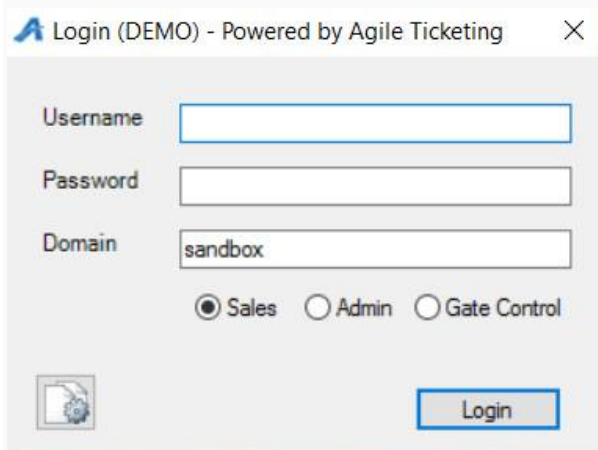


Importing Memberships Or Passes In AMS To Generate Orders

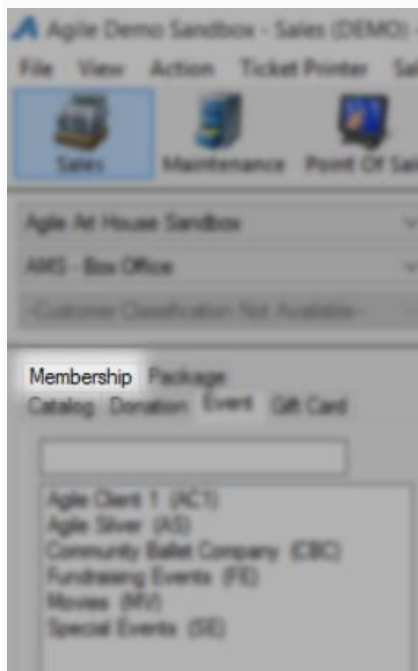
You now can import memberships or passes in the sales application with each time on its own order.

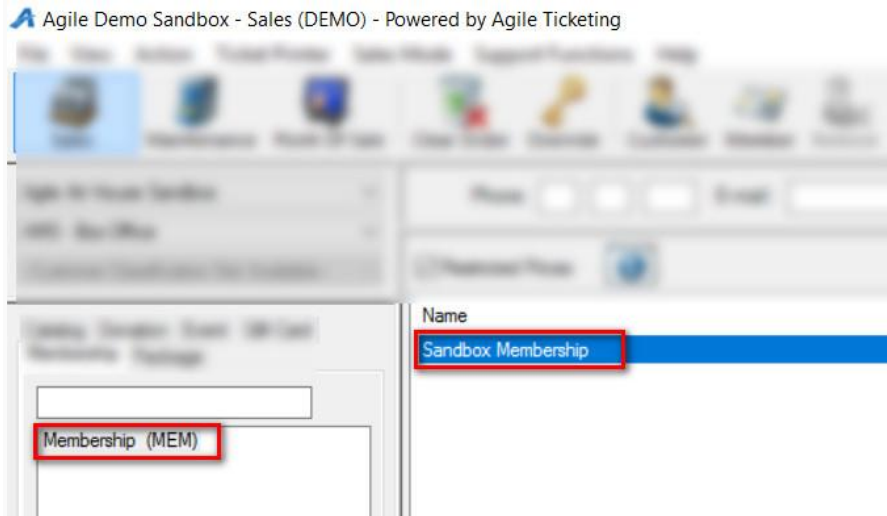
1. Log in to Agile in the **AMS Sales** area.



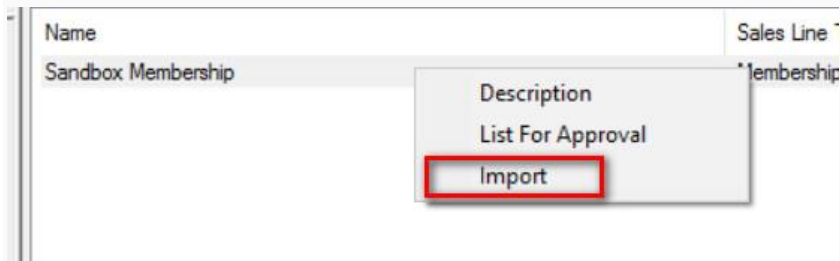
A screenshot of a login window titled "Login (DEMO) - Powered by Agile Ticketing". The window contains three input fields: "Username", "Password", and "Domain". The "Domain" field is pre-filled with the text "sandbox". Below the input fields are three radio buttons labeled "Sales", "Admin", and "Gate Control", with "Sales" selected. At the bottom right of the form is a "Login" button. A small gear icon is visible in the bottom left corner of the form area.

