

Eastern Oregon University

Verification of Athletics Ticket Seller Training

Name: _____ ID: _____

Any individual selling tickets at an EOU Athletics event must complete the following:

1. Review and sign the EOU User Agreement for Data Security - <https://www.eou.edu/it/access/>
2. Watch the following online Vendini training videos - <http://training.vendini.com/>
 - o [Processing A Ticket Sale](#)
 - o [Orders: Edit, Refund, and Exchange](#)
 - o [Thermal Ticket Printing](#)
 - o [TicketAgent Reports](#)
3. Login to Vendini Ticket Agent account to make sure you have access and change password. The Assistant Athletic Director, or Athletics Business Manager will be responsible for maintaining the ticket seller accounts in Vendini.
4. Read the Athletics Cash Handling Procedures located under the Change Fund section on the Accounts Payable website - <https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/>
5. Receive training from the department on the specifics of Athletics event management. This will be conducted by the Assistant Athletic Director, Assistant to the Sports Information Director, or their delegates.

I authorize that the individual listed above has been trained by the Athletics Department on proper cash handling procedures for game management, and has completed all the above required tasks.

Ticket Seller Signature

Date

Athletics Department Signature

Date