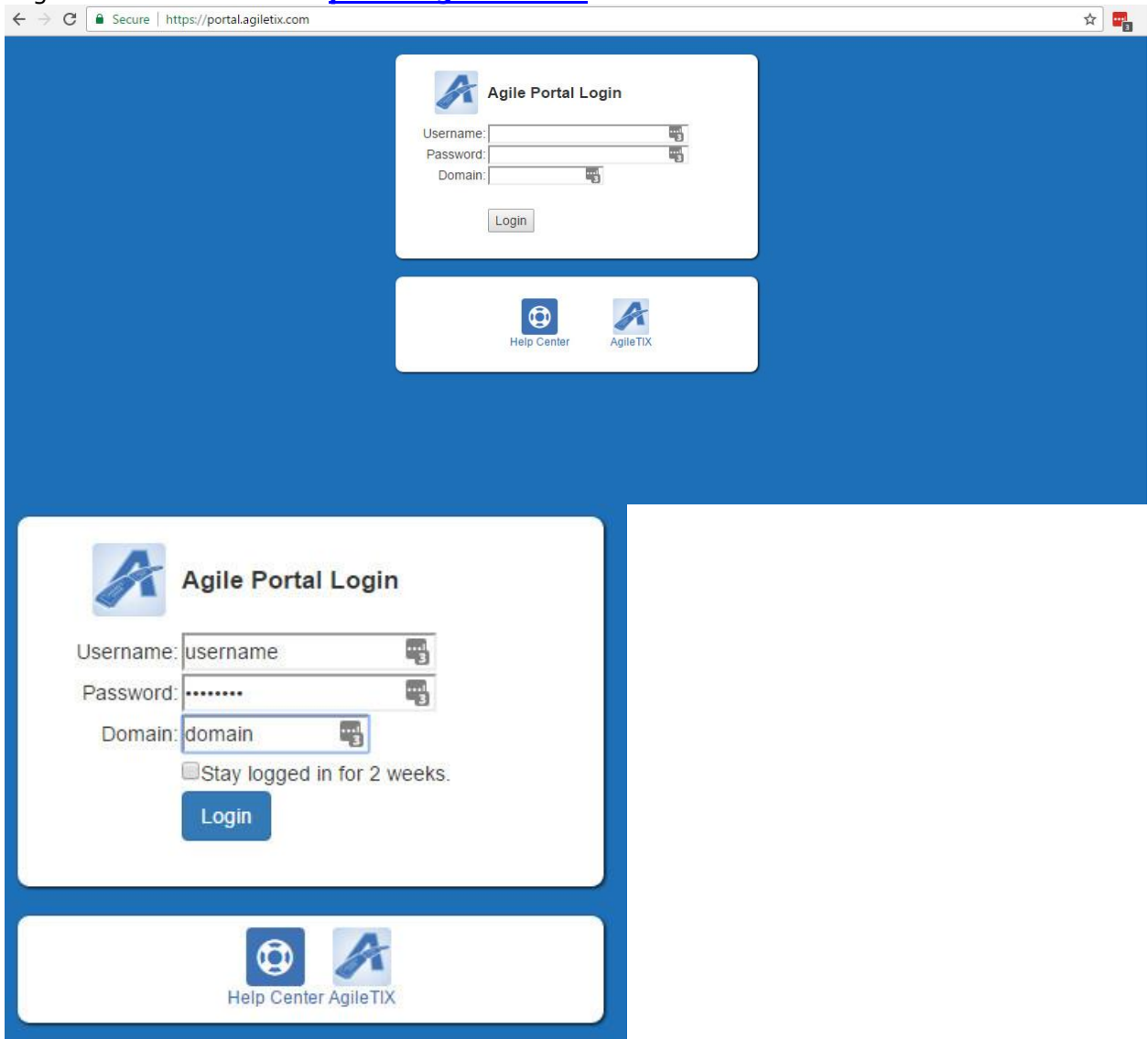


Templates allow you to create basic venue, inventory and pricing information that can be used repeatedly and quickly build Showings or Events using the pre-built information in the template.

