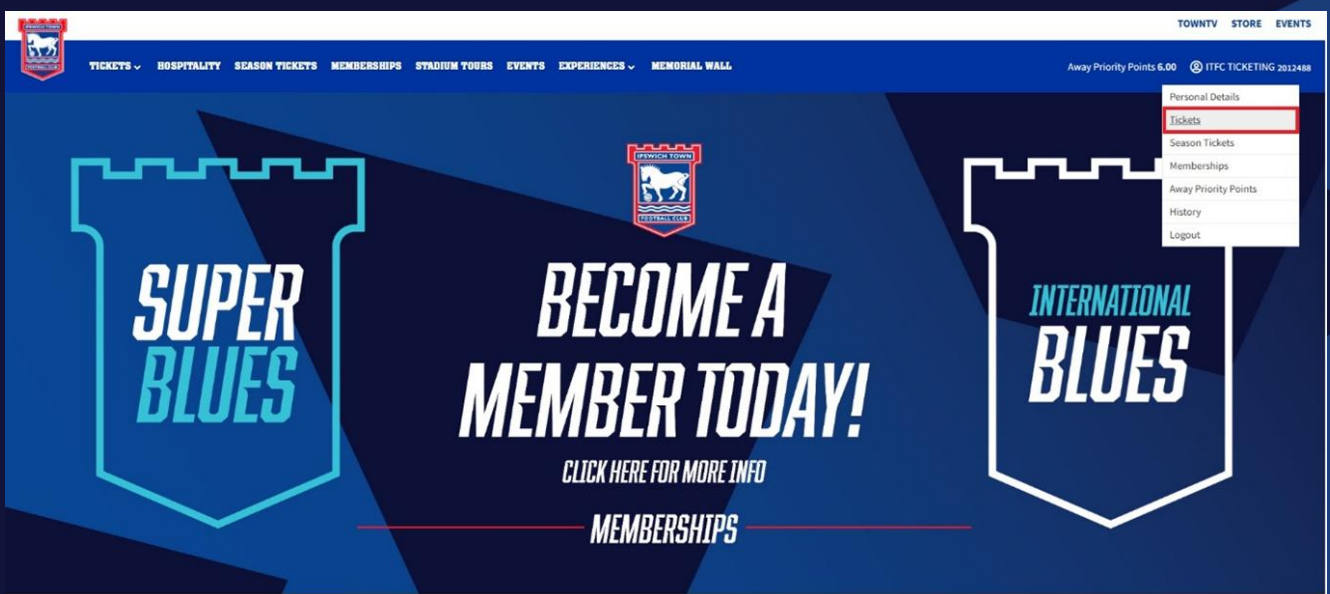
Step by step guide on how to forward your season ticket on to another supporter.

You **MUST** be signed into an account with a season ticket for an upcoming game.

The person using the ticket must be linked to your friends and family.

Click [HERE](#) to see our Friends & Family Guidance.

STEP ONE: Log into your ticketing account on tickets.itfc.co.uk. Navigate to the tickets tab under your account name in the top right corner of the screen.



FORWARDING

STEP TWO: Select the ticket you wish to forward.

TICKETS ▾HOSPITALITYSEASON TICKETSMEMBERSHIPSTADIUM TOURSEVENTSEXPERIENCES ▾MEMORIAL WALL

Away Priority Points 6.00ITFC TICKETING 2012488

ITFC TICKETING [2012488]

Sign Out

Welcome
Tickets
Season Tickets
Memberships
Away Priority Points
History
Direct debit payments

TICKETS

RESALE TICKETSFORWARD TICKET

	Product	Date	QTY	Owner	Purchased by	Transaction No.
☐	Ipswich Town V Sheffield United	12/09/2025 20:00	27	ITFC TICKETING	ITFC TICKETING	3802342
☒	Ipswich Town V Portsmouth	27/09/2025 15:00	1	ITFC TICKETING	ITFC TICKETING	3792937
☐	Ipswich Town V Portsmouth	27/09/2025 15:00	1	ITFC MARKETING	ITFC MARKETING	3775123

Then press ‘FORWARD’ in the top right corner of the screen.

