

# USER GUIDE – UEFA TICKET PORTAL

HOW TO USE ACCESS CODES



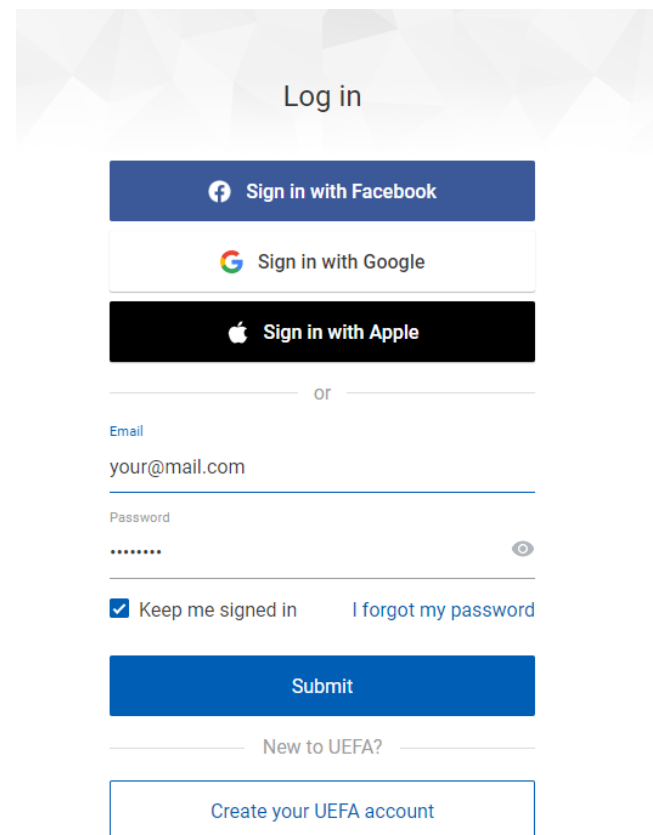
# HOW TO LOG IN TO THE PORTAL

1 Follow the link:  
<https://conferenceleague-access.tickets.uefa.com>

2 To use the codes, you must have an UEFA account. If you do not have an account, you will need to create one from the landing page. If you do have an account, you log in on this page as well.

3 Once filled in and the account has been created, you will be asked to confirm your email address.

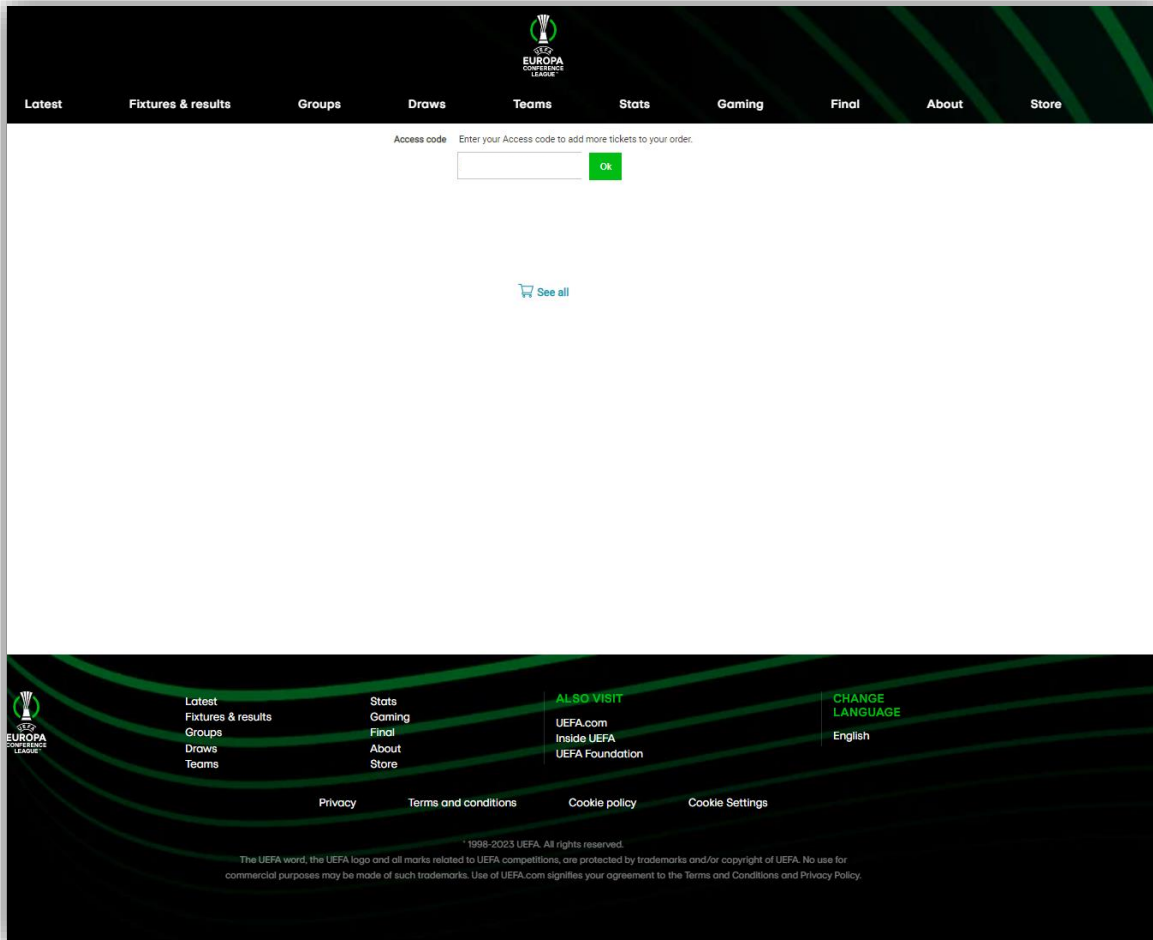
2 Create an account by filling in the form or simply log in:



