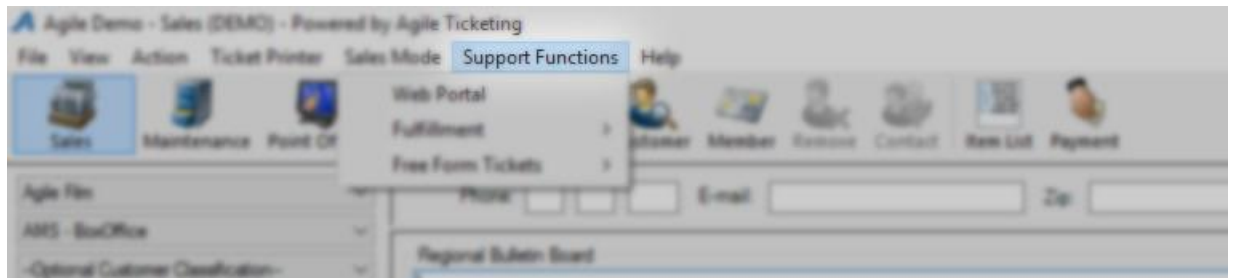
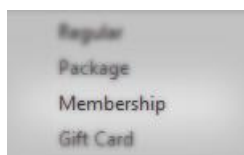
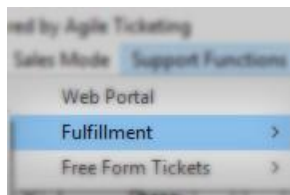


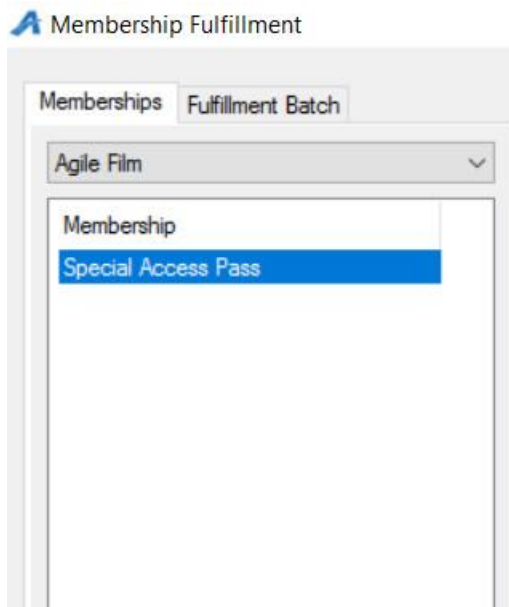
1. Log into Agile and click on **Support Functions**.



2. Select **Fulfillment** and then **Membership** from the menu.



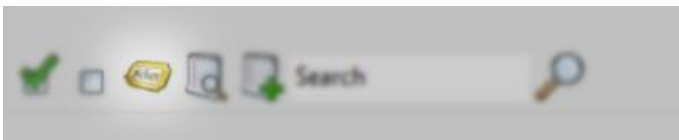
3. On the Menu on the Left, select the Pass List that you will be printing.



4. Check mark the passes that you will be printing. NOTE: You can sort and filter the columns and print only what you need to print. We recommend that you do sort by the Pass Levels so that you can print all of the same type of pass in one print file.

Orders To Fulfill										
Delivery	Order #	BuyerType	Customer #	Customer Name	Membership	Membership Level	Member #	Member Name	Balance Due	
<input checked="" type="checkbox"/>	Will Call	137981	AMS - BoxOffice	94533	Cash, Robert	Special Access Pass	Sponsor	50821	Cash, Robert	\$0.00
<input checked="" type="checkbox"/>	Will Call	137982	AMS - BoxOffice	94534	Curnow, Becky	Special Access Pass	Sponsor	50822	Curnow, Becky	\$0.00
<input checked="" type="checkbox"/>	Will Call	137997	AMS - BoxOffice	94537	Flytrap, Venus	Special Access Pass	Press	50824	Flytrap, Venus	\$0.00
<input checked="" type="checkbox"/>	Will Call	138018	AMS - BoxOffice	94556	Brooks, John	Special Access Pass	Press	50842	Brooks, John	\$0.00
<input checked="" type="checkbox"/>	Will Call	138019	AMS - BoxOffice	94557	Cherriere, Mary Jane	Special Access Pass	Press	50843	Cherriere, Mary Jane	\$0.00
<input checked="" type="checkbox"/>	Will Call	138032	AMS - BoxOffice	94561	Agile, Jill	Special Access Pass	Press	50847	Agile, Jill	\$0.00
<input checked="" type="checkbox"/>	Will Call	138033	AMS - BoxOffice	94562	Agile, John	Special Access Pass	Press	50848	Agile, John	\$0.00

