

Creating A Price Template/Event/Showing

1. Log in to **Administration**



2. Click on the **Corporate Organization** icon

3. Find the **template, event, or showing** where the new price belongs.

Template	Name	Venue	Enabled
	Elm Hill Cinema	Elm Hill Cinema	True

Tier / Inventory	Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
	General Admission	General Admission	1	True	True	100	0	0	0	0	100

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area	Pkg Price
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4. Highlight the Template or the Showing (if already built) then the Tier/Inventory. In the **Event Price** section right-click and select **New**.

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area

- New
- Properties
- Delete
- Multi Event Price
- Preview Ticket

5. **Event Price: New:** right-click in the Price box and select **New Price**.

Event Price: New

 **Event**
Elm Hill Cinema - General Admission

General Description Promotions Questions

Effective Sale Date 8/21/2015

Name	Comp	Price	Fee	Total
Child	False	\$10.00	\$0.00	\$10.00
Kids under 12	False	\$10.00	\$0.00	\$10.00

New Price
Edit Price

Sales Channel AMS Box Office Enabled

Ticket Type ... Include Service Fee

Functional Area Level 0 - Default Unrestricted Price Allow Package Sale

Event Ticket Format No Ticket Print 

Package Ticket Format No Ticket Print

Display Sequence 0 Sales Occurred

Name Assign None

Quantity Restriction Min Per Order 0 Max Per Order 10

Add New Delete OK Cancel Apply

6. The **Price: New** window will appear.

The screenshot shows a software window titled "Price: New". Inside the window, there is a tabbed interface with two tabs: "General" and "Notes". The "General" tab is selected. Below the tabs, there are several fields and checkboxes:

- Sales Line:** A dropdown menu with "Event" selected.
- Sales Line Type:** A dropdown menu with "General Admission" selected and a three-dot menu icon to its right.
- Name:** A text input field containing "Adult".
- Complimentary:** A checkbox that is currently unchecked.
- Enabled:** A checkbox that is currently checked.

At the bottom of the window, there are five buttons: "Delete", "New Price Date", "OK", "Cancel", and "Apply".

A. Choose the applicable **Sales Line** and **Sales Line Type**.

B. Enter in the name. *This will not be seen by the customer but should be easily identifiable for accounting purposes.* We recommend being very detailed in the price name (i.e. ABC Venue Adult, Subscription Adult, Gold Member Price, etc.).

C. If it is a complimentary price, check the box next to **Complimentary**.

D. The **Notes** tab is for internal use only and will not be seen by the customer.

7. Click **Apply** then **OK**.

8. In the **Price Distribution: New** window right click and select **New**.

Price Distribution: New

Event
General Admission - Adult Couple

General

Distributions	Category	Amount	Redeemed Account	Unredeemed Account	Tax Type
	New				
	Properties				
	Delete				

Effective Sale Date: 08/21/2015 12:00:00 AM

Fair Market Value: 0.00

Enabled:

Sales Occurred:

Override Effective Event Date

Category Totals

Price	\$0.00
Fee	\$0.00
Total	\$0.00

Buttons: Delete, OK, Cancel, Apply

Price Distribution: New

2015 Agile Film Festival
TEST1 - \$0.00

General

Price Category: Fee

Amount: [Empty]

Tax Rate: [Empty]

Unredeemed Account: Fees - General

Redeemed Account: Fees - General

Buttons: Delete, OK, Cancel, Apply

-Price Category: choose Price.

Price Distribution: New

2015 Agile Film Festival
TEST1 - \$0.00

General

Price Category	Price
Amount	50.00
Tax Rate	
Unredeemed Account	Revenue - General
Redeemed Account	Revenue - General

Delete OK Cancel Apply

-**Amount:** enter in the amount of the item being sold.

-**Tax Rate:** select the correct tax rate, if applicable.

-**Unredeemed/Redeemed Account:** choose the appropriate account from the drop-down.

-Select **Apply** then **OK**.