2. Click on the **Membership** tab and choose the **Membership or Pass** program from the list.

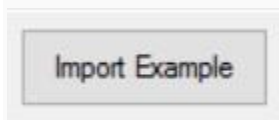


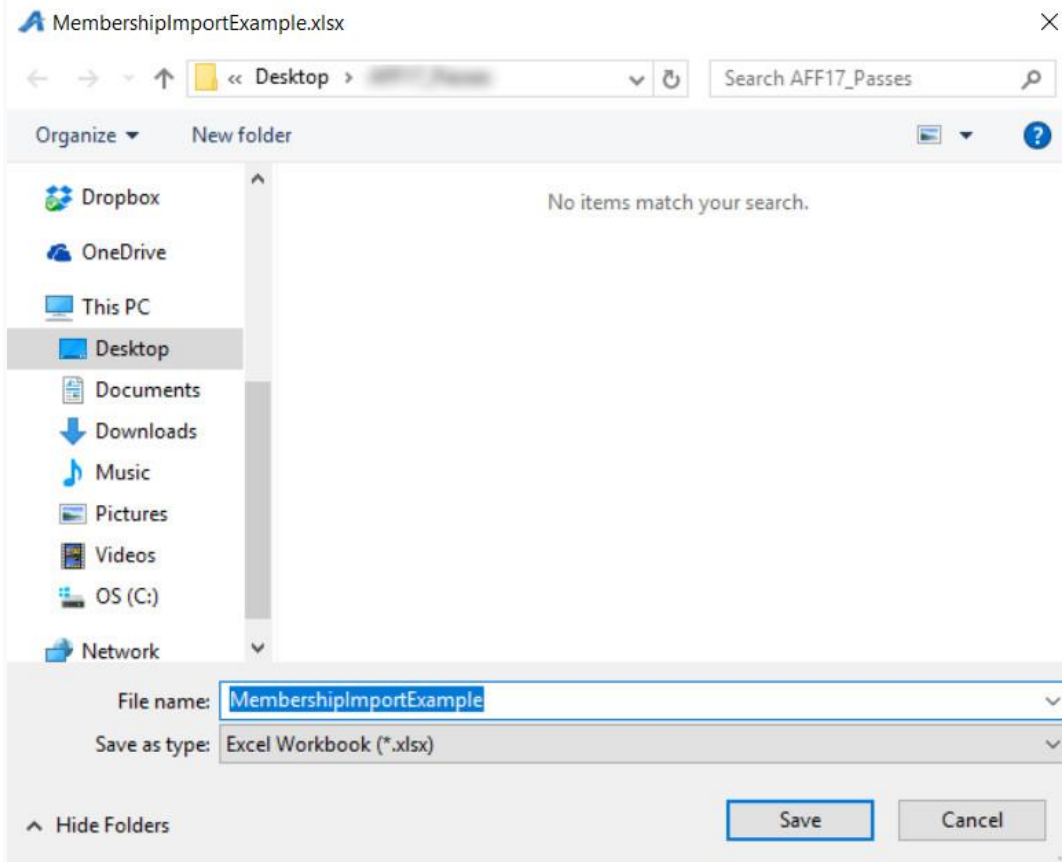


3. Right Click on the Membership and select Import.



4. Click on **Import Example** and save the spreadsheet to your Desktop





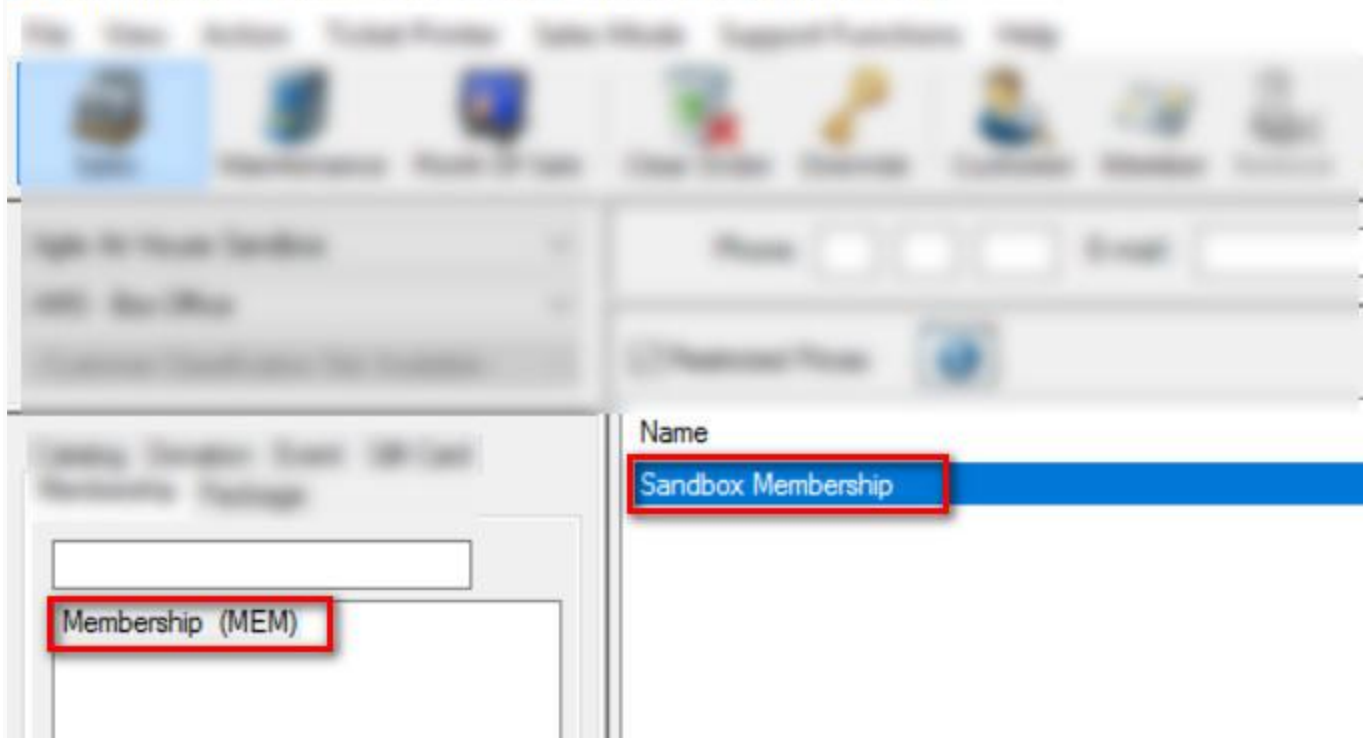
5. Fill out the **Member/Pass** information in the spreadsheet.

Note: Not all fields are required for the import. Optional columns are marked in the header.

