

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.

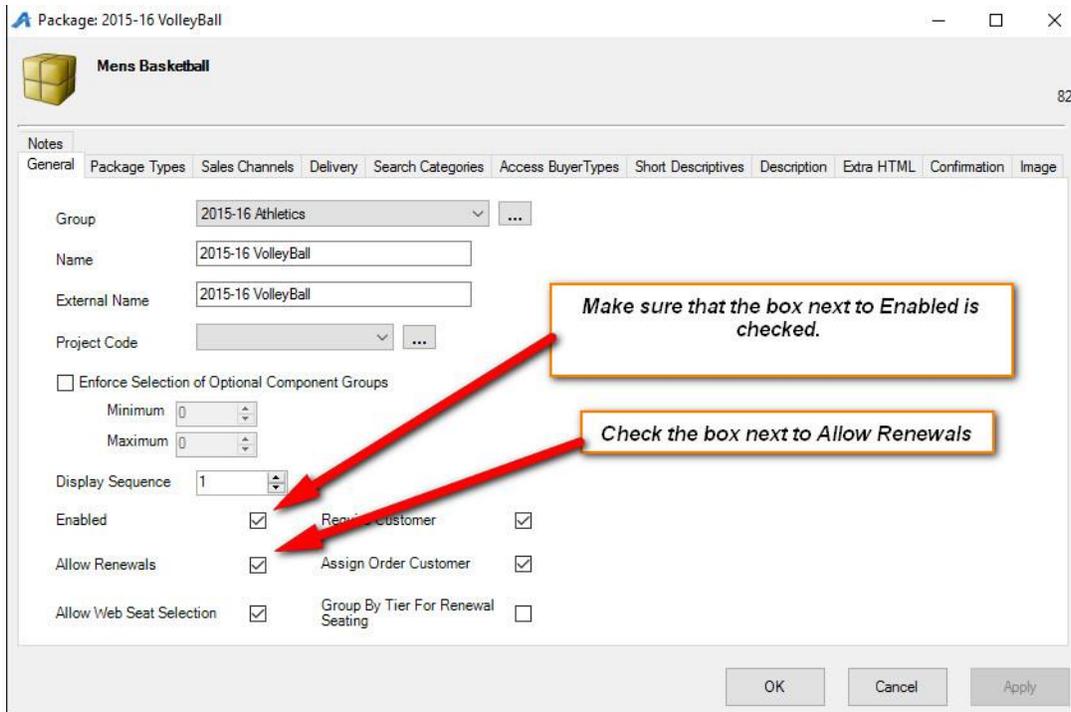


4. Right click on last season's package and select **Properties**.

Package	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	2015-16 VolleyBall	1	True
	2016-17 Athletics	2016-17 Volleyball	1	True

A context menu is open over the '2016-17 Volleyball' row, showing two options: 'New' and 'Properties'. The 'Properties' option is highlighted with a red rectangular box.

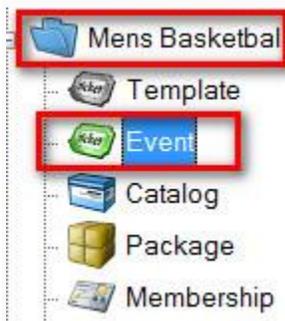
5. On the General tab of the package, check the box next to **Enable** and **Allow Renewals**.



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.

Start Date Thursday, August 25, 2016 Tiers Physical Effective Price Date Thursday, August 25, 2016

Event	Internal Name	Start Date	Venue	External Name	Event Type	Enabled
	2016 Volleyball ATSU v. TI...	10/29/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. TI...	Home Game	True
	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. TI...	2/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. TI...	Home Game	True
	2017 Volleyball ATSU v. TI...	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. TI...	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
	ATSU vs TNC- Men's Bask...	7/9/2017 7:00 PM	Agile Arena	ATSU vs TNC- Men's Bask...	Men's Basketball	True