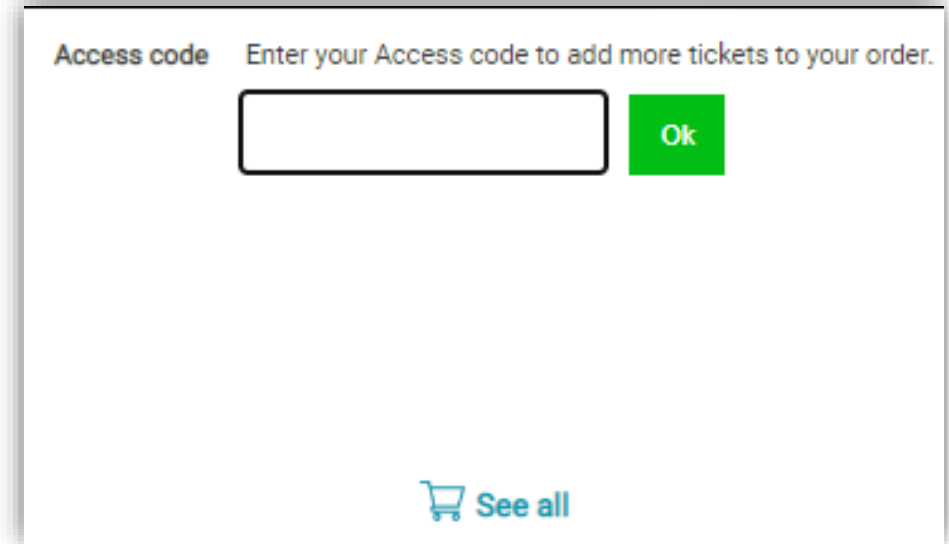
The screenshot shows a login page with a light gray background and a white form. At the top, the text "Log in" is centered. Below it are three social login buttons: "Sign in with Facebook" (blue), "Sign in with Google" (white with Google logo), and "Sign in with Apple" (black). Below these is a horizontal line with "or" in the center. The form contains an "Email" field with the placeholder "your@mail.com", a "Password" field with a masked password "....." and a visibility toggle icon, and a "Submit" button. Below the form is a link "New to UEFA?" and a button "Create your UEFA account".

# HOW TO ENTER THE ACCESS CODE

- 4 Once you have logged in, you will be asked to enter the 'access code':



- 5 Enter the code and click "OK":



# HOW TO BUY A TICKET



- 6 You will get directed to the available tickets. In this case, click on “Buy” for the UEFA Europa Conference League Final 2023.