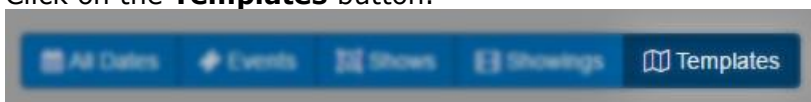
1. Log into the **Web Portal**. [portal.agiletix.com](https://portal.agiletix.com)



2. Click on the **Events** on the menu to the left of the screen.



3. Click on the **Templates** button.



4. Click on the **Templates+** button.



5. Select the **Folder** that you wish to build the **New Template** in and then click on **Continue**.

New Template

Select Folder

Agile Client 1

Agile Client 1

Agile Silver

Community Ballet Company

Movies

Special Events

New Template

Select Folder

Special Events

Continue Cancel

6. In the **Properties** window enter in the **Name** of the **Template** and the **Internal Name**.

Properties

Name

Name is required (250 char limit)

Internal Name (Sort Name)

Internal Name is required (50 char limit)

Enabled

Enter the name of the template

7. Make sure that the **Enabled** box is checked.
8. Next select what **Type** of **Template** you are building

Type

Feature

Matinee

Reserved

Special Event

9. Next select your **Venue** from the drop down menu OR click on the **Add New Venue/Location** button to add a new location. **NOTE:** When adding a new venue/location enter the **Name** of the venue and then fill out the address information. This information can be added to your tickets to let your customer know where your venue is located.

Venue/Location

House 1 (Agile Art House 1) ▼

- Agile Art House 1 (Agile Art House 1)
- Agile Art House 2 (Agile Art House 2)
- Agile Theatre (Agile Theatre)
- Dog House (Snoopy's Dog House)

+ Add New Venue/Location

New Venue / Location

**Name**  
Agile Performing Arts Center → **Enter the name of the venue**

**Internal Name**  
Agile PAC → **Enter a short name for the venue**

**Country**  
United States ▼

**Address**  
Venue Address

**Address 2**  
Venue Address

**City**  
Venue City

**State / Province**  
Alabama ▼

**Zip / Postal Code**  
999999


**Add the street address, city, state and zip code for the venue. This information can be added to the tickets that the customer prints/receives.**

**Save** **Cancel** → **Click Save when completed**

10. Click the **Save** button to add your **New Venue/Location**.

11. The **Full Description** and **Brief Description** can be filled out if the information is needed for every **Event or Show** that will use this **Template**. Leaving them blank in the Template will allow you to add the specific descriptions and information for each **Event or Show** that you will build. 12. Select the **Available Delivery Methods** that will be associated with this template. It will copy down to your **Event/Shows**. (You may choose more than one).


Full Description



Only fill this out if you have information that will be used repeatedly for your events.

p

Brief Description



12. Select the **Available Delivery Methods** that will be associated with this template. It will copy down to your **Event/Shows**. (You may choose more than one).

Available Delivery Methods

- Print At Home
- Standard Mail
- Will Call

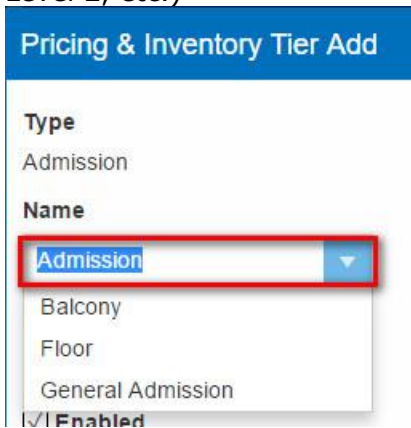
13. Close the **Properties** area and then open the **Pricing & Inventory Tiers** section
14. Open the **Pricing & Inventory Tiers** section and click on **Add Pricing & Inventory Tier+** button.



^ Pricing & Inventory Tiers

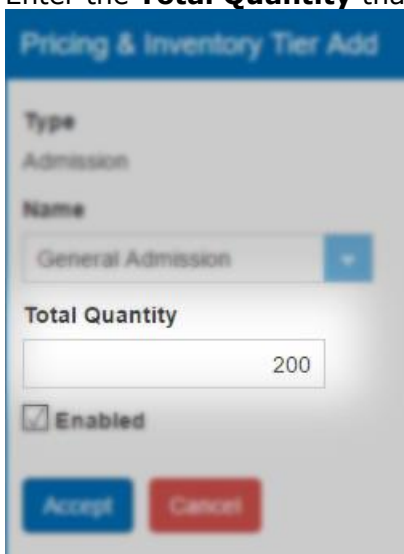
Add Pricing & Inventory Tier +

- A. Enter the **Name** of the **Tier**. (i.e. Admission, Floor, Balcony, Price Level 1, Price Level 2, etc.)



