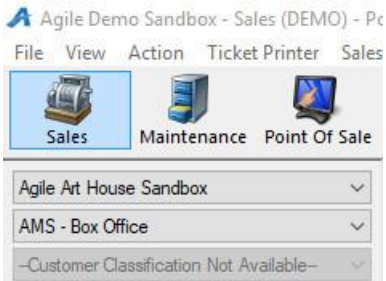
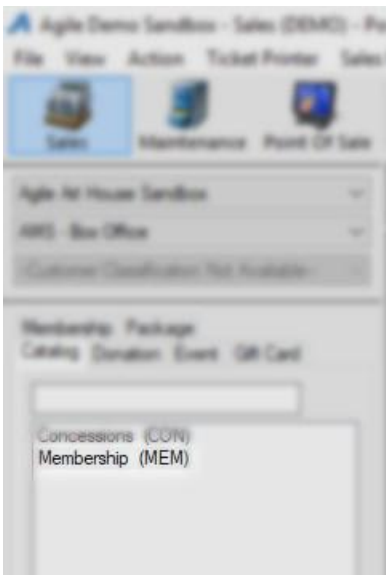
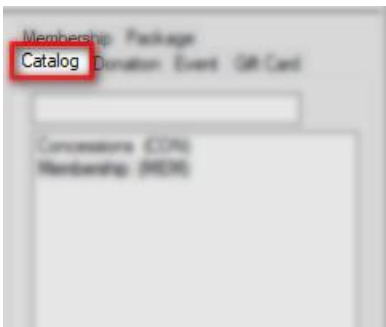


Selling Ticket Packs in AMS is easy, but there are a few steps that are required in order for the customer to be able to access the benefits online.