TICKETS ▾HOSPITALITYSEASON TICKETSMEMBERSHIPSTADIUM TOURSEVENTSEXPERIENCES ▾MEMORIAL WALL

Away Priority Points 6.00ITFC TICKETING 2012488

ITFC TICKETING [2012488]

Sign Out

Welcome
Tickets
Season Tickets
Memberships
Away Priority Points
History
Direct debit payments

TICKETS

RESALE TICKETS**FORWARD TICKET**

	Product	Date	QTY	Owner	Purchased by	Transaction No.
☐	Ipswich Town V Sheffield United	12/09/2025 20:00	27	ITFC TICKETING	ITFC TICKETING	3802342
☒	Ipswich Town V Portsmouth	27/09/2025 15:00	1	ITFC TICKETING	ITFC TICKETING	3792937
☐	Ipswich Town V Portsmouth	27/09/2025 15:00	1	ITFC MARKETING	ITFC MARKETING	3775123

STEP THREE: Click ‘FORWARD’ again assuming you are happy to continue.

TICKET DETAILS

FORWARD TICKET

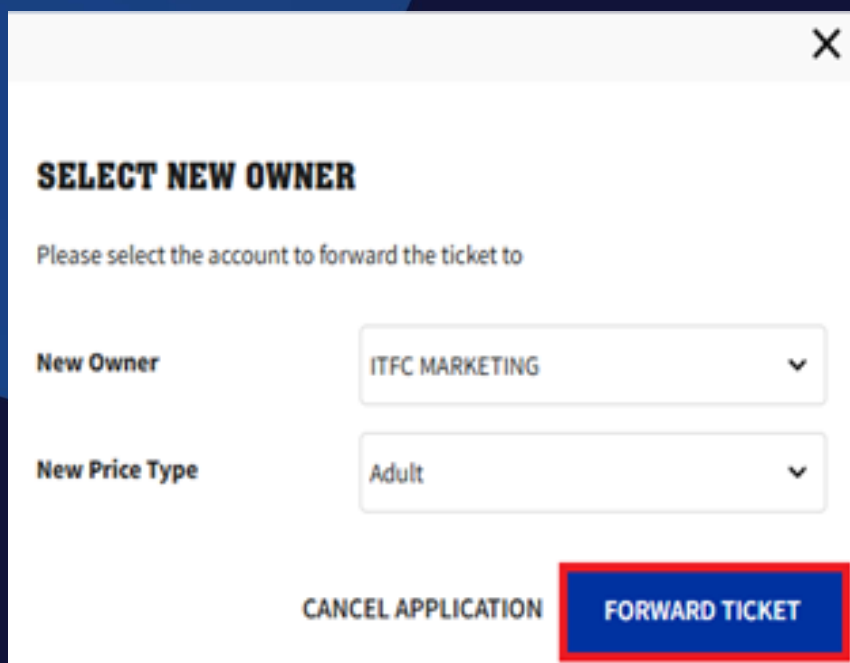
Product	Event Date and Time	Price Type	Stadium	Stand	Row	Seat	Owner
Ipswich Town V Portsmouth	27/09/2025 15:00	Adult	Portman Road	Block 1 SAR	AG	1	ITFC TICKETING