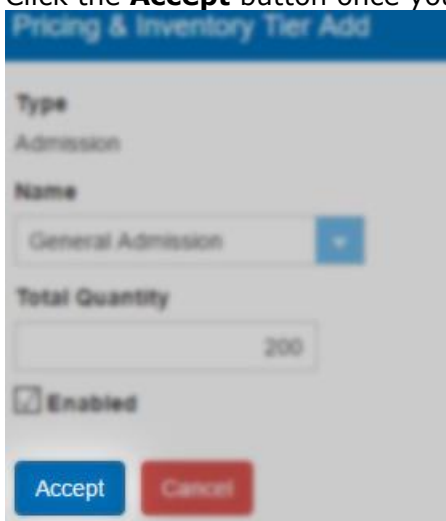
The screenshot shows the 'Pricing & Inventory Tier Add' form. The 'Type' is set to 'Admission'. The 'Name' dropdown menu is open, showing options: 'Admission', 'Balcony', 'Floor', and 'General Admission'. The 'Admission' option is selected and highlighted with a red box. Below the dropdown, there is a checkbox labeled 'Enabled' which is checked.

- B. Enter the **Total Quantity** that will be available for purchase in this **Tier**.



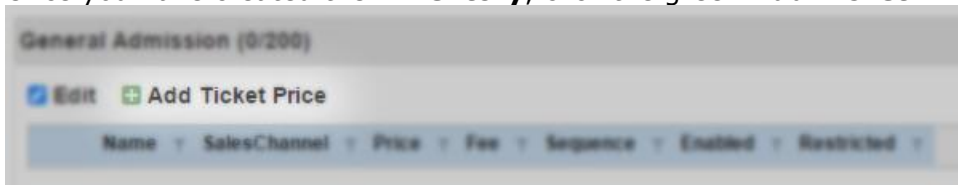
The screenshot shows the 'Pricing & Inventory Tier Add' form. The 'Type' is 'Admission' and the 'Name' is 'General Admission'. The 'Total Quantity' field is set to '200'. The 'Enabled' checkbox is checked. At the bottom, there are 'Accept' and 'Cancel' buttons.

- C. Click the **Accept** button once you have completed adding your **Inventory**.

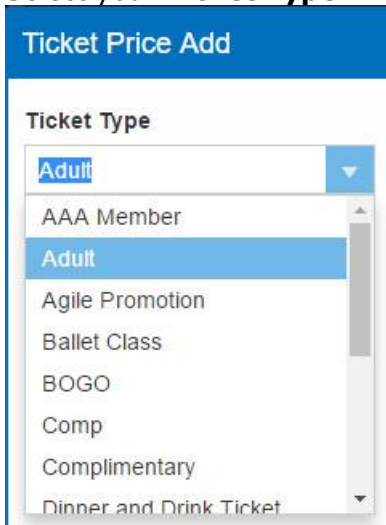


The screenshot shows the 'Pricing & Inventory Tier Add' form. The 'Type' is 'Admission' and the 'Name' is 'General Admission'. The 'Total Quantity' field is set to '200'. The 'Enabled' checkbox is checked. The 'Accept' button is highlighted in blue, indicating it should be clicked.

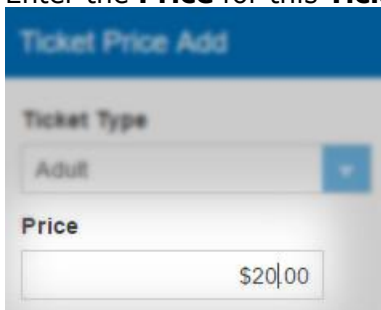
D. Once you have created the **Inventory**, click the green **Add Ticket Price** button.



E. Select your **Ticket Type**.



F. Enter the **Price** for this **Ticket Type**.



G. Enter the **Fee** if any

**Fee**

H. Once you have the price created choose a **Sequence**. The **sequence** will tell the system in what order you want the price to appear.

**Sequence**

- I. **Minimum** and **Maximum** allows you to restrict the number of tickets that a customer can purchase per order. (i.e. a group price may have a minimum of 10 tickets per order).

Minimum Per Order

Maximum Per Order

Minimum and Maximum allows you to restrict how many tickets a customer can purchase per order (i.e. Groups must purchase 10 or more tickets. Customer can purchase no more than 8 tickets per order, etc.).

- J. **Require Promotion Code** allows you to assign a promotion code for a specific price that the customer will have to use to access the price.

Require Promo Code

- K. Select the **Ticket Format** that they will either email to the customer or you will print at the box office.

Ticket Format

- L. Check the **Restricted** box if this price needs to be hidden from general public view.

Restricted

- M. Click **Accept** once you have completed adding your price(s).

15. Once you have entered in your prices close the **Pricing & Inventory Tiers** section.

16. Since this is a **Template**, there is no need to add **Media, Custom Properties, Include Shorts** or **Additional Information**. These sections will only need to be added when building an actual **Show** or **Event**.

Media

Custom Properties

Included Shorts

Additional Information

17. Click on the **Save Changes** button to save all of your information for the **Template**.