The screenshot shows a ticket purchase interface. At the top left, the 'PRAGUE FINAL 2023' logo is displayed next to the text 'UEFA Europa Conference League'. Below this, a section titled 'TICKETS AVAILABLE FOR THE CODE' contains the event details: 'UEFA Europa Conference League Final 2023', 'Wednesday, 7 June 2023 21:00 (local time)', and 'Eden Arena, Prague'. A prominent green 'BUY' button is located at the bottom right of this section. On the right side of the page, there is a dark navigation menu with the following options: 'MY ACCOUNT', 'HOME PAGE', 'TICKETS' (with sub-links for 'Tickets' and 'Order history'), 'ACCOUNT SETTINGS' (with a sub-link for 'Profile'), and 'LOG OUT'. Below the navigation menu, a white box displays 'Your shopping cart' and 'Your cart is empty.'

# HOW TO BUY A TICKET

- 7 Choose tickets (you might see different categories than the example shown below).
- 8 Once you have chosen the ticket you wish to purchase, click on “ADD TO CART”. You will be asked to confirm that you are not a robot.

Team A vs Team B  
UEFA EUROPA CONFERENCE LEAGUE FINAL 2023 - UECLF23 - FINAL

📅 Wednesday, 7 June 2023 ⌚ 21:00 (local time) 📍 Eden Arena, Prague



### TICKET SELECTION

Please indicate the number of tickets and the tariff you want for each category. The number of tickets is limited to 4 per customer for this match.

Seat Category	Tariff	Quantity	Unit Price	Sub-total
● Category 1	Purchase	0 ▼	€125.00	€0.00
● Category 2	Purchase	0 ▼	€85.00	€0.00
● Category 3	Purchase	0 ▼	€45.00	€0.00
● Category 4	Purchase	0 ▼	€25.00	€0.00
● Wheelchair	Wheelchair without Parking pass	0 ▼	€25.00	€0.00
	Wheelchair Purchase + Parking * <small>* The Parking pass is subject to availability</small>	0 ▼	€25.00	€0.00
● Wheelchair Carer	Carer	0 ▼	€0.00	€0.00
● Easy Access	Easy Access	0 ▼	€25.00	€0.00
	Easy Access + Parking * <small>* The Parking pass is subject to availability</small>	0 ▼	€25.00	€0.00
● Easy Access Carer	Carer	0 ▼	€0.00	€0.00
<b>Total</b>			<b>€0.00</b>	<b>ADD TO CART</b>

### Your shopping cart

Your cart is empty.


You have 4 minutes to complete your order.

#### Access code

Enter your Access code to add more tickets to your order.

#### Payment methods

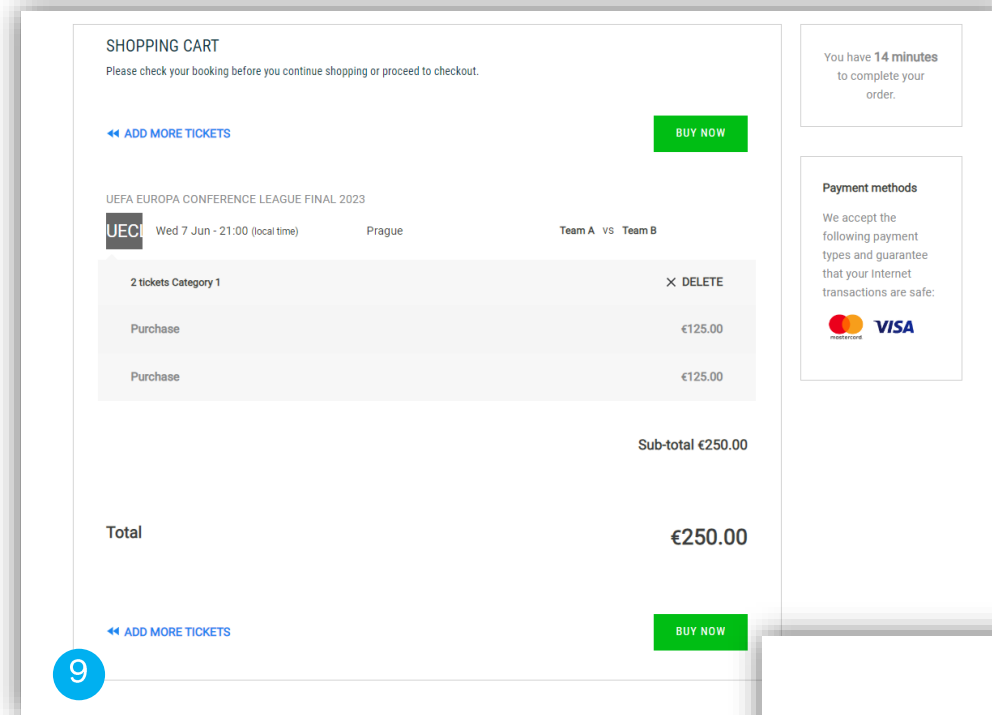
We accept the following payment types and guarantee that your internet transactions are safe:



# HOW TO ADD MORE TICKETS

9 On this page, you see what you have selected and have the option to add more tickets if you have more access codes. When you click **“ADD MORE TICKETS”**, you will land on this page again, where you enter the next code in the box called **“Access code”**

When you add an additional code and click **“OK”**, it will take you back to the screen in point 6. You now just follow the steps 7-9 again until you have used all the codes you want to use. You can use up to 4 codes for this procedure.



SHOPPING CART  
Please check your booking before you continue shopping or proceed to checkout.

← ADD MORE TICKETS BUY NOW

UEFA EUROPA CONFERENCE LEAGUE FINAL 2023  
UECL Wed 7 Jun - 21:00 (local time) Prague Team A vs Team B

2 tickets Category 1	X DELETE
Purchase	€125.00
Purchase	€125.00

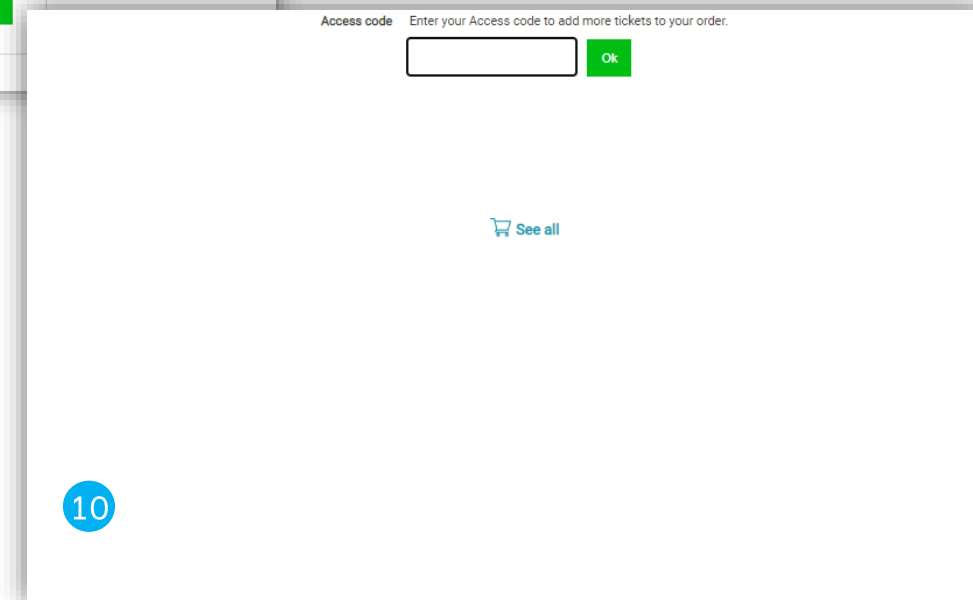
Sub-total €250.00

Total €250.00

← ADD MORE TICKETS BUY NOW

You have 14 minutes to complete your order.

Payment methods  
We accept the following payment types and guarantee that your Internet transactions are safe:  
Mastercard VISA



Access code Enter your Access code to add more tickets to your order.

Ok

See all

10

# HOW TO SELECT WHO TO SEAT WITH

- Once you are happy with your selection, you can click on **“BUY NOW”** on the screen in point 10 to continue. This takes you first to the order summary screen.
- If you would like to sit with someone else, please fill out the **“SEAT WITH”** section. For this, you can simply add the order number of the person that you would like to be seated with. In case, you want to sit with a group of people, please select one person's order number that everyone can link up to.

