

Creating A Membership/Pass Info Entry Point

A Membership or Pass Info entry point displays information specific to a single membership program.

1. Log into **Administration**

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



3. Open up the **Web Folder**



4. Click on the **Entry Point icon**



5. Select the Entry Point Group.

6. In the **Entry Point** area right click select **New**. In the options menu select **Membership Info**.

Entry Point Group

Entry Point Group Name	Sales Channel	Type
Sandbox Online	Web Standard	Internet

Entry Point

Entry Point Name	Disolav Group	Sequence Number
Calendar	Agile List	1
Movie Grid	Catalog Info	2
Movie List	Donation Info	2
Ticket Packs	Donation List	3
Merchandise	Event Info	4
4 Ticket Pack	Event List	5
Become a Member!	External Link	5
Agile Client 1	Gift Card Balance Inquiry	6
Community Ballet Company	Gift Card Info	6
	Gift Card List	
	Guest Purchase	
	Membership Info	
	Membership List	
	Membership Renewal	
	Package Info	
	Package List	
	Package Renewal	
	Package Swap	

Context menu for 'Membership Info':

- New
- Properties
- Delete
- Copy Shortcut
- Open in Browser

7. You should now be in the **Entry Point: New** page.

The screenshot shows a software window titled "Entry Point: New" with a sub-header "Agile Art House Sandbox". It features three tabs: "General", "Membership", and "Notes". The "General" tab is selected and contains the following elements:

- Link Type:** Set to "Membership Info".
- Name:** An empty text input field.
- Display Group:** A dropdown menu with a "..." button to its right.
- Passcode:** An empty text input field.
- Display Sequence:** A spinner box currently showing the value "0".
- Enabled:** A checked checkbox.
- Include In Navigation Links:** A checked checkbox.
- URL:** A large empty text area at the bottom with a "Copy to Clipboard" button to its right.
- Buttons:** "OK", "Cancel", and "Apply" buttons are located at the bottom right of the dialog.

On the **General** tab:

A. **Name** your **Entry Point**. (Please note that whatever you name **Entry Point** will appear on the **Navigation Bar** on your website.

B. **Display Group** allows you to group specific URLs under the group heading that will appear as a drop down menu on the **Navigation Bar** on your website.

C. The **Password** allows you to place your links on the website but will require the **Password** you entered to allow anyone to access the URL. This is a great way to test all of your events or merchandise before making it visible to the general public.

D. Enter in the **Display Sequence**.

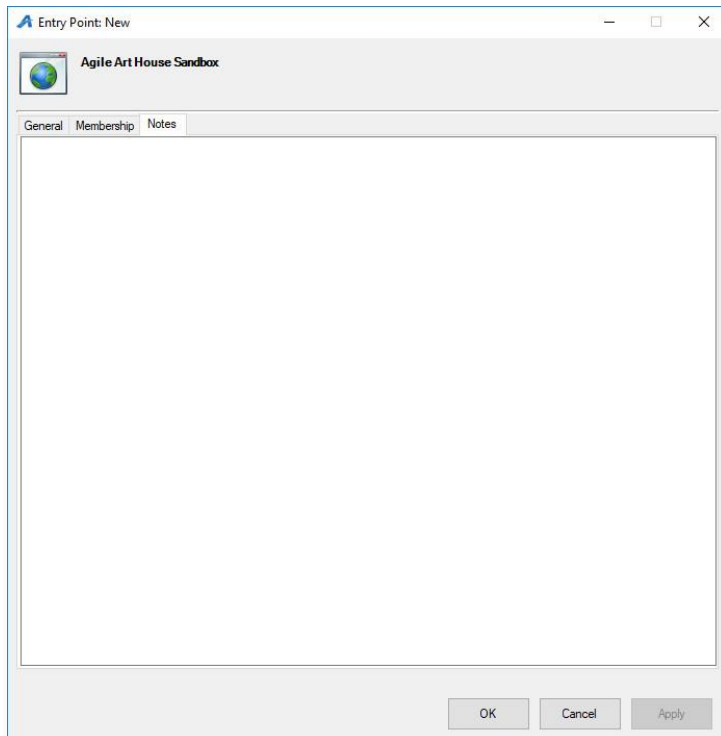
8. Click on the **Membership** tab.

9. Select the **Sales Folder** where your Membership is housed. In the lower window click on the Membership program.

The screenshot shows a software interface with three tabs: 'General', 'Membership', and 'Notes'. The 'Membership' tab is active. On the left, there is a tree view under the folder 'Agile Art House Sandbox' containing sub-items: 'Agile Silver', 'Concessions', 'Fundraising Events', 'Membership', 'Movies', and 'Rentals'. Below the tree view is a table with the following data:

Membership Name	Sales Line Type	Acc...	App Req	ID Req	Enabled
Sandbox Members...	Membership		No	No	Yes
Sandybox Member...	Membership		No	No	No
Brazosport Center ...	Membership		No	No	No

10. In the **Notes** tab, you can write any notes about your entry point or the Membership/Pass you will be selling.



11. Once you have filled out all of the information for your entry point click on the **Apply** button at the bottom of the page.

12. Go back to the General Tab. After you have clicked the Apply button you will see a URL appear in the **URL** box at the bottom of the screen. From here you can copy the URL and attach it to your organization's website.



General Membership Notes

Link Type: Membership Info

Name

Enabled

Display Group ...

Include In Navigation Links

Passcode

Display Sequence

URL

<https://demo.agiletix.com/websales/pages/EntryPoint.aspx?quid=24c0f9c1-3869-4c71-9d38-6e90ca8bba12&>

Copy to
Clipboard

OK

Cancel

Apply