## 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 **Notices** in the upper right-hand corner of the screen.

A TicketsNashville.com (QA) - Sales (QA -	4 - 10/4) - Powered by Agile Tricketing	- 0 ^
Sales Maintenance Point Of Sale	He Kred Order Overnde Customer Member Remove Contact Remutet Perment	Notices
Belcourt Theatre (QA) ~	Y Phone: E-mail: Zip:	
-Select Buyer Type- ~ -Customer Classification Not Available- ~	Regional Bulletin Board	
Season Donation Gift Card Event Catalog Membership		
Children's Programming (Children) Education (BTEd) Events (BTE) Film: Belcout (BCF)		
Film: Other (BCO) Music: Rental (BCR) Theatre (BTH)	Corporate Bulletin Roard Belcourt Theatre (DA) Address: 2102 Belcourt Avenue Timezone GMT-600, Central Time NASHVILLE: TN 37212 Phone F:	
1 Search 🦉 🗐 👺		
Order #: Item Count: 0 Item(s)		
Subtotal: \$0.00		
Service Fees: \$0.00		
Order Fees: \$0.00		
Delivery Fees: \$0.00	20	
Donations: \$0.00	20	
Order Total: \$0.00		
Balance Due: \$0.00	50   L	
User below most Transfer Usersia	Nat Cashed In Televine Media	

3. Click the **Create a New Message** button at the bottom of the pop-up.

A Message Notifica	tion		<u>100</u> 2		×
Date Posted	User	Message			
10/4/2016 11:06 AM	belcourttest1	Happy Halloween!!!! BOOOOOO!!!!!			
9/30/2016 9:50 AM	Agile Ticketing	Agile Ticketing version 6.6 will be released on Wednesday, October 5th. This should only take a few minutes to apply. For more information about this upda http://support.agiletix.com. [Double click to view http://support.agiletix.com.]	update is te please v	required a risit	nd
		Create New Me	ssage	Oł	<

4. In the **Message** field, type the message you wish to share with all of your staff.

🔺 System Message: New		10777)		×
Message:				
Limited time BOGO for groups of 10 peop	ple or more. Offer ends	s on Nov 4.		
Eiden Neuerber 4.2	010 - 12:00	AM		
Expires Finday , November 4, 2	016			
Require Restart				
	<u>о</u> к	<u>C</u> ancel	Appl	у

5. Set the **Expiration Date and Time** you wish for your message to expire, and click **OK**.

B	elcourt Theat	re (QA)			
lessage:					
mited time B	OGO for groups	s of 10 people (	or more. Offer en	ds on Nov 4.	
ī F	iday Nove	mber 4 2016	<u>□</u> 12·0	DAM 📥	
xpires F equire Rest	riday , Nove	mber 4, 2016		DAM	

5. When your box office staff logs into Agile the message window will pop up with the notification.

Date Posted	User	Message		
10/4/2016 1:41 PM	(and a second second	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 should only take a few minutes to apply. For more information about this upd http://support.agiletix.com. [Double click to view http://support.agiletix.com.]	s update is require ate please visit	:d and