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



2. Click on the **Events** on the Menu on the left of the page.



3. Click on the **Showings** button at the bottom of the screen.



4. Click on the **Name** of the **Showing** that you wish to edit.



5. Click on the**Manage** button.



6.  You are now on the **Showing Edit** page for that specific Date and Time. From here you can make your edits to your showing.



7. Once you have made your edits click on **Save Changes**.



**NOTE:** If you need to make changes to the show information you can click on the**View Show** button at the bottom of the page to go to the **Show Edit** page.