5. Select the Ticket icon at the bottom of the screen.



6. In the **Header Format** drop down, select **No Header Print**.
7. In the **Order Receipt** drop down, select **No Receipt Print**.
8. Uncheck the box next to Print Payment Receipts as you will not need to print the receipts.

**Fulfillment Options** ✕

Selected Options

Header Format: No Header Print ▼

Order Receipt: No Receipt Print ▼

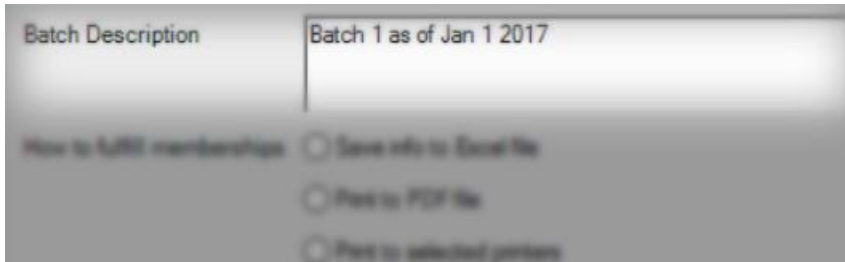
Print Payment Receipts:

Sort Orders By: Last Name ▼

Batch Description:

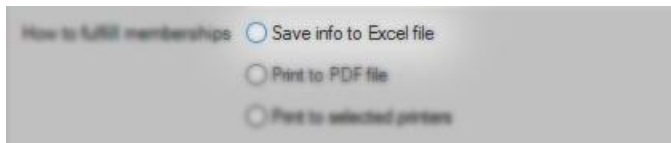
9. In the Batch Description, create a name for the batch file (i.e. Sponsor Pass Jan 1, Press Pass Jan 1, etc.).

10. In the **Sort Orders By** drop down, select **Last Name**.

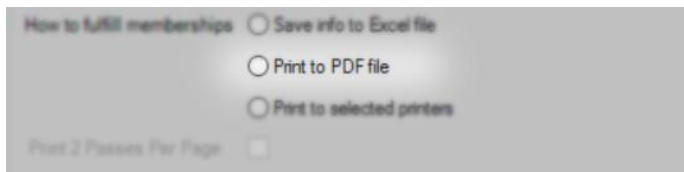


11. Depending on how you will be printing your passes will determine what radio buttons to select:

a. **Save info to Excel** file allows you to generate an excel spread sheet that will give you the name of the pass holder, barcode number, etc. that then can be sent to a professional printer.



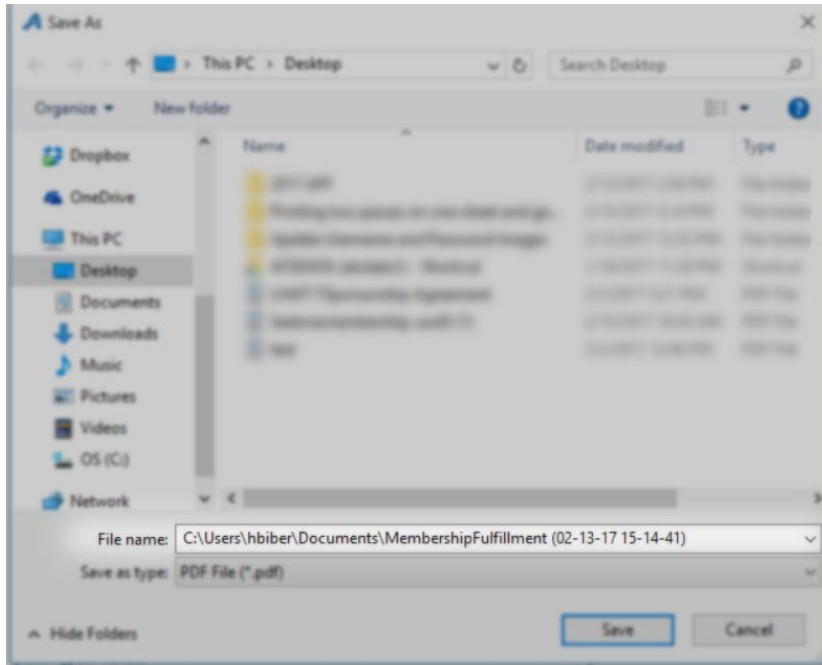
b. **Print to PDF** allows you to create a PDF of all passes based on the format that is associated with the pass level. The PDF allows you to proof everything before sending it to a printer.