If the price also includes a fee, repeat the above steps but choose **Fee in the Price Category.*

-**Effective Sale Date:** choose the date the price should be effective. This can be set in the future and Agile will automatically change the price at the set time.

Effective Sale Date 08/23/2015 12:00:00 AM

Fair Market Value 50.00

Enabled

Sales Occurred

Override Effective Event Date

If the price you are building is a zero priced ticket, but has a value (i.e. media trade, redemption tickets, etc) enter the Fair Market Value that will calculate as part of certain gross reports.

Delete OK Cancel Apply

-**Fair Market Value:** enter in the value of the item being sold. Fair Market Value shows up on certain Gross Revenue Reports.

10. Click **Apply** then **OK** once all the pricing information has been created.

11. In the **Event Price: New** window select the price that you just created from the list of prices, and fill out the information below.

Event Price: New

 **2015 Agile Film Festival**
SPECIAL EVENT: Elm Hill Cinema - Stand By - Rush

General | Description | Promotions | Questions | Donor Management

Effective Sale Date: 9/15/2015

Name	Comp	Price	Fee	Total
20322_4178_12381_879188	False	\$0.00	\$0.00	\$0.00
20322_4178_12381_527890	False	\$0.00	\$0.00	\$0.00
20322_4178_12381_272778	False	\$0.00	\$0.00	\$0.00
20322_4178_12381_4009	True	\$0.00	\$0.00	\$0.00
20322_4178_12382_189734	False	\$10.00	\$0.00	\$10.00
AT:Adult Evening	False	\$10.00	\$0.00	\$10.00
AT- Member Evening	False	\$8.00	\$0.00	\$8.00
TEST1	False	\$50.00	\$0.00	\$50.00
Child (12 and Under) - Regu...	False	\$5.00	\$1.00	\$6.00
Seniors (65 and over)	False	\$12.00	\$0.00	\$12.00

Sales Channel: AMS BoxOffice Enabled

Ticket Type: Include Service Fee

Functional Area: Level 0 - Default Unrestricted Price Allow Package Sale

Event Ticket Format: No Ticket Print Sales Occurred

Package Ticket Format: No Ticket Print

Display Sequence: 0

Name Assign: None

Quantity Restriction: Min Per Order 0 Max Per Order 10

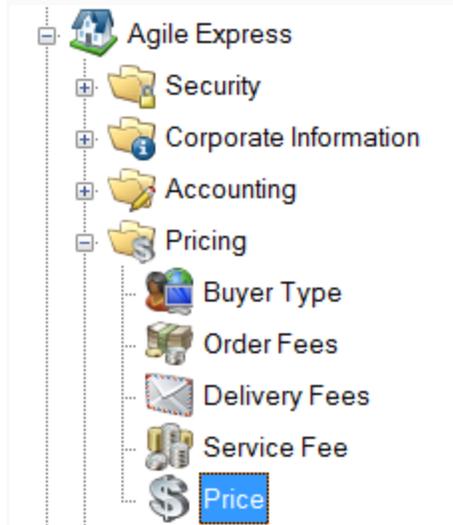
Add New Delete OK Cancel Apply

- **Sales Channel:** the Channel through which you sell the ticket such as Web sales, Box office sales etc.
- **Ticket Type:** This is the name of the ticket that will appear to the customers both online and on their tickets.

- **Functional Area:** determines who has the ability to sell/buy these tickets (i.e. Level 0 -Default Unrestricted Prices are available for everyone to purchase, but Level 1 -Restricted Price(s) are generally hidden from view unless a permission or benefit is set for purchase)
- **Event Ticket Format:** are preset formats that pulls select information that prints on the ticket
- **Package Ticket Format:** If this price is bundled in a Package, you can choose a specific ticket format to print.
- **Display Sequence:** allows you to determine in what order the list of prices appears on the Box Office screen as well as online.
- **Name Assign:** Allows you to capture names for each ticket (not required).
- **Quantity Restriction:** Allows restricting the number of tickets that can be sold at this price per order (i.e. Minimum of 2 Maximum of 8 ticket per order).
- **Enabled:** allows you to use the price.
- **Include Service Fee:** This allows you to include any service fee that you have set up. See [Creating a Service Fee](#) for more information.
- **Allow Package Sale:** Must be checked if you are bundling events together for a package.