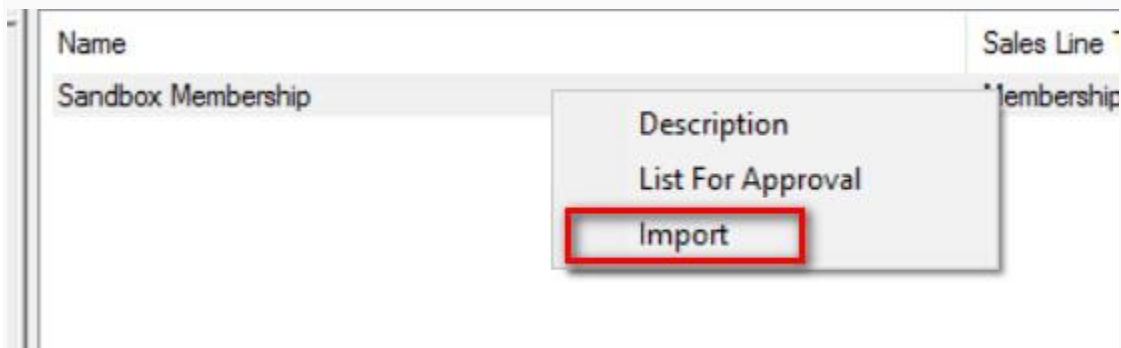
Member Number (optional)	Membership Level	Membership Price Type	Barcode (optional)	Join Date	Expire Date	Approval Status	Active	Member Notes (optional)
	Gold Member	Gold Member		2/20/2016	2/20/2017	TRUE	TRUE	
	Gold Member	Gold Member		2/20/2016	2/20/2017	TRUE	TRUE	
	Silver Member	Silver Member		2/20/2016	2/20/2017	TRUE	TRUE	
	Silver Member	Silver Member		2/20/2016	2/20/2017	TRUE	TRUE	

6. **Save** and **close** the completed spreadsheet.