CLOSE

FORWARDING

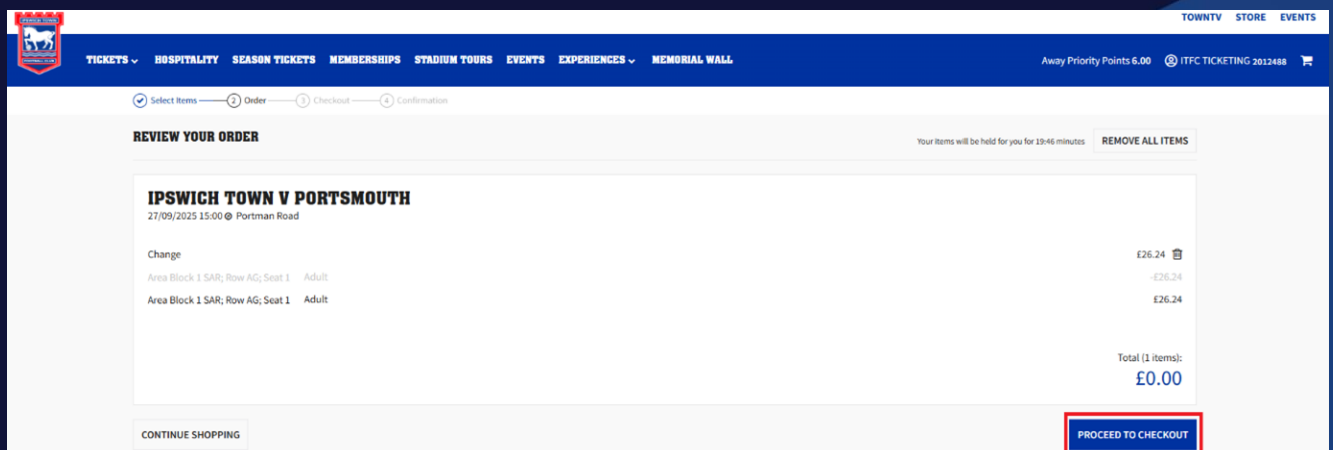
STEP FOUR: Choose the new owner for the ticket plus the same price type as your ticket and press **'FORWARD TICKET'**

*Please note the new owner must be linked via your friends and family.
Please note if the price type is changing then you are upgrading your ticket.
A guide to this can be found [here](#).*



A modal window titled "SELECT NEW OWNER" with a close button (X) in the top right corner. The text inside says "Please select the account to forward the ticket to". There are two dropdown menus: "New Owner" with "ITFC MARKETING" selected, and "New Price Type" with "Adult" selected. At the bottom, there are two buttons: "CANCEL APPLICATION" and "FORWARD TICKET". The "FORWARD TICKET" button is highlighted with a red border.

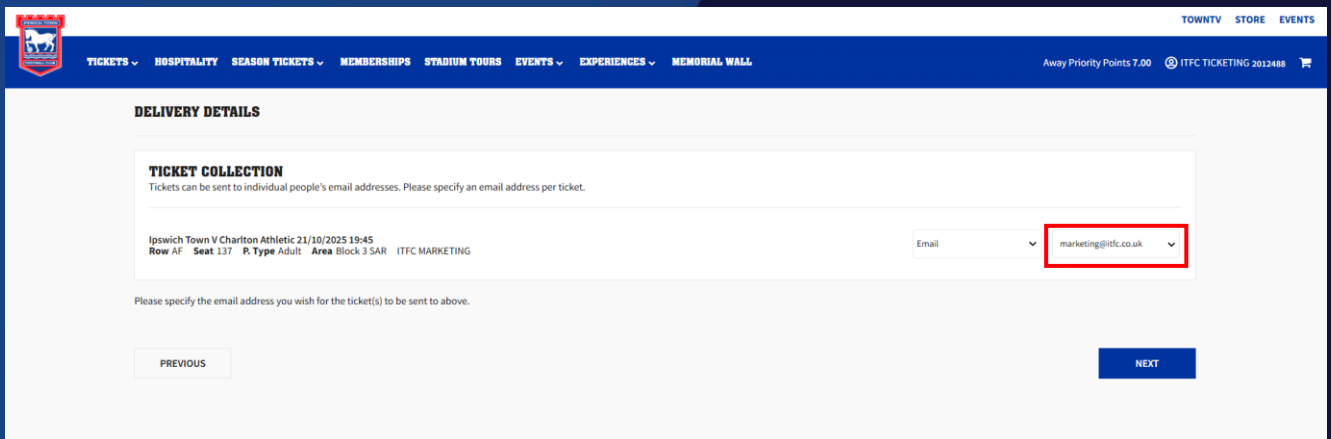
STEP FIVE: Review your order and **'PROCEED TO CHECKOUT'**



A screenshot of the "REVIEW YOUR ORDER" page on the Ipswich Town website. The page shows the match "IPSWICH TOWN V PORTSMOUTH" on 27/09/2025 at 15:00 at Portman Road. It lists a "Change" for "Area Block 1 SAR; Row AG; Seat 1" for an "Adult" at a price of £26.24. The total for 1 item is £0.00. At the bottom right, there is a "PROCEED TO CHECKOUT" button highlighted with a red border. The page also includes a navigation bar at the top with links like "TICKETS", "HOSPITALITY", "SEASON TICKETS", etc., and a progress bar at the top of the main content area.

