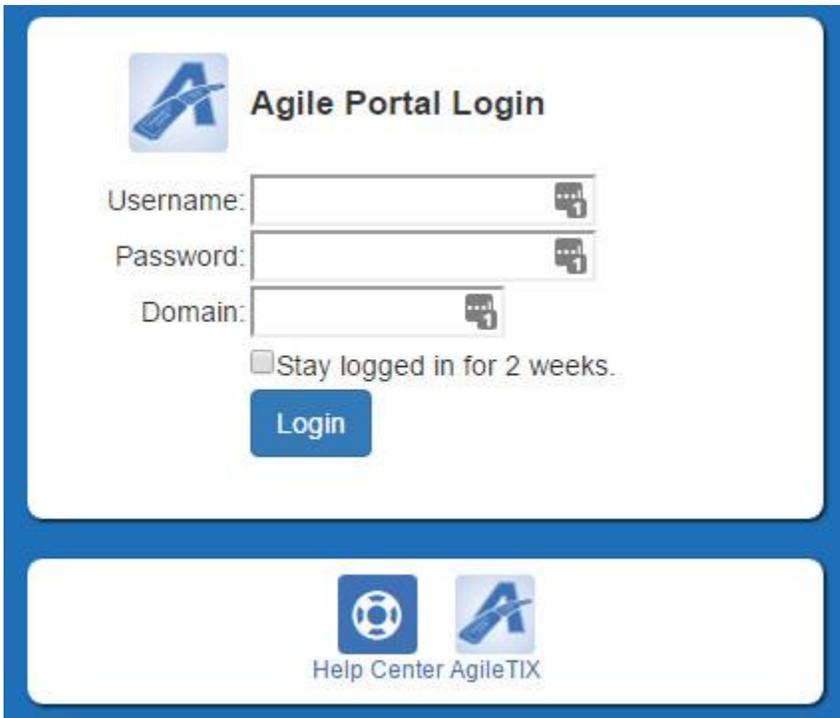
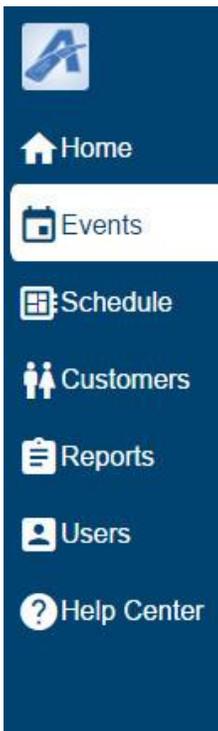


1. Log into **Web Portal**. [portal.agiletix.com](http://portal.agiletix.com)

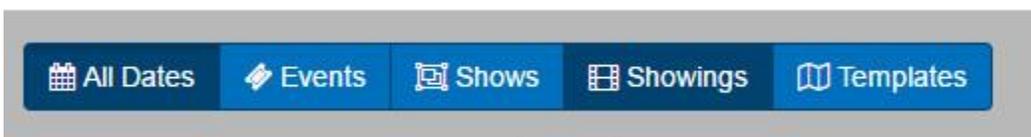


The image shows the Agile Portal Login page. It features a blue header with the Agile logo and the text "Agile Portal Login". Below this are three input fields: "Username:", "Password:", and "Domain:". Each field has a small icon to its right. Below the "Domain:" field is a checkbox labeled "Stay logged in for 2 weeks.". A blue "Login" button is positioned below the checkbox. At the bottom of the page, there are two icons: a blue square with a white circle and a blue square with a white "A", followed by the text "Help Center AgileTIX".

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.

Name	Date	Dur	Venue	Type	Folder	Enabled
Daddy's Dyin'...Who's Got the Will?	2017-05-19 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-20 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-21 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-22 02:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-26 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-27 02:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-28 02:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-05-29 02:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-06-02 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-06-03 02:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Daddy's Dyin'...Who's Got the Will?	2017-06-04 07:00 PM	180		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Fringe & Foolery	2017-06-11 06:30 PM	300		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Prime Time Players & Loose Cab...	2017-06-18 10:30 AM	120		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Kids Performing Arts Sum...	2017-06-28 08:30 AM	0		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-14 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-15 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-16 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-17 02:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-21 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-22 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>
Mary Poppins	2017-07-23 07:00 PM	150		Theatre	2016-17 Events	<input checked="" type="checkbox"/>

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.

Showing Edit

Folder Path: TicketsNashville.com (Training) > (Training) > 2016-2017 Season and Events > 2016-17 Events

### Properties

Name  
Daddy's Dynin'...Who's Got the Will?

Start Date & Time  
Fri, May 19, 2017 7:00 PM

Duration (In Minutes)  
180

Venue/Location  
Add New Venue/Location

Available Delivery Methods  
 Will Call

### Pricing & Inventory Tiers

Admission (Sold: 13) (Available: 87)

Edit Admission Tier Add Ticket Price

← Back Save Changes Un-Publish View Activity Web Links View Show Delete Cancel Changes

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

← Back Save Changes Web Links View Showings

**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.

← Back Save Changes Un-Publish View Activity Web Links View Show