



- #1 **Subject:** Always include a brief summary of your current issue in the subject line.
- **Body:** Please include any key information pertaining to the issue that could help our team diagnose your current issue. This could include when the issue started happening.
- Images: Our upgraded software will allow multiple screenshots or images to be uploaded to your ticket by clicking the green + button.
- **Email:** An email address is required to be entered each time prior to being able to click the send button. Please use your preferred email address as ticket updates may be sent to this email address.
- #5 **Phone:** Always include the best contact number that our team can call you on for this specific issue.