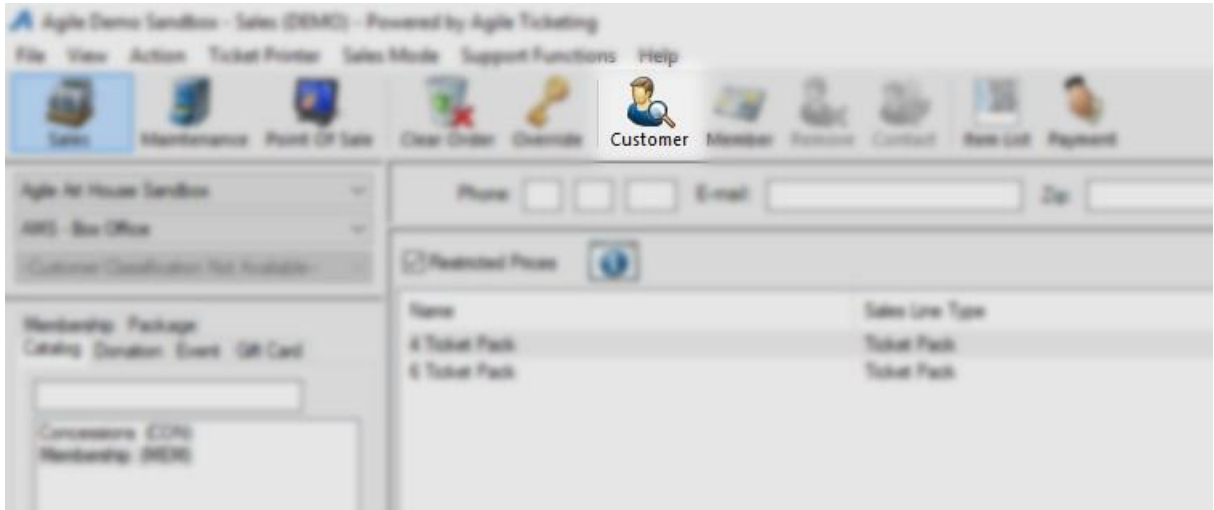
1. Log in to Sales in AMS



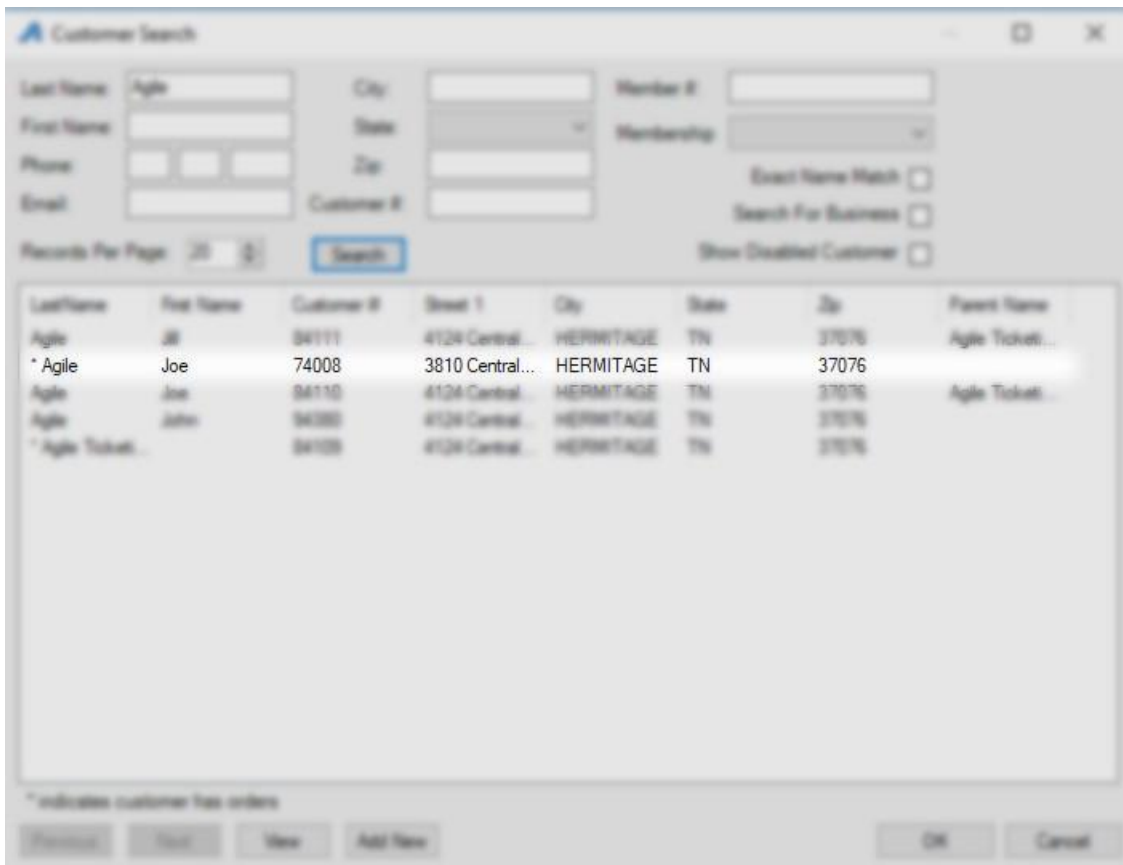
2. Select the Catalog tab and then select the Program that your ticket pack is built under (i.e. Membership, Merchandise, etc.)



3. Choose the Ticket Pack that you wish to sell.
4. Before you process the order, click on the Customer icon to search for the customer. If they are not an existing customer in the system, you **MUST** create a new Customer Record. You **MUST** include the customer's name and email address as this is how the customer can access their ticket pack benefits online.



Search for Customer OR



Create New Customer

Customer Search

Last Name: City: Member #:
First Name: State: Membership:
Phone: Zip: Exact Name Match
Email: Customer #: Search For Business
Records Per Page: 20 Search Show Disabled Customer

Last Name	First Name	Customer #	Street 1	City	State	Zip	Parent Name
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* indicates customer has orders

Previous Next View Add New OK Cancel

Quick Add Customer

General Question/Answer

Business

Prefix First* Jeff Middle Last* Agile Suffix

Email Receive email related to Agile Art House Sandbox.

Tax Exempt Federal Tax ID State Tax ID

Billing Address

Country*

Address 1*

Address 2

City*

State / Province *

Zip*

Phone Number

(615) 333 - 3333 ext.

Add With Incomplete Information OK Cancel

5. Enter the number of ticket packs that the customer is purchasing and click Proceed.

powered by Agile Ticketing

Mode Support Functions Help

Clear Order Override Customer Member Remove Contact Item List Payment Notices

Customer # 95136

Billing Address Jeff Agile 555 Main Street Hermitage, TN 37076	Shipping Address Jeff Agile 555 Main Street Hermitage, TN 37076	Credit Info Credit Limit \$0.00 Available Credit \$0.00 Account Balance \$0.00 Deferred Balance \$0.00
--	---	---


Restricted Prices

Name	Sales Line Type	Group	Org	Sale Status
4 Ticket Pack	Ticket Pack	Ticket Pack	MEM	On Sale
6 Ticket Pack	Ticket Pack	Ticket Pack	MEM	On Sale

Type	Price	Service Fee	Subtotal	Available
4 Ticket Pack				Unlimited
<input type="text" value="2"/> Regular	\$35.00	\$0.00	\$35.00	

STAFF Cashed In Trainor Mode Add **Proceed >** Pay >>

6. Take Payment and finalize the order.

 Customer #: 95136

Billing Address Jeff Agile 555 Main Street Hermitage, TN 37076	Shipping Address Jeff Agile 555 Main Street Hermitage, TN 37076
--	---

Payment Information Amount: <input type="text" value="70.00"/> Card Type: <input type="text" value="Visa"/> Credit Card Number: <input type="text" value="4111111111111111"/> Card Holder Name: <input type="text" value="Jeff Agile"/> Expiration Date: <input type="text" value="5"/> <input type="text" value="2020"/> Security Code: <input type="text" value="999"/> Card Present: <input checked="" type="checkbox"/> Training Mode Active	Summary Info Transaction Number: 141402 Subtotal: \$70.00 Ticket Fees: \$0.00 Service Fees: \$0.00 Order Fees: \$0.00 Delivery Fees: \$0.00 Donations: \$0.00 Tax: \$0.00 Total: \$70.00 Minimum Due: \$70.00
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Payment Total:
Current Balance Due:

7. Once the order is complete, the customer will be able to access their ticket packs by logging in using their email address.

[CLICK HERE](#) to learn how to Redeem Ticket Packs.