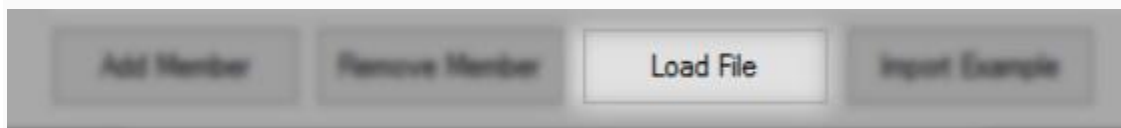
7. When you are ready to import the **Members/Passholders**, go back to the **Membership Program** in AMS.



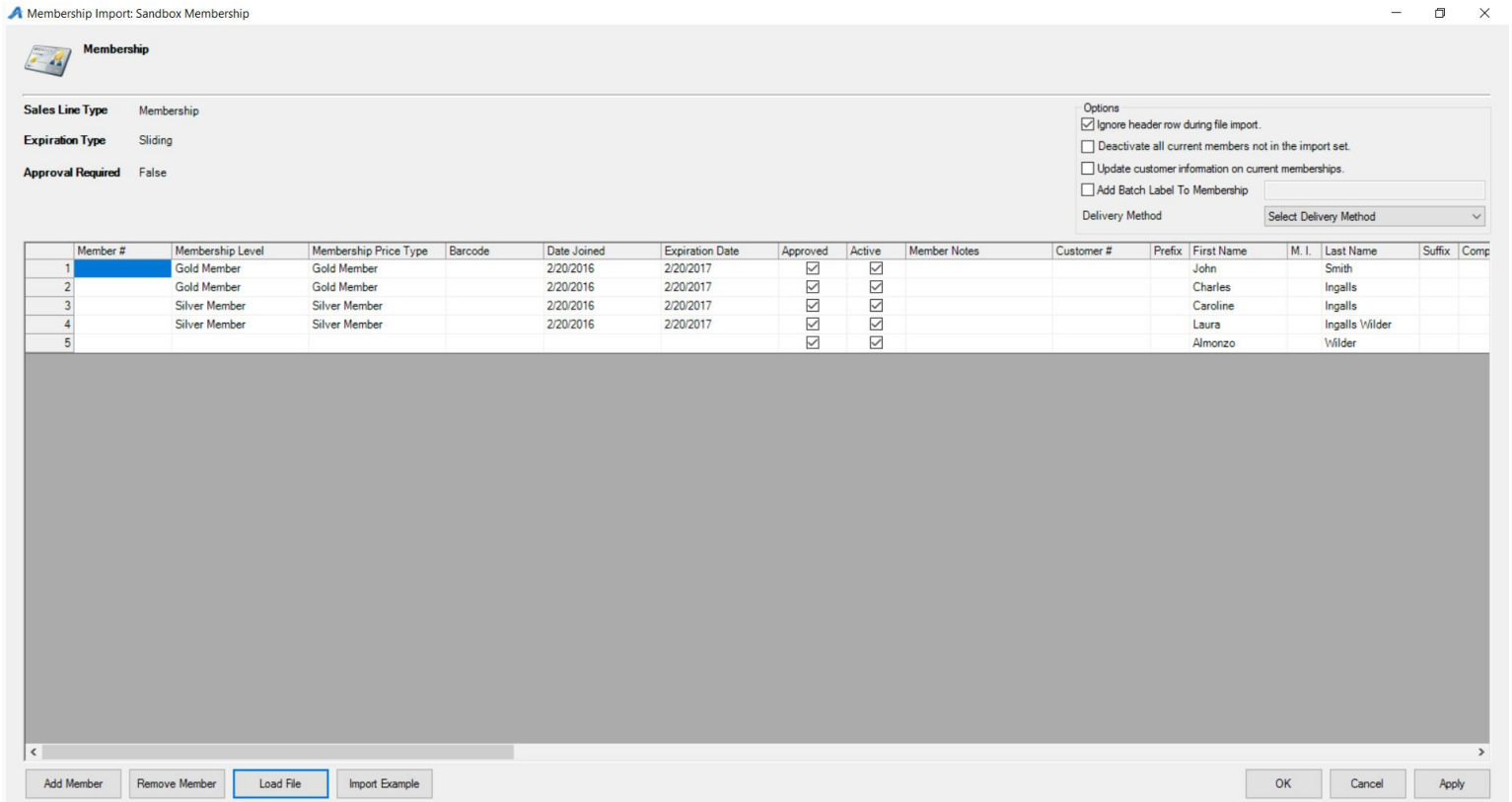
8. Right click on the **Membership Program** and select **Import**.



