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/)





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



1. Click on the **Templates** button.



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



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





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



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



1. Next select your **Venue**from the drop down menuOR 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.







1. Click the **Save** button to add your **New Venue/Location**.
2. 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).



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



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



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



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



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



1. Select your **Ticket Type**.



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



1. Enter the **Fee** if any



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



1. **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).



1. **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.



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



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



1. 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**.



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

