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  in the upper right-hand corner of the screen.



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



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.

