

SJU Men's & Women's Basketball

Complimentary Tickets – Coaches Policy

- **All complimentary admission requests must be made through ARMS.**
- Requests must be submitted through ARMS at least **one week prior to the scheduled tip-off.**
- **Additions** cannot be guaranteed after the request deadline expires.
- If **changes** need to be made after the request deadline (i.e.: guest not attending or changes in who will be attending, etc.) please contact a compliance staff member.
- All **complimentary admissions** can be picked up at *Will Call*. Each recipient must present a photo ID and sign for the complimentary admission. No hard tickets will be issued.

Procedures for Requesting Complimentary Admissions

- Coaches requesting **Complimentary Admissions**, alongside an **official** or **unofficial visit**
 - o Unofficial Day Visit: Fill out the Unofficial Visit Request AND the Complimentary Admissions request in ARMS.
 - o Unofficial (Overnight) or Official Visit: Fill out the Official or Unofficial Visit Request (whatever is applicable) AND the Complimentary Admissions request in ARMS.
 - o *NOTE*: Workflows can be found in ARMS, under Workflows – Workflow Launchpad.
- Within the Complimentary Admissions request, coaches will have the option to select an individual (**PSA**) or a team of prospective student-athletes (**Team of PSA's**) under the drop down menu "Type of Recipient."
 - o **PSA** should be selected for individuals on a visit (official or unofficial) who have additional family members planning to attend the game and needing complimentary admissions.
 - *NOTE*: only three (3) complimentary admissions are permitted (PSA plus two additional guests).
 - o **Team of PSA's** should be selected for a team or group of prospective student-athletes (i.e.: junior days, recruiting weekends, local teams, etc.).
 - *NOTE*: if this option is selected you will be required to upload a list of those needing complimentary admissions. Please make sure to include first and last names, as well as the relationship.