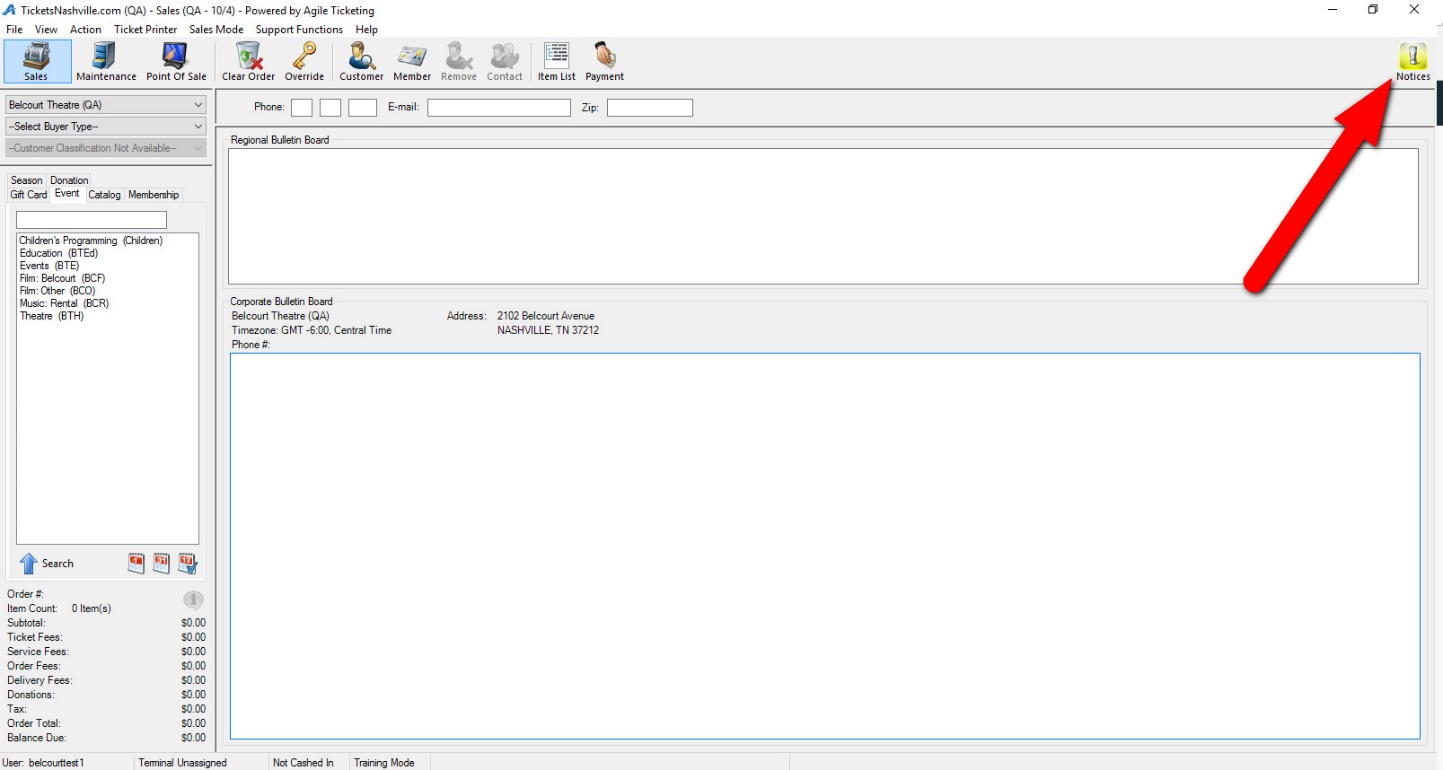
Agile Message Notification Board

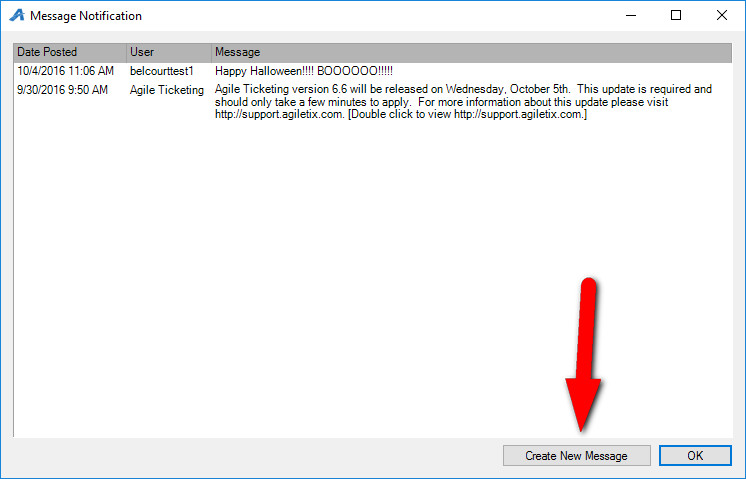
Agile is pleased to announce a new and easier way to send notes to your staff using the**Agile Message Notification Board**. Messages can be added with an expiration date that will appear to your staff when they log in.  They can also click on the **Notices** button to see all of the past notes.  This 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**.

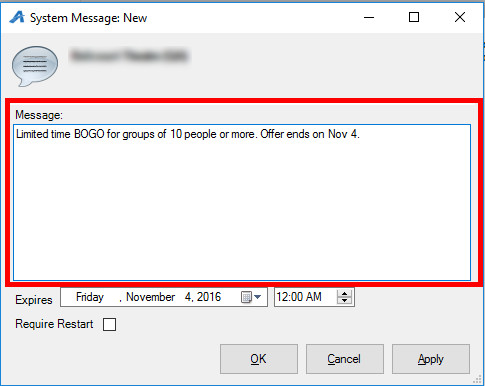
2. Click on the **Notice** icon https://support.agiletix.com/hc/en-us/article_attachments/208339506/Notice_Icon.jpg in the upper right-hand corner of the screen.