1. Summary 2. Payment 3. Confirmation

ORDER SUMMARY

Before proceeding to payment, please check the content of your order as well as the delivery information and confirm that you have read and accepted our terms and conditions.

UEFA EUROPA CONFERENCE LEAGUE FINAL 2023  
Wed 7 Jun - 21:00 (local time) Prague Team A vs Team B

2 tickets Category 1	X DELETE
Purchase	€125.00
Purchase	€125.00

Sub-total €250.00

DELIVERY

Delivery Delivery to Mobile Phone  
Contact details Luca Herrmann  
lherrmann69@googlemail.com

Cost of delivery €0.00

Order amount €250.00

BILLING

Luca Herrmann  
Manderscheiderstraße 40a  
60529 Frankfurt  
Germany

SEAT WITH

You can enter here the order number of a friend with whom you would like to seat with. Subject to seat availability. ⓘ

Order number  SEAT WITH

PAYMENT

Amount due €250.00

I confirm I have read, accepted, and agree to the 2023 UEFA Europa Conference League™ Final [Ticketing Terms and Conditions](#) and [Ticket Refund Policy](#). For information about how UEFA uses your personal data, please see our [Privacy Notification](#).

CANCEL PAYMENT PROCEED TO PAYMENT

SEAT WITH

You can enter here the order number of a friend with whom you would like to seat with. Subject to seat availability. ⓘ

Order number  SEAT WITH

# HOW TO FINISH YOUR ORDER

- 13 Here you see what you bought in total, delivery method, billing address and an option to seat with others who have bought tickets for the match. You must confirm you have read the legal documents before pressing **“PROCEED TO PAYMENT”**.

1. Summary 2. Payment 3. Confirmation

You have 11 minutes to complete your order.

### ORDER SUMMARY

Before proceeding to payment, please check the content of your order as well as the delivery information and confirm that you have read and accepted our terms and conditions.

UEFA EUROPA CONFERENCE LEAGUE FINAL 2023  
UEFA Wed 7 Jun - 21:00 (local time) Prague Team A vs Team B

2 tickets Category 1	X DELETE
Purchase	€125.00
Purchase	€125.00

Sub-total €250.00

### DELIVERY

Delivery Delivery to Mobile Phone  
Contact details

Cost of delivery €0.00

Order amount €250.00

### BILLING

Luca Herrmann  
Manderscherdenstraße 40a  
60529 Frankfurt  
Germany

### SEAT WITH

You can enter here the order number of a friend with whom you would like seat with. Subject to seat availability. ⓘ

Order number  SEAT WITH

### PAYMENT

Amount due €250.00

I confirm I have read, accepted, and agree to the 2023 UEFA Europa Conference League™ Final [Ticketing Terms and Conditions](#) and [Ticket Refund Policy](#). For information about how UEFA uses your personal data, please see our [Privacy Notification](#).