Price Icon

1. Log in to **Administration**.
2. Click on the **Corporate Organization** icon.



3. *If you are building a price that can be applied to all levels or events (i.e. complimentary), it can be built under the **Pricing** folder. But if the price will be specific to the events (i.e. 2015 film festival pricing), then click on the folder and use the Price icon within.*
4. Right-click in the Price tier and select **New**.

Price	Sales Line	Sales Line Type
	Delivery Fee	Mail
	Delivery Fee	No Charge

Date	Sale Date	New Price Date	Event Date

5. Follow steps 6-11 as described above.

**Note: prices cannot be deleted if they have been used. If a price needs to be changed, a new Price Date will need to be created. To do this, follow steps 8-10.*

6. The breakdown of the new price now appears in the Price Distribution tier.

Simple Price Mode

Simple Price Mode allows you to create a new price quickly each time it is needed.

How to Set up Simple Price Mode:

1. Right click on the **Sales Organization** folder and select the **Tree Management** tab. Check **Simple Price Mode** in the **Other Options**. Click **Apply** and **OK** to save and close the window.
2. Click on the **Corporate Organization**
3. Find the **template, event, or showing** where the new price belongs.
4. Walk down the item to the **Event Price** tier. Right-click and select **New**.

Event	Internal Name	Start Date	Venue	External Name	Event Type	Enabled
	Event	10/13/2015 5:00 PM	My Favorite Venue	Event	Event	True
	POPCom Party	11/23/2015 6:00 PM	My Favorite Venue	POPCom Party	Event	True

Tier / Inventory	Name	Sales Line Type	Priority	G/A	Enabled	Default	ADA	Other	Order	Disabled	Total
	VIP	General Admission	0	True	True	94	0	0	6	0	100
	General Admission	General Admission	1	True	True	200	0	0	0	0	200

Event Price	Sales Channel	Ticket Type	Sale Date	Price	Fee	Total	Sequenc...	Enabled	Function Area	Pkg Price
	Web Outlet	Adult Single	11/9/2011	\$250.00	\$0.00	\$250.00	0	True	Level 0 - Default Unrestricted Price	False
	Web Standard	Adult Single	11/9/2011	\$250.00	\$0.00	\$250.00	0	True	Level 0 - Default Unrestricted Price	False
	AMS Standard	Adult Single	11/9/2011	\$250.00	\$0.00	\$250.00	0	True	Level 0 - Default Unrestricted Price	False

New

- Properties
- Delete
- Multi Event Price
- Preview Ticket

3) In the **Event Price: New** window, add the **Price** (and Fee, if applicable).

Event Price: New

Ricks Ticks
POPCorn Party - General Admission

General Description Promotions Questions

	Amt	Tax Type	Redeemed	Un-Redeemed
Price	<input type="text"/>	<input type="text" value="v"/>	Revenue <input type="text" value="v"/>	Revenue <input type="text" value="v"/>
Fee	<input type="text"/>	<input type="text" value="v"/>	Delivery <input type="text" value="v"/>	Delivery <input type="text" value="v"/>
	<input type="checkbox"/> Comp			
Fair Market Value	<input type="text"/>			

Sales Channel: AMS Standard Enabled

Ticket Type: ... Include Service Fee

Functional Area: Level 0 - Default Unrestricted Price Allow Package Sale

Event Ticket Format: No Ticket Print Sales Occurred

Package Ticket Format: No Ticket Print

Display Sequence: 0

Name Assign: None

Quantity Restriction: Min Per Order 0 Max Per Order 10

Add New Delete OK Cancel Apply

6. Choose the correct **Tax Type**, if applicable, and the **Redeemed/Unredeemed** accounts.

7. If it is a complimentary ticket, check the box next to **Comp**. Finish building the price as normal.