Agile Message Notification Board

Agile is pleased to announce a new and easier way to send notes to your staff using the **Agile Message Notification Board**. Messages can be added with an expiration date that will appear to your staff when they log in. They can also click on the **Notices** button to see all of the past notes. This is a perfect way for Administrators and Box Office Managers to send event, front of house, fan club, and customer notes to your stuff.

1. Log into **Sales**.

2. Click on the **Notice** icon in the upper right-hand corner of the screen.
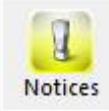
3. Click the **Create a New Message** button at the bottom of the pop-up.
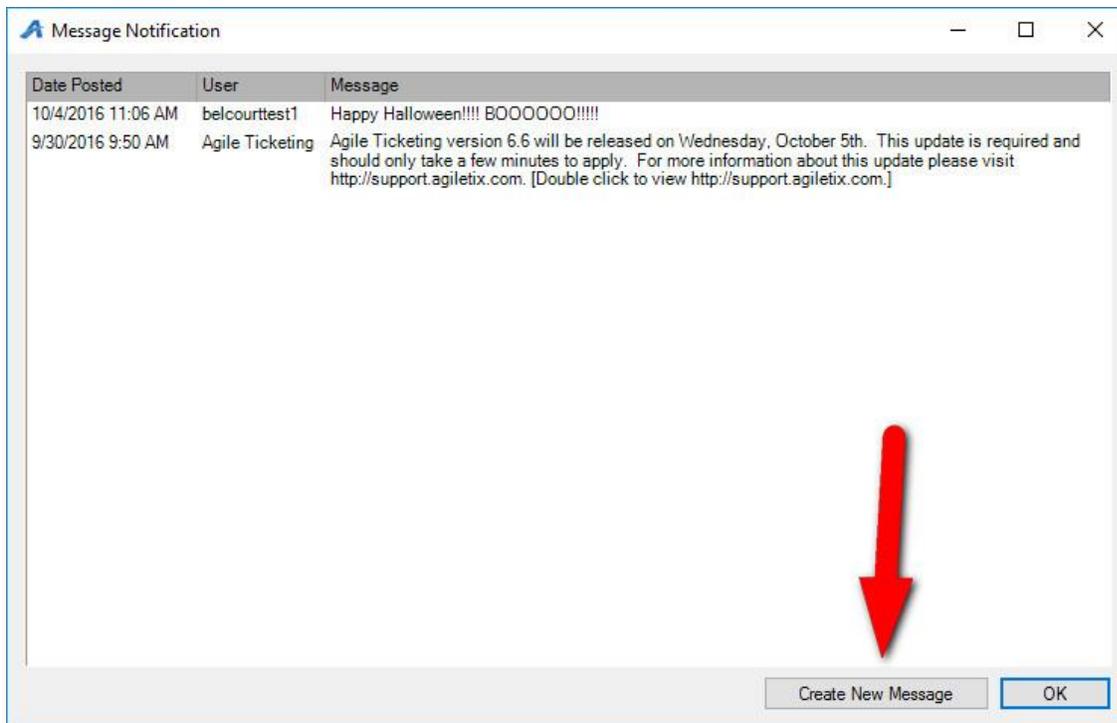
4. In the **Message** field, type the message you wish to share with all of your staff.