CANCEL PAYMENT PROCEED TO PAYMENT

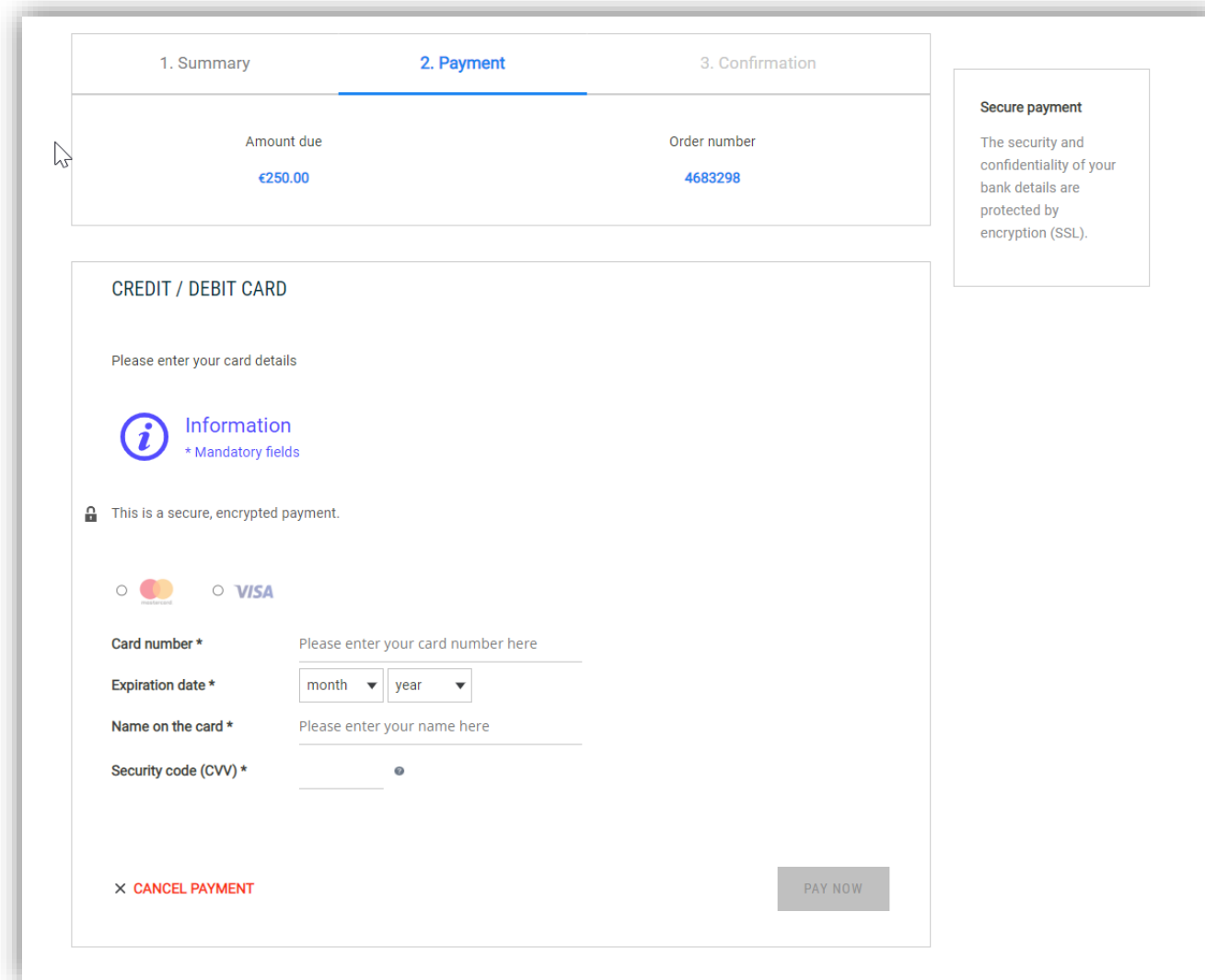




# HOW TO PAY FOR THE TICKETS

14 On the payment screen, you can enter your card number, expiration date, name and security code before clicking “PAY NOW”.

15 If the payment is accepted, you will receive a confirmation email.





The screenshot displays a payment interface with three main sections: Summary, Payment, and Confirmation. The 'Payment' section is active and shows the amount due as €250.00 and the order number as 4683298. Below this, there is a 'CREDIT / DEBIT CARD' section with a prompt to enter card details. It includes an information icon and text indicating that certain fields are mandatory. A security notice states that the payment is secure and encrypted. Two radio buttons allow selection between Mastercard and VISA. The card details form includes fields for the card number, expiration date (with month and year dropdowns), name on the card, and security code (CVV). At the bottom, there are two buttons: 'CANCEL PAYMENT' and 'PAY NOW'.


1. Summary	2. Payment	3. Confirmation
	Amount due €250.00	Order number 4683298

**CREDIT / DEBIT CARD**

Please enter your card details

 **Information**  
\* Mandatory fields

 This is a secure, encrypted payment.

  **VISA**

**Card number \*** Please enter your card number here

**Expiration date \*** month ▼ year ▼

**Name on the card \*** Please enter your name here

**Security code (CVV) \*** ●

× **CANCEL PAYMENT** **PAY NOW**

**Secure payment**  
The security and confidentiality of your bank details are protected by encryption (SSL).

THANK YOU!

