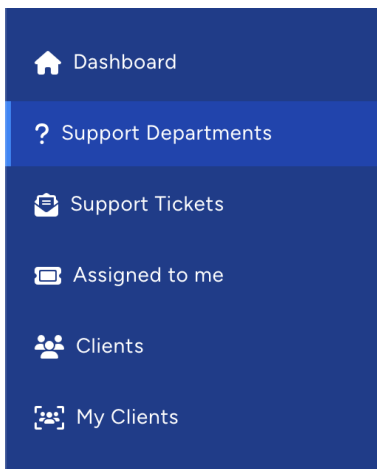
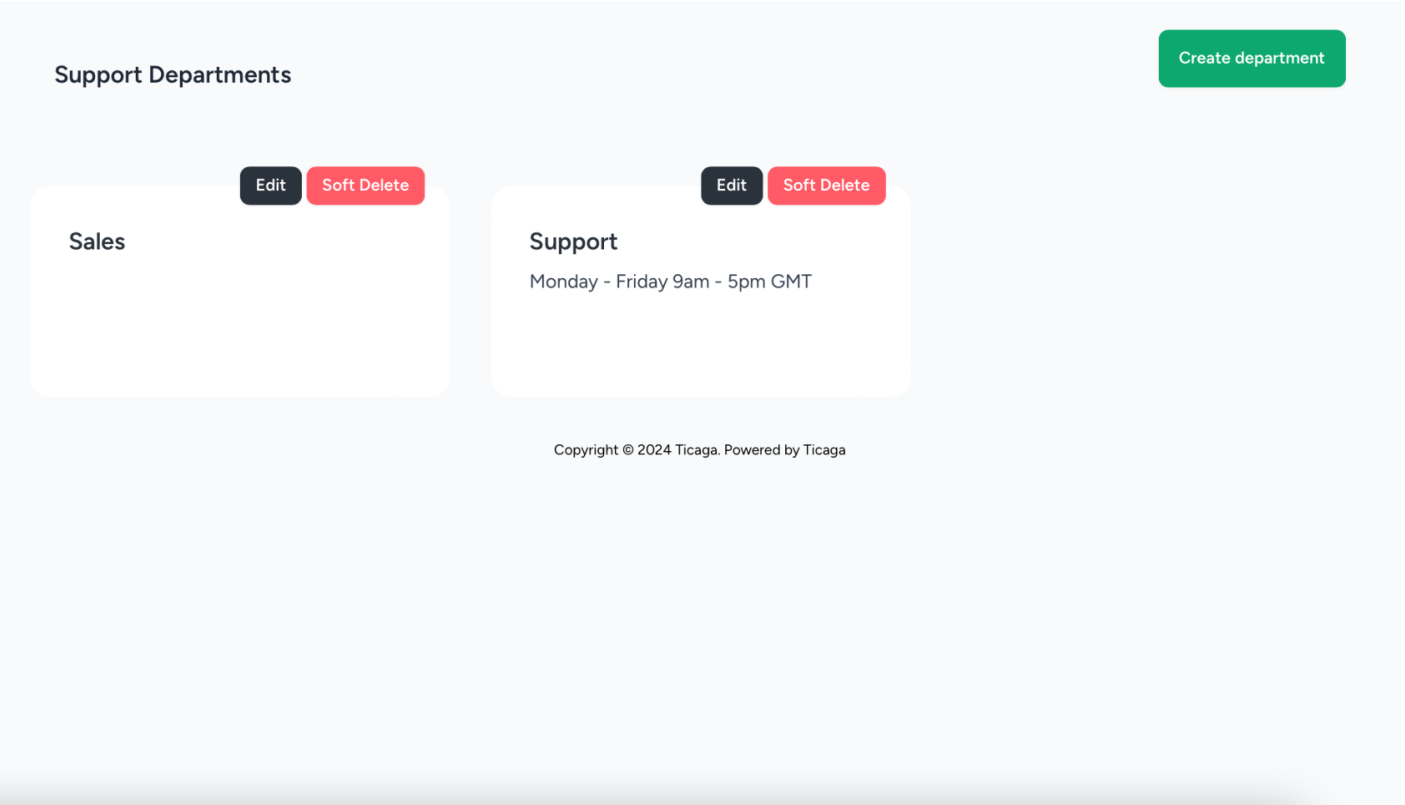


# Opening a ticket



Firstly you want to select **Support Departments** on the left hand navigation.

Then you can click a support department you wish to open a ticket in:



You will now see a form to fill in to create a ticket:

Support: Open ticket

ETA: 0 seconds

Subject

CC

Priority

Select A Priority

Ticket response

Your IP Address: 140.248.40.85 is recorded on submission.

Create

- Support:** Is the name of the support department.
- ETA:** Is the estimate time of a response.
- Subject:** Your brief reason for the ticket.

**CC:** Any emails you wish to send a carbon **COPY** of the ticket too, remember they'll get access to the public side of the ticket to reply as-well as yourself.

**Priority:** Select the priority of the ticket, you can set this to Low, Medium, High, Emergency or any other pre-set priorities allowed.

**Ticket Response:** This is the ticket content itself, please provide as much detail in this ticket to help the agents assist you to the fullest.

**IP Address:** Your IP Address is recorded with the ticket to prevent abuse.

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