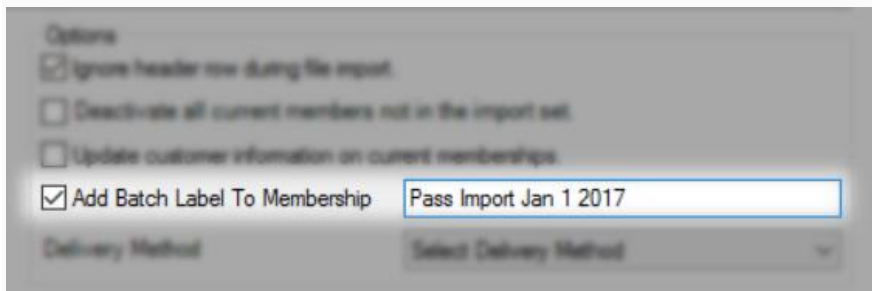
9. Click on the **Load File** button and select the completed spreadsheet.



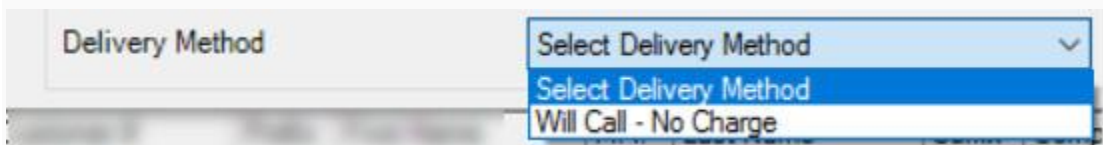
10. All of the **Member/Passholder** information will appear within the window. You can scroll through to make any last-minute edits and check for any errors.



11. Check the box next to **Add Batch Label to Membership** and create a unique code that will appear on the response data spread sheet after the import.



12. Select a **Delivery Method** from the drop down.



13. Click on **Apply** and then **OK**.



Agile Demo Sandbox - Sales (DEMO) - Powered by Agile Ticketing

File View Action Ticket Printer Sales Mode Support Functions Help

Sales Maintenance Point Of Sale Clear Order Override Customer Member Remove Contact Role List Payment Refund

Agile Art House Sandbox

Select Super Type

Customer Classification Not Available

Catalog Donation Event Gift Card Membership Package Scratch Pad Order

Phone: [] [] [] E-mail: [] Zip: []

Order # [] Last Name [] Customer # [] Document # []

Last orders for Agile Art House Sa []

Last orders you sold or maintained []

Barcode []

Membership []

Member # []

List orders for an event []

