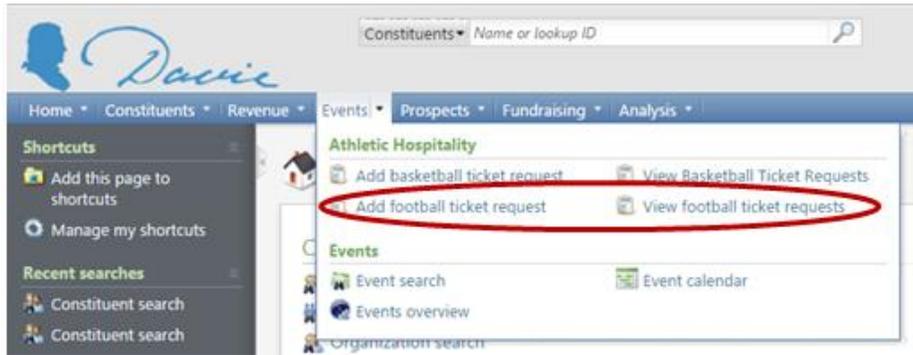


How To Use Football Central

Football Central is now in Davie. It is located under **Events** on the Navigation bar.



Adding a request:

1. Click on **Add football ticket request**.
2. A box will pop up where you can search for your record as the requestor (you can also search for a colleague, if you'd like the ticket request to be from them).

3. You will then search for the donor. **NOTE: All requests must be made through Davie and all individuals/corporations/foundations must have a record in Davie. You have to request a record be created before you can enter someone in Football Central. No requests will be taken via email or any other communication.**
4. Event is the game you would like them to be invited to. **NOTE: You can put an alternate game in the comment section, or if you just want them to be invited to ANY game, you can put that as well.**



How To Use Football Central

5. Then select the number of tickets you are requesting for the donor. You may enter 1 - 6.
6. Priority ranking is how important this request is for your development shop. We want to know if you submit 6 requests for 1 game, who is the most important person for your school/unit, so we can help you accommodate the request.
7. You can also give us a suggestion on their seating location. You can select from the following options:
 - Halftime Only
 - Off-Site Pregame and Stadium
 - Off-Site Pregame only (has own tickets)
 - Off-Site Pregame and Blue Zone
 - Off-Site Pregame and Chancellor's Box
 - Parking Only
 - Staff Access- Parking, Stadium Access...

NOTE: This is your suggestion, not a guarantee.

8. There is a box you can check if this is an "Urgent Request". That would be a donor that is making travel plans, may be anxious to hear about tickets or someone that requires immediate attention due to their level of giving.
9. The comment box can be used for anything else you need to tell us about this request. This can include any mobility issues, notes about a guest of the donor, etc.

Email Confirmation:

Once you submit a request you will receive an automated response, showing your request.

ⓘ This message was sent with High importance.

From: Football Central <chancellorsfootball@unc.edu>
To: ADV Chancellors Football
Cc: Root, Rick; Reilly, Michael John
Subject: [TEST MODE] New Football Central Ticket Request for Donald W. Curtis

ALERT!!! This email was generated on a non production environment. This email has not been sent to any normal fundraisers.

Adams, Jenny Cobb has submitted a new ticket request.

[View Ticket Requests](#)

Requested By:
Jenny C. Adams

Prospect:
Donald W. Curtis

Prospect Rating:
A2 - \$5,000,000-\$9,999,999 Reasonably Confident

Event:
2014-10-04 - Virginia

Priority:
2 High

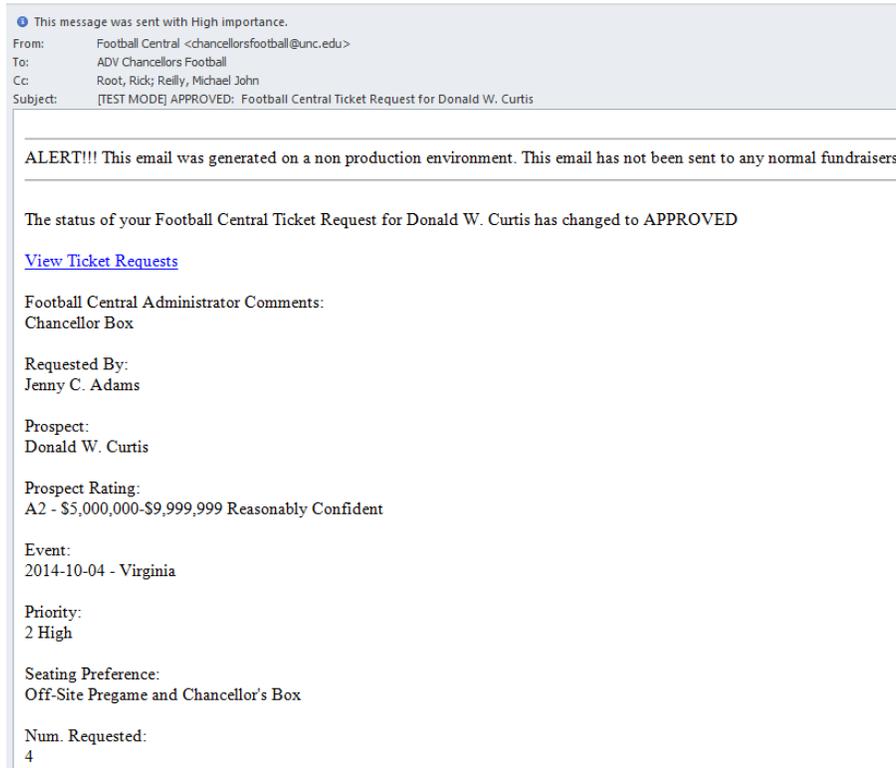
Seating Preference:
Off-Site Pregame and Blue Zone

