Importing Renewal Holds From A Previous Season Into A New Season

1. In Administration click on the Corporate Organization icon.

2. Open the **Sales Organization** folder that has your packages.

3. Click on the **Package** icon.



4. Right click on last season's package and select **Properties**.

Group		Name	Display Sequence	Enabled
Men's Basketball		2016-17 Men's Season Package	1	True
Men's Basketball		2015-16 Men's Basketball	1	True
2015-16 Athletics	N	2015-16 VolleyBall		True
2016-17 Athletics	New	D16-17 Volleyball	1	True
	Properties			

5. On the General tab of the package, check the box next to **Enable** and **Allow Renewals**.

								82
lotes								
eneral Package Types	Sales Channels	Delivery Search Categor	ries Access Buyer	Types Short Descriptives	Description	Extra HTML	Confirmation	Image
Group	2015-16 Athletic	28	~					
Name	2015-16 VolleyB	Ball]					
External Name	2015-16 VolleyB	Ball		Make sure that th	e box ne	xt to Ena	bled is	1
Project Code		~		c	hecked.			
Enforce Selection	of Optional Com	ponent Groups						J .
	an a priorian a ann							
Minimum 0	*			Oh a shake have				
Minimum 0 Maximum 0	÷			Check the box i	next to A	llow Ren	ewals	
Minimum O Maximum O Display Sequence	* * 1			Check the box i	next to A	llow Ren	ewals	
Minimum Display Sequence	1	Require customer		Check the box r	next to A	llow Ren	ewals	
Minimum O Maximum O Display Sequence Enabled Allow Renewals	÷ ÷ 1 ÷ V	Require customer Assign Order Custome		Check the box i	next to A	llow Ren	ewals	

6. Click **Apply** to save the information and then **OK** to close last year's package.

7. Next, go to the **Sale Organization** folder that your new season **Show/Events**have been built.

8. Click on the **Event** or **Show** icon (depending on how you built your events) to see the list of your **Events**.



9. Select all of the **Events** that are in this year's season package.

Sta	rt Date Thursday , August	25, 2016 🖉 🖉 Tier	rs Physical	Effective Price Date Thursday , A	ugust 25, 2016 🗐 🔻	
Ħ	Internal Name	Start Date	Venue	External Name	Event Type	Ena
Ve	2016 Volleyball ATSU v. TI	10/29/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. Tl	Home Game	True
ш	2016 Volleyball ATSU v. TI	11/4/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. TI	Home Game	True
	2016 Volleyball ATSU v. TI	12/4/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. TI	Home Game	True
	2016 Volleyball ATSU v. TI	12/22/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. TI	Home Game	True
	2017 Volleyball ATSU v. Tl	2/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. TI	Home Game	True
	2017 Volleyball ATSU v. Tl	3/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. TI	Home Game	True
	2017 Volleyball ATSU v. TI	4/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. Tl	Home Game	True
	2017 Volleyball ATSU v. TI	5/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. TI	Home Game	True
	ATSU vs TNC- Men's Bask	4/21/2017 8:00 PM	Agile Arena	ATSU vs TNC- Men's Bask	Men's Basketball	True
	ATSU vs TNC- Men's Bask	5/19/2017 8:00 PM	Agile Arena	ATSU vs TNC- Men's Bask	Men's Basketball	True
	ATSU vs TNC- Men's Bask	6/16/2017 8:00 PM	Agile Arena	ATSU vs TNC- Men's Bask	Men's Basketball	True
	ATSILVE THC. Man's Rock	7/9/2017 7-00 PM	Anila Arana	ATSILVE THC. Man's Back	Man's Raskathall	True

10. Right click on these events and select **Season Renewal Holds**.

Star	t Date Thursday , August	25, 2016 🔲 🕈 📔 Ti	iers Physical	Effective P	rice Date 🗌	Thursday	
Event	Internal Name 2016 Volleyball ATSU v. TI 2016 Volleyball ATSU v. TI 2016 Volleyball ATSU v. TI 2016 Volleyball ATSU v. TI 2017 Volleyball	Start Date 10/29/2016 12:00 PM 11/4/2016 12:00 PM 12/4/2016 12:00 PM 12/22/2016 12:00 PM 2/4/2017 12:00 PM 3/4/2017 12:00 PM New Properties Delete Sales Channel Main	Venue Agile Arena Agile Arena Agile Arena Agile Arena Agile Arena Agile Arena	Ex 20 20 20 20 20 20 20 20 20 20 20 20 20	External Name 2016 Volleyball ATSU v 2016 Volleyball ATSU v 2016 Volleyball ATSU v 2016 Volleyball ATSU v 2017 Volleyball ATSU v ATSU vs TNC- Men's B ATSU vs TNC- Men's B		
Tier / Inventory	Name Reserved	Seat Maintenance Season Renewal Ho Copy / Import Diagram Refresh Reporting	old als	A Enabled se True	Default 109	ADA 0	

11. In the **Season Data to Match** drop-down, select last year's season.



12. In the Inventory Group to Set drop-down, select the hold status. NOTE: We

recommend that you create a Season Renewal Hold that is separate from your day-to-day holds.

J	Event Season Renewal Hold					×
Summer of	Mens Basketball					
	Season Data To Match:					
	2015-16 Athletics - 2015-16 VolleyBall					~
	Inventory Group To Set:					
	Open					~
E	Season Renewal Hold					
	handicap companion Handicap Accessible Management Hold Open					
		ок	Car	ncel	Á	pply

13. Click **Apply** to start the hold status function for your **Events/Shows**.

14. Once all of the holds have been placed, you will see the notification for all of the events. The notification will tell you if you successfully added your holds to each event.

A Event Season Renewal Hold		×
Mens Basketball		
Season Data To Match:		
2015-16 Athletics - 2015-16 VolleyBall		~
Inventory Group To Set:		
Season Renewal Hold		~
2017 Volleyball ATSU v. TIXNASH : Succeeded 2017 Volleyball ATSU v. TIXNASH : Succeeded 2017 Volleyball ATSU v. TIXNASH : Succeeded 2017 Volleyball ATSU v. TIXNASH : Succeeded		