Exact Match

Credit Card Gift Card

Name	Order #	Order Date	Org	Super Type	City	State	Changed
Ingalls Wilder, Laura	138089	2/20/2017 8:48 AM	Agile Art House Sandbox	AMS - Box Office	Wanfield	MO	2/20/2017 8
Ingalls, Caroline	138088	2/20/2017 8:48 AM	Agile Art House Sandbox	AMS - Box Office	Stockholm	WI	2/20/2017 8
Ingalls, Charles	138087	2/20/2017 8:48 AM	Agile Art House Sandbox	AMS - Box Office	Stockholm	WI	2/20/2017 8
Smith, John	138086	2/20/2017 8:48 AM	Agile Art House Sandbox	AMS - Box Office	Hermitage	TN	2/20/2017 8
Silver, Hope	138085	2/17/2017 3:42 PM	Agile Art House Sandbox	AMS - Box Office	ANTIOCH	TN	2/17/2017 3
Agile, Joe	137631	9/1/2016 10:23 AM	Agile Art House Sandbox	AMS - Box Office	HERMITAGE	TN	9/1/2016 10
Agile, Jill (Agile Ticketing Co.)	137632	9/1/2016 10:26 AM	Agile Art House Sandbox	AMS - Box Office	HERMITAGE	TN	9/1/2016 10
Agile, Joe	137630	9/1/2016 10:19 AM	Agile Art House Sandbox	AMS - Box Office	HERMITAGE	TN	9/1/2016 10
Agile, Joe	137629	9/1/2016 10:18 AM	Agile Art House Sandbox	AMS - Box Office	HERMITAGE	TN	9/1/2016 10
BoxOffice	137628	9/1/2016 10:16 AM	Agile Art House Sandbox	AMS - Box Office			9/1/2016 10
Agile, Joe	137480	5/5/2016 9:41 AM	Agile Art House Sandbox	AMS - Box Office	HERMITAGE	TN	5/5/2016 9:4
Stewart, Tony	137469	4/24/2016 9:09 PM	Agile Art House Sandbox	AMS - Box Office	LAKE JACKSON	TX	4/24/2016 9
Coyland, Wesley (Shrimp)	137468	4/24/2016 9:02 PM	Agile Art House Sandbox	AMS - Box Office	CLUTE	TX	4/24/2016 9
BoxOffice	127225	2/9/2016 9:54 AM	Agile Art House Sandbox	AMS - Box Office			2/9/2016 9:5
BoxOffice	127224	2/9/2016 9:50 AM	Agile Art House Sandbox	AMS - Box Office			2/9/2016 9:5
BoxOffice	127223	2/9/2016 9:49 AM	Agile Art House Sandbox	AMS - Box Office			2/9/2016 9:5
BoxOffice	127152	1/20/2016 12:17 PM	Agile Art House Sandbox	AMS - Box Office			1/20/2016 1
BoxOffice	127151	1/20/2016 12:06 PM	Agile Art House Sandbox	AMS - Box Office			1/20/2016 1
BoxOffice	127054	12/23/2015 1:12 PM	Agile Art House Sandbox	AMS - Box Office			12/23/2015
BoxOffice	127053	12/23/2015 12:56 PM	Agile Art House Sandbox	AMS - Box Office			12/23/2015

Order # [] Item Count: 0 Service [] Subtotal: \$0.00 Ticket Fees: \$0.00

Membership Fulfillment

Memberships Fulfillment Batch

Agile Art House Sandbox

Membership

Sandbox Membership

Options

Hide Orders With Balance Due

Hide Orders Less Than 24 Hours Old

Orders To Fulfill

Delivery	Order #	SuperType	Customer #	Customer Name	Membership	Membership Level	Member #	Member Name	Balance Due
<input type="checkbox"/> Standard Mail	116700	AMS - Box Office	74009	Flintstone, Fred	Sandbox Membership	Gold Member	50635	Flintstone, Fred	\$0.00
<input type="checkbox"/> Standard Mail	116727	AMS - Box Office	74019	Harper, Sabrina	Sandbox Membership	Gold Member	50638	Harper, Sabrina	\$0.00
<input type="checkbox"/> Standard Mail	126977	AMS - Box Office	74008	Agile, Joe	Sandbox Membership	Gold Member	50662	Agile, Joe	\$0.00
<input type="checkbox"/> Standard Mail	137469	AMS - Box Office	94347	Stewart, Tony	Sandbox Membership	Gold Member	2000001	Stewart, Tony	\$0.00
<input type="checkbox"/> Standard Mail	137469	AMS - Box Office	94347	Stewart, Tony	Sandbox Membership	Gold Member	90741	Stewart, Tony	\$0.00
<input type="checkbox"/> Standard Mail	137632	AMS - Box Office	94109	Agile Ticketing Solutions	Sandbox Membership	Gold Member	90765	Agile, Jill	\$0.00
<input type="checkbox"/> Will Call	106666	AMS - Box Office	73996	Roudos, Becky	Sandbox Membership	Gold Member	40628	Roudos, Becky	\$0.00
<input type="checkbox"/> Will Call	138085	AMS - Box Office	94582	Silver, Hope	Sandbox Membership	Bronze Member	50665	Silver, Hope	\$0.00
<input type="checkbox"/> Will Call	138086	AMS - Box Office	94583	Smith, John	Sandbox Membership	Gold Member	50666	Smith, John	\$0.00
<input type="checkbox"/> Will Call	138087	AMS - Box Office	94584	Ingalls, Charles	Sandbox Membership	Gold Member	50667	Ingalls, Charles	\$0.00
<input type="checkbox"/> Will Call	138088	AMS - Box Office	94585	Ingalls, Caroline	Sandbox Membership	Silver Member	50668	Ingalls, Caroline	\$0.00
<input type="checkbox"/> Will Call	138089	AMS - Box Office	94586	Ingalls Wilder, Laura	Sandbox Membership	Silver Member	50669	Ingalls Wilder, Laura	\$0.00

Search

Close