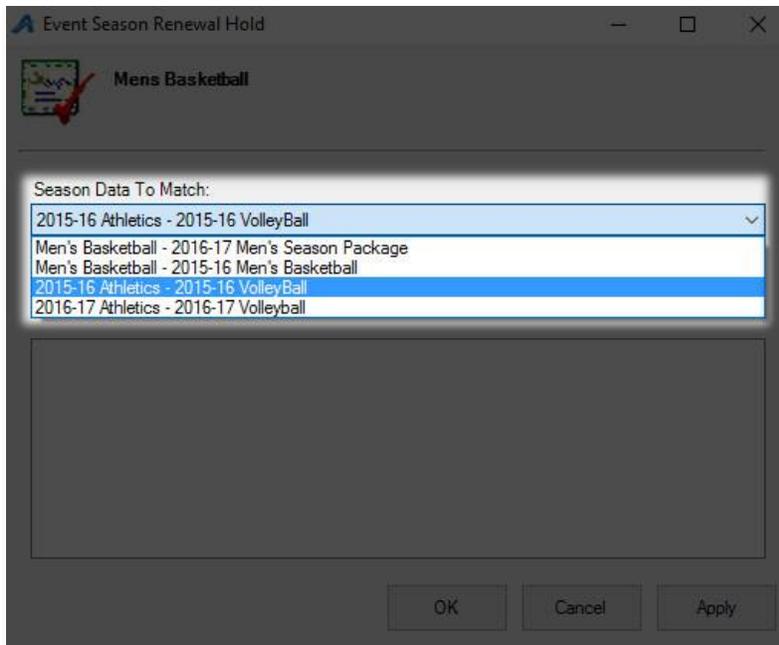
10. Right click on these events and select **Season Renewal Holds**.

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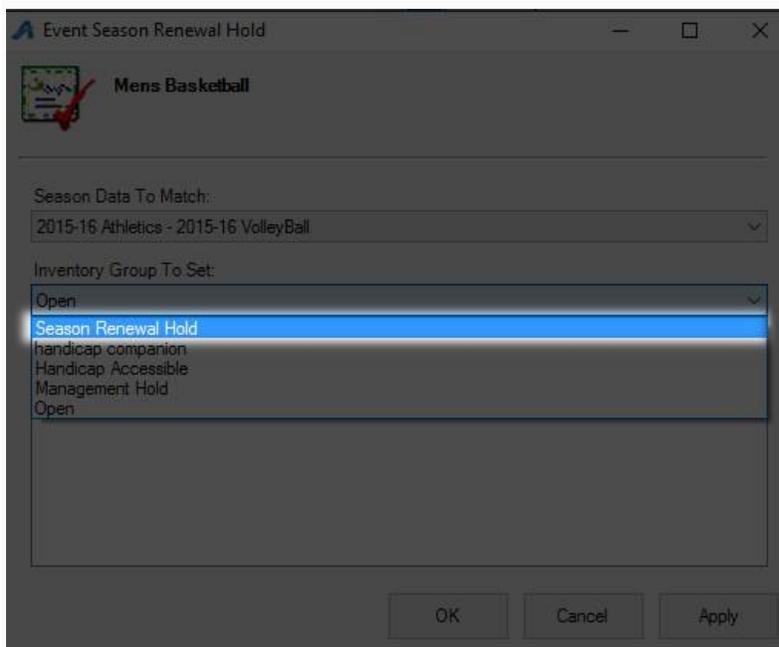
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	2016 Volleyball ATSU v. TI...	12/22/2016 12:00 PM	Agile Arena	2016 Volleyball ATSU v. TI...
	2017 Volleyball ATSU v. TI...	2/4/2017 12:00 PM	Agile Arena	2017 Volleyball ATSU v. TI...
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	ATSU vs TNC- Men's Bask...	4/21/2017 8:00 PM	Agile Arena	ATSU vs TNC- Men's Bask...
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	ATSU vs TNC- Men's Bask...	7/9/2017 7:00 PM	Agile Arena	ATSU vs TNC- Men's Bask...

Tier / Inventory	Name	S/A	Enabled	Default	ADA
	Reserved	alse	True	109	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.



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.