Num. Requested:
4



How To Use Football Central

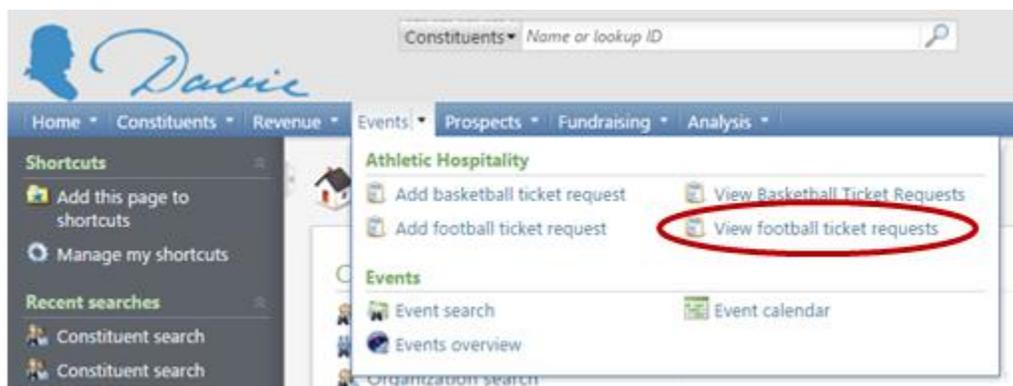
Additionally once your request has been approved/denied or updated by the Administrator, you will receive an automated email with that information.



Viewing All of your Requests:

Click on **Events** on the Navigation bar, then **View ticket requests**

NOTE: This is where you will see other updates about your request, including approved/denied, date of the invitation sent and also if they are attending. **Seating preference in this section is what you entered in your request, not their exact seating location.**





How To Use Football Central

UNC Athletics Hospitality

My Football Ticket Requests (217) [Add a ticket request](#) [More*](#)

Show Pending Requests Show Denied Requests Show Approved Requests Show Past Events [Apply](#) [Reset](#)

Urgent	Request Status	Dev. Officer	Invitee	Lookup ID	Requested	Rating	Requested Event	Priority Ranking	Seating Prefere...	# of Tickets	Invitation Sent
Approved											
	Approved	Linda B. Douglas	Roderick N. Ha...	701596213	8/3/2015	D2	2015-10-24 - ...	2 High	Off-Site Prega...	5	
	Approved	Linda B. Douglas	Brian K. Ellerbe	700454189	8/5/2015	D1	2015-09-12 - ...	3 Medium	Off-Site Prega...	3	
Pending											
	Pending	Linda B. Douglas	Candace D. Ha...	705679868	8/18/2015		2015-09-26 - ...	2 High	Off-Site Prega...	2	
	Pending	Linda B. Douglas	Christopher L. ...	701601283	8/18/2015		2015-09-26 - ...	2 High	Off-Site Prega...	2	
	Pending	Linda B. Douglas	Christian G. Lo...	710486169	8/18/2015		2015-09-26 - ...	3 Medium	Off-Site Prega...	2	

FAQ:

1. We have a new prospect without a PID. How do I request tickets for them?
 - a. They will need to have a record in Davie before you can submit a request for tickets for them. If they do not have a record yet:
 - Click on **Constituents** on the Navigation bar
 - Click on [UNC Request Add a New Individual](#)
 - There are 3 tabs on the **UNC Request Add a New Individual** form
 - Fill in as much information as you have available on the first tab (email address will be required, as the Invitation will be sent to them via email).
 - Enter the spouse on the 2nd tab (if there is one)
 - Enter their employment info on the 3rd tab (if you are aware of it).
 - If you have other relationships you wish to add or additional methods of contact, for now you can enter those in the Comments field on the 1st tab.
 - Once the Data Entry Team has fulfilled your request (by creating the new Constituent record), you will receive an automated email from Davie, letting you know it's been done. You can then enter the request for tickets for them in Football Central.
2. What information do you need in my donor's record to be able to approve/deny and invite them to a game?
 - a. Ratings will be important when determining approvals and seating, so you should have the Research team do research on them if they do not have a rating yet. You can always put in additional information in the Comment box of your request. Additionally invitations will be sent via email, so we have to have an email address in Davie for the donor.
3. I have a board or group that I would like to invite to the pregame and possibly for tickets. Do I have to submit those one at a time?
 - a. Yes. This is important to have everyone tracked in Davie and to avoid overlap with other schools/units.
4. I just need halftime wristbands for a couple of donors; do I have to submit a request?
 - a. Yes, just select the **Halftime only** option in the seating preference pull down.