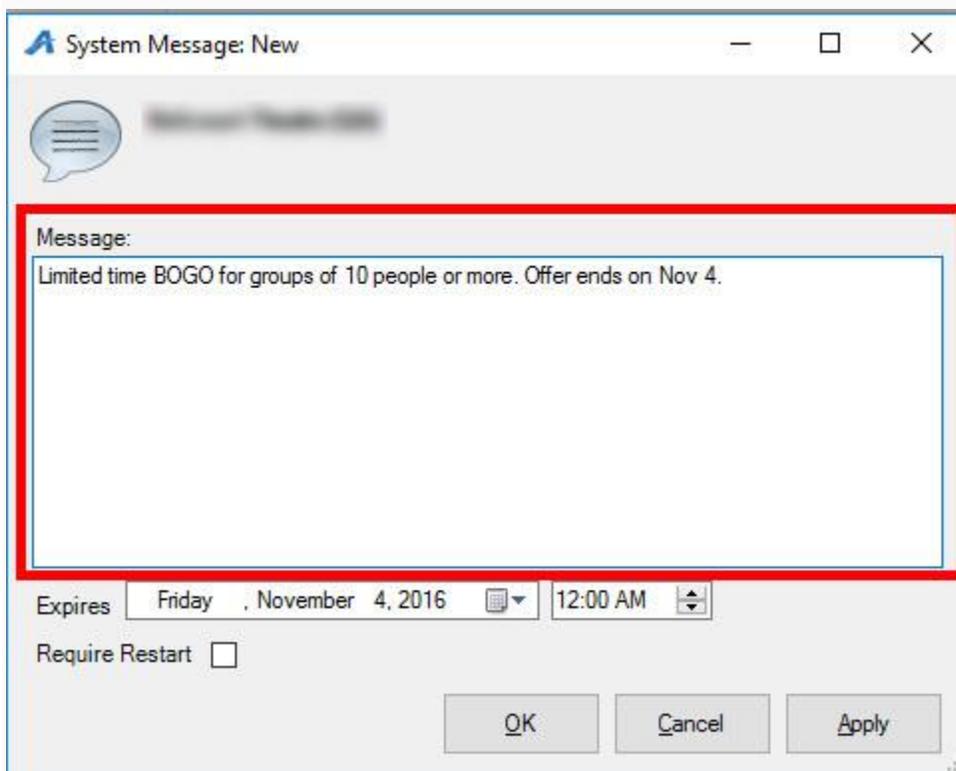
5. Set the **Expiration Date and Time** you wish for your message to expire, and click **OK.**
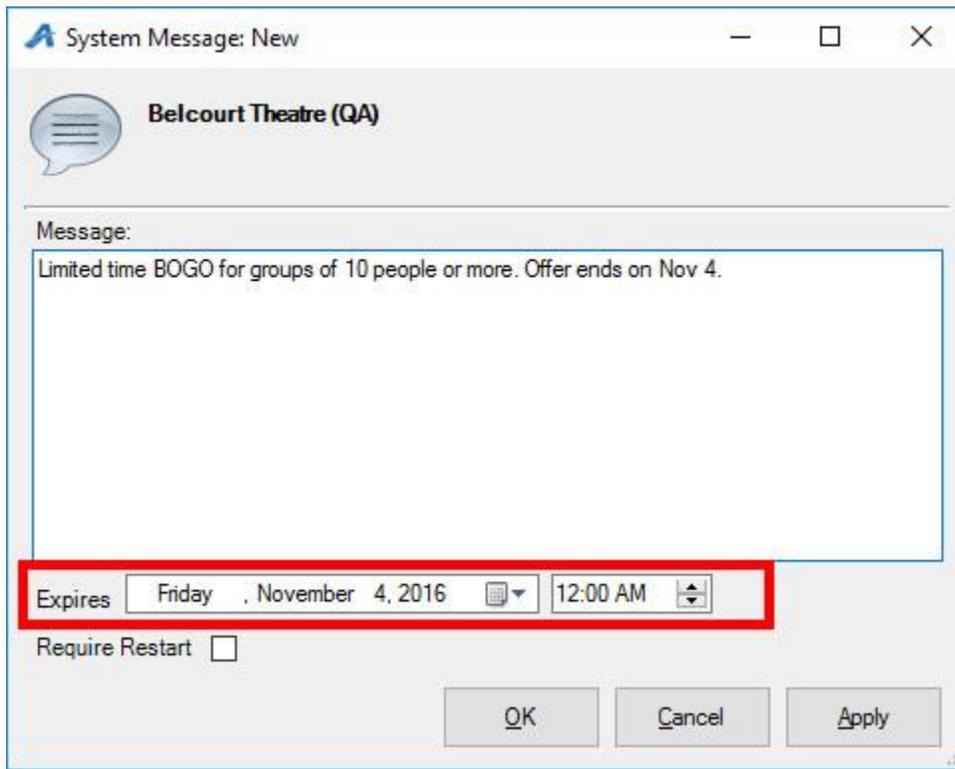
5. When your box office staff logs into Agile the message window will pop up with the notification.

Message Notification — ☐ ✕

Date Posted	User	Message
10/4/2016 1:41 PM		Limited time BOGO for groups of 10 people or more. Offer ends on Nov 4.
10/4/2016 11:06 AM		Happy Halloween!!!! BOOOOOO!!!!!
9/30/2016 9:50 AM	Agile Ticketing	Agile Ticketing version 6.6 will be released on Wednesday, October 5th. This update is required and should only take a few minutes to apply. For more information about this update please visit http://support.agiletix.com. [Double click to view http://support.agiletix.com.]

Create New Message   OK