How To Create Entry Point Groups

1. Log into **Administration**.

2. Select the Corporate Organization.

3. Open the **Web** folder.

4. Select the **Entry Points** icon.
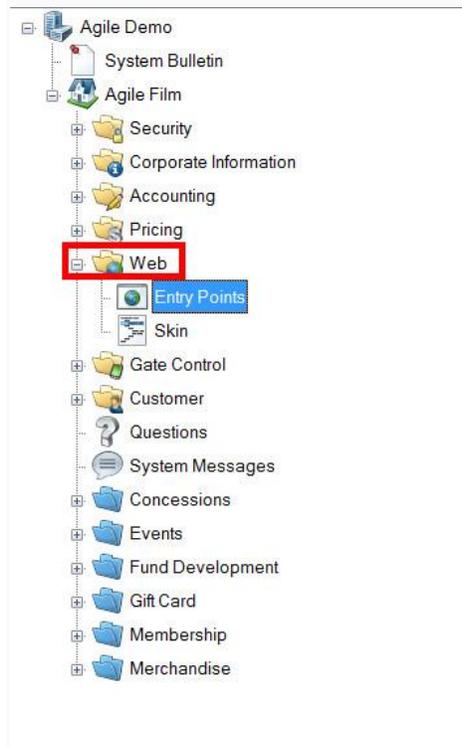
5. Right-click in the **Entry Point Group** area and select **New**, **Internet Group**.

6. Fill out the following areas on the **General** tab (not all will be applicable to your needs):

- **Name** is for internal use only. If a new entry point group is created yearly, then we highly recommend adding the date into the name.
- **Sales User** specifies which user should have access to this. Select the **Web User** option from the list. If you do not see this option, ask your Agile Support Representative for assistance.
- **Sales Terminal** specifies which terminal is used for sales. Select **Internet** from the list. This information is tracked in reporting. If you do not see this option, ask your Agile Support Representative for assistance.

- Select the **Skin** that should be used for the entry point group. The Skin will determine how the URLs will look online. For information on setting up an Agile Modern Skin, [click here](). If you are interested in having Agile match the look and feel of your current website, contact your Agile Support Representative for a quote.
- Add a **Passcode** <u>only</u> if you need the URL to only be available to customers who enter the passcode. Leave blank if the URL can be accessed by the general public.

7. At least one **Buyer Type** must be created on the Entry Point Group. This determines which prices are available online. Typically, this is **Web Standard**. To add this, right-click in the Buyer Type area and select **New**. Choose the Buyer Type from the drop-down (**Web Standard**), then click **OK**. The Buyer Type will be added to the list.
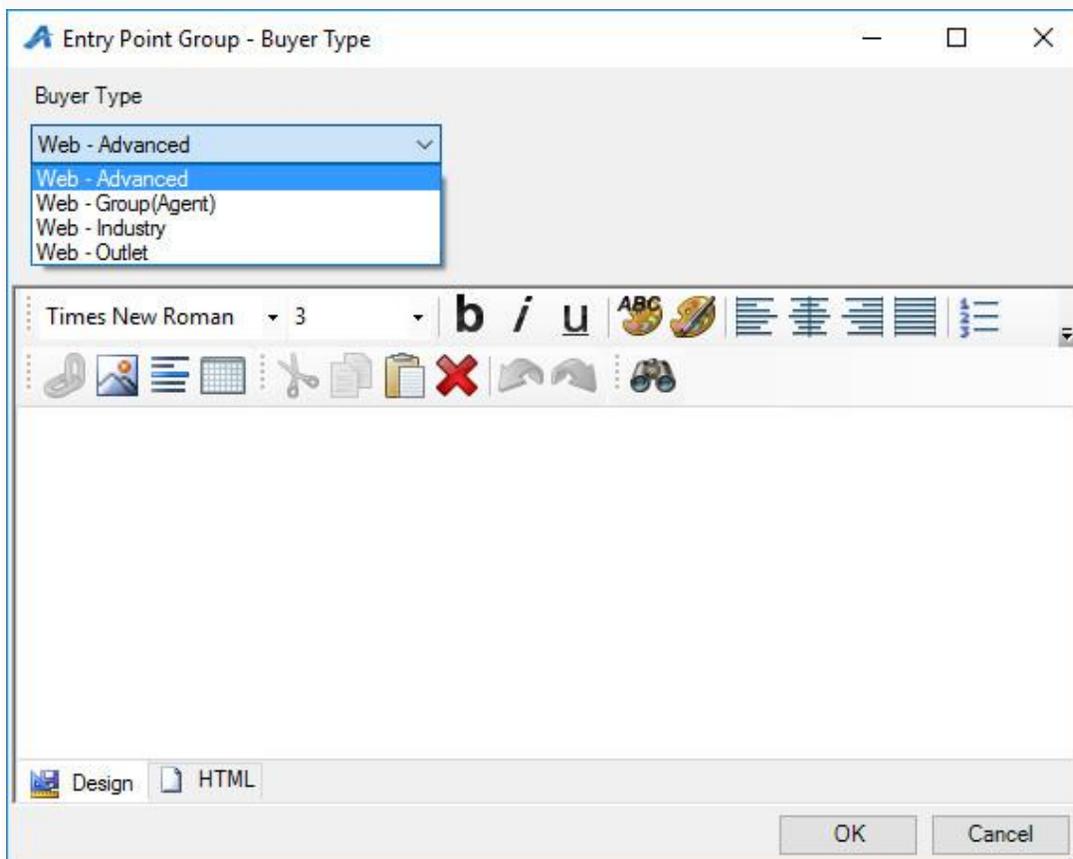
8. Check the following boxes on the right-hand side if they are applicable to your organization:

- **No Customer Login Mode** does not allow customers to log into their customer account. Not recommended for any client that uses benefits.

- **Show Member Login** displays the member login button.

- **Allow Guest Customers** does not force customers to sign in or sign up for a customer account when making a purchase. (Note: it will still require customers to enter address information but a customer account will not be created.)

- **Show Facebook Login** adds a Facebook box to the bottom of each Entry Point where Facebook users can log in and comment on the event.

- **Member Login Default Where Required** forces members to login to their membership using their member number and password.

- **Member Login Number and Last Name** forces members to login to their membership using their member number and last name.
- **Default Web Services** should be checked if this is the main Entry Point Group used for your organization. Only one group can have this box checked.
- **Show Navigation Links** hides all navigation links in the navigation bar if unchecked. We recommend keeping this checked at all times unless you are making major changes to your web links.