



# COLCHESTER UNITED FOOTBALL CLUB

JobServe Community Stadium, United Way, Colchester, Essex, CO4 5UP  
Registered in England: 2705301

## How To Buy Match Permits - 2021/22 Season

1. Head to colutickets.com.
2. Click on the 'Sign In/Register' button in the top right.
3. If you already have an account, sign in and head to step 5. If you need to register an account, click 'Register New User'.
4. Complete all the field marked \* (Address, contact details and password for account.)
5. Hover over the tickets section in the menu bar, and click on 'Match Tickets'.
6. Scroll down to find the match you would like to purchase permit(s) for, and click 'Buy Tickets'.
7. Select the block from the stadium map you would like to be seated in.
8. Scroll down to add the number of permits you would like to purchase.
9. If you know the name of the bubble you would like to join, add this in to ensure you sit with people you know. If you are creating a new bubble, leave this option blank – it can be changed from your dashboard after purchasing.
10. Click 'Next' to select the type of permit you would like to purchase (Adult, Concession Etc.), and to add contact details to each permit.
11. Select from the dropdown menu which type of permit (Adult, Concession, Etc.) you would like to purchase for each one.
12. Add the name of the person who will be using the permit in the field marked 'Permit Name'.
13. Add the email address of the person who will be using the permit in the field marked 'Permit Email'. The email can be the same in each person's permit.
14. Once all fields have been complete, click 'Next'.
15. You will be taken to the order summary page - confirm you have selected the correct permits for the correct game.
16. Click 'Buy'. You will see a pop up message confirming Colchester United will not store any card details from your purchase, click 'Next'.
17. Enter your card details and click 'Pay'.
18. You should receive a confirmation email confirming the permits you have just purchased.
19. Head to your dashboard, and you will see the permits you have purchased in the 'Match Permits' section.
20. You will see the bubble name, which will have been automatically generated for you, but you can change this by clicking the option next to it called 'Change Bubble Name'.
21. Change the bubble name to something memorable.