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.

Name	Venue	Enabled
Elm Hill Cinema	Elm Hill Cinema	True

(Template)

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

(Tier / Inventory)

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

(Event Price)

4. Highlight the Template or the Showing (if already built) then the Tier/Inventory. In

the **Event Price** section right-click and select **New**.

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

New
Properties
Delete

Multi Event Price
Preview Ticket

(Event Price)

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 Unrestriced 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.

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 Category**: choose **Price**.

-**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.

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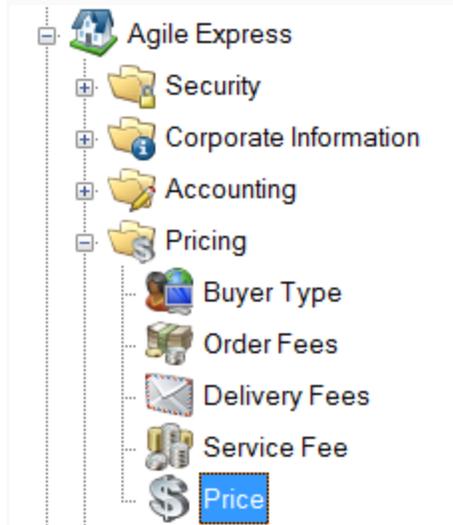
3. *If you are building a price that can be applied to all levels or events (i.e. complimentary), it can be built under the **Pricing** folder. But if the price will be specific to the events (i.e. 2015 film festival pricing), then click on the folder and use the Price icon within.*

4. Right-click in the Price tier and select **New**.

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**.

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

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

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 Unrestriced Price	False
Web Standard	Adult Single	11/9/2011	$250.00	$0.00	$250.00	0	True	Level 0 - Default Unrestriced Price	False
AMS Standard	Adult Single	11/9/2011	$250.00	$0.00	$250.00	0	True	Level 0 - Default Unrestriced Price	False

New
Properties
Delete

Multi Event Price
Preview Ticket

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

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.