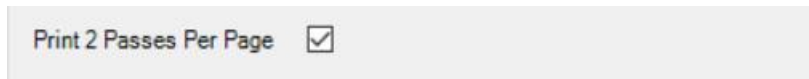
c. **Print to selected printers** allows you to immediately print the fulfillment list to your ink jet or laser printer. **NOTE:** If you would like to purchase perforated pass paper, please contact our ISS department for a quote.



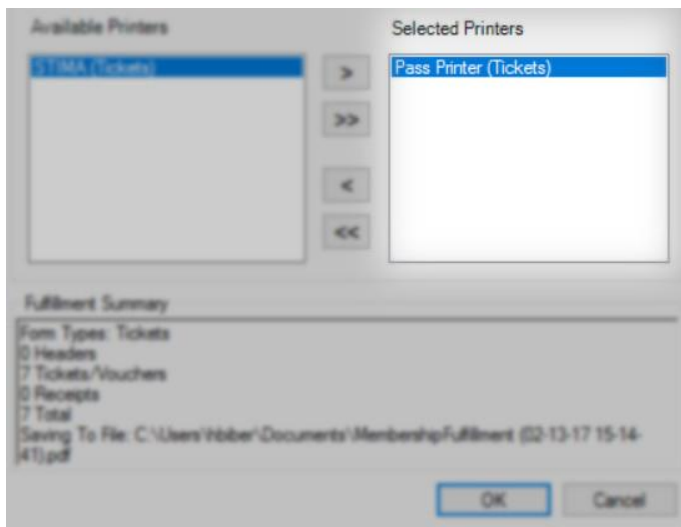
NOTE: You will be asked to save the response file. Please choose a location on your computer.



12. Check the box next to **Print 2 Passes Per Page**.



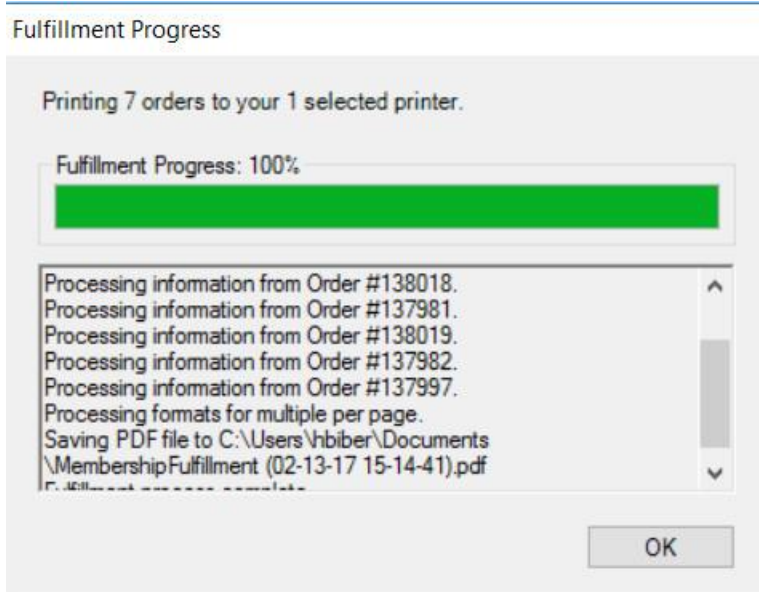
13. Move the printer from the **Available Printers** column to the **Selected Printers** column. If you have not set up a printer in Agile, contact your Client Support Rep for assistance.



14. Click **OK** to start the fulfillment process.



15. You will see a results window that will tell you when the printing process is completed and sent to the printer. Click **OK** once completed.



Now you can open the PDF and send to the printer

