**Exchange/Sell Tickets for an Event Passed**

1. [Log in](https://agiletix.zendesk.com/hc/en-us/articles/200617005-Log-In) to Sales.

2. If making an exchange, click on **Maintenance** and search for the **Order Number** you need to exchange. Otherwise go to step 3.



3. Click on the **Event** tab and the correct heading below.



4. In the **Start Date**, back date it so it catches the event.



5. Click on the event and at the bottom of the screen, click Allow Sale.



6. Complete the sale as normal. See [Exchanging Tickets](https://agiletix.zendesk.com/hc/en-us/articles/204593464-Exchanging-Tickets) or [Selling Tickets in AMS](https://agiletix.zendesk.com/hc/en-us/articles/202420314-Selling-Tickets-In-AMS) for more information.