FORWARDING

STEP SIX: Please select an email address from the list to send the ticket to or manually enter one yourself. Then press 'NEXT.'



DELIVERY DETAILS

TICKET COLLECTION
Tickets can be sent to individual people's email addresses. Please specify an email address per ticket.

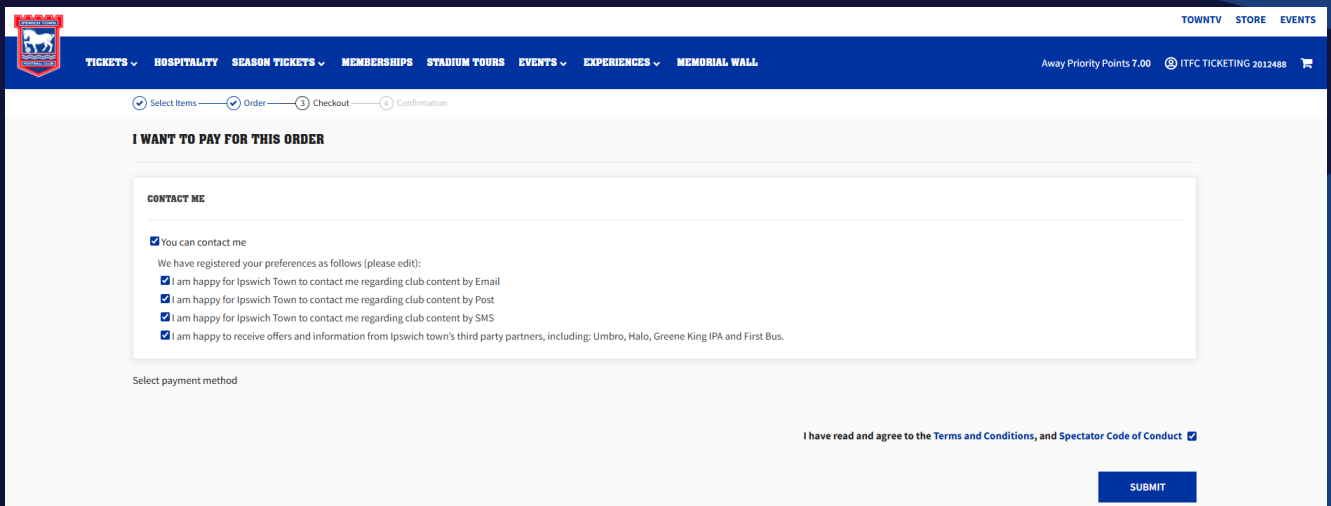
Ipswich Town V Charlton Athletic 21/10/2025 19:45
Row AF Seat 137 P. Type Adult Area Block 3 SAR ITFC MARKETING

Email

Please specify the email address you wish for the ticket(s) to be sent to above.

[PREVIOUS](#) [NEXT](#)

STEP SEVEN: Please read and agree to terms and conditions by ticking the box above the submit button. Press "SUBMIT" to complete the upgrade.



I WANT TO PAY FOR THIS ORDER

CONTACT ME

☒ You can contact me

We have registered your preferences as follows (please edit):

- ☒ I am happy for Ipswich Town to contact me regarding club content by Email
- ☒ I am happy for Ipswich Town to contact me regarding club content by Post
- ☒ I am happy for Ipswich Town to contact me regarding club content by SMS
- ☒ I am happy to receive offers and information from Ipswich town's third party partners, including: Umbro, Halo, Greene King IPA and First Bus.

Select payment method

I have read and agree to the [Terms and Conditions](#), and [Spectator Code of Conduct](#) ☒

[SUBMIT](#)

FORWARDING

An email confirming the ticket has been forwarded will be sent to yourself whilst the new owner will receive a confirmation email with the ticket attached.

Your season ticket card will be switched off for this fixture.

Supporters who do not receive these emails should contact the ticket office on 03330 050503 or mainticketoffice@itfc.co.uk.



2025/26