[](https://support.agiletix.com/hc/en-us/article_attachments/208339546/Image_1_right_Hand_Corner.jpg)

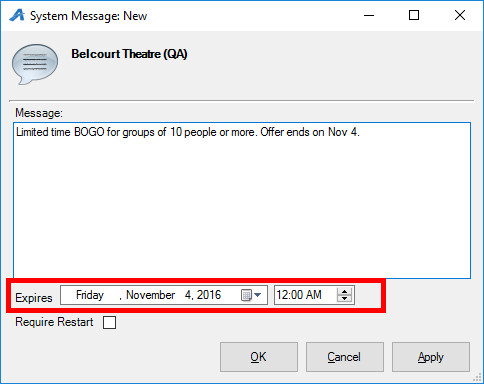
3. Click the **Create a New Message** button at the bottom of the pop-up.

[](https://support.agiletix.com/hc/en-us/article_attachments/208339526/Image_2_Notice_Pop_UP.jpg)

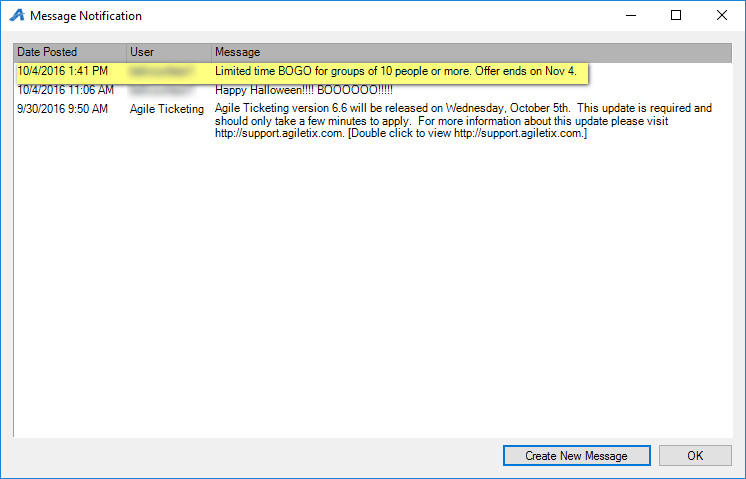
4. In the **Message**field**,** type the message you wish to share with all of your staff.



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



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

[](https://support.agiletix.com/hc/en-us/article_attachments/208310143/Image_5_What_the_employee_will_see.jpg)