Creating A Price

**Template/Event/Showing**

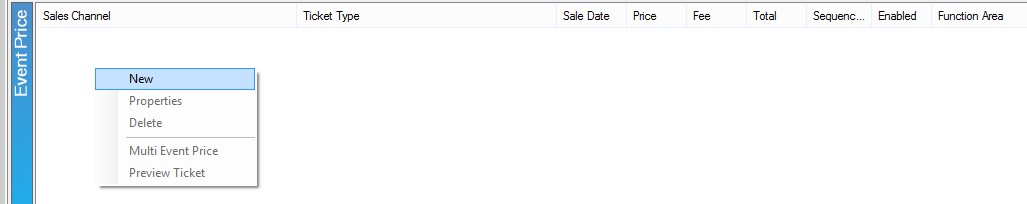
1. Log in to **Administration**

2. Click on the **Corporate Organization** icon https://support.agiletix.com/hc/en-us/article_attachments/202972650/HouseIcon.png

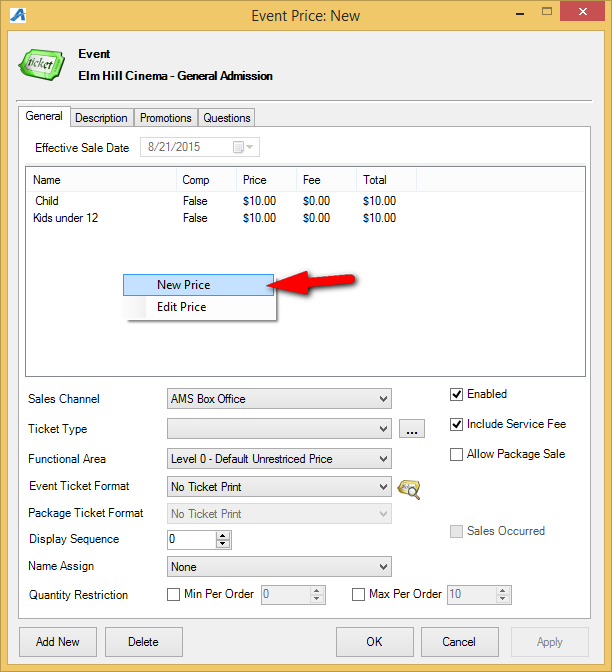
3. Find the **template**, **event**, or **showing** where the new price belongs.

[](https://support.agiletix.com/hc/en-us/article_attachments/202912414/Template.png)

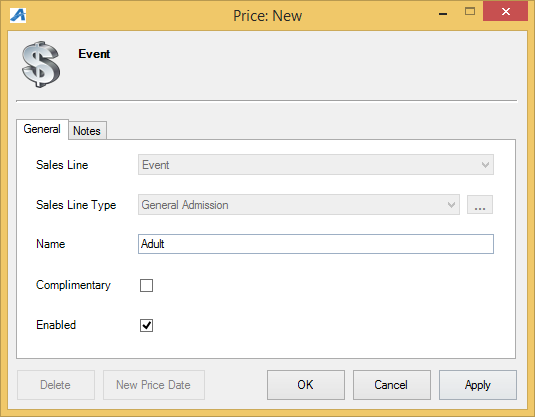
4. Highlight the Template or the Showing (if already built) then the Tier/Inventory.  In the **Event Price**section right-click and select **New**.

[](https://support.agiletix.com/hc/en-us/article_attachments/202972640/New_Event_Price.png)

5. **Event Price: New**: right-click in the Price box and select **New Price**.

[](https://support.agiletix.com/hc/en-us/article_attachments/202912484/New_Price.png)

6. The **Price: New**window will appear.



       A. Choose the applicable **Sales Line** and **Sales Line Type**.

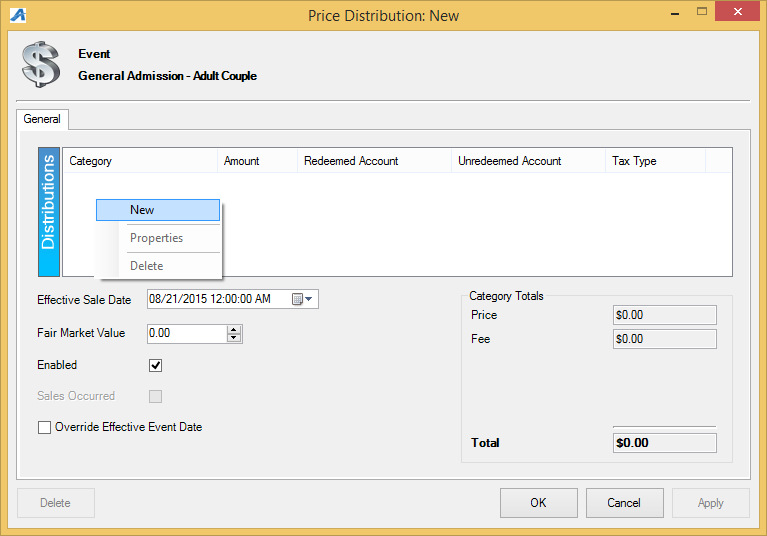
       B. Enter in the name. ***This will not be seen by the customer but should be easily identifiable for accounting purposes.*** We recommend being very detailed in the price name (i.e. ABC Venue Adult, Subscription Adult, Gold Member Price, etc.).

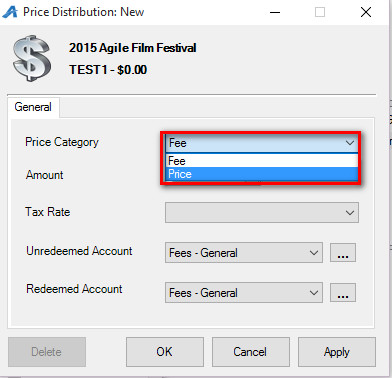
       C. If it is a complimentary price, check the box next to**Complimentary**.

       D. The **Notes** tab is for internal use only and will not be seen by the customer.

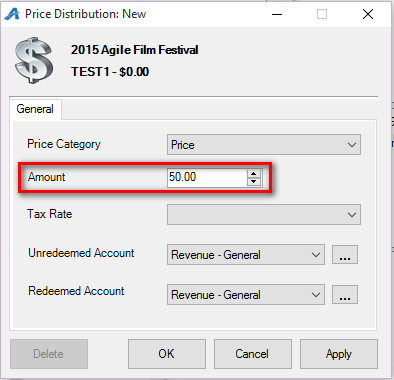
7. Click **Apply** then **OK**.

8. In the **Price Distribution: New**window right click and select **New**.

[](https://support.agiletix.com/hc/en-us/article_attachments/202912514/PriceDistribution.png)

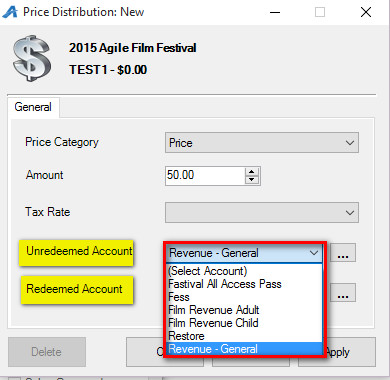


**-Price Category**: choose **Price**.



-**Amount**: enter in the amount of the item being sold.

-**Tax Rate**: select the correct tax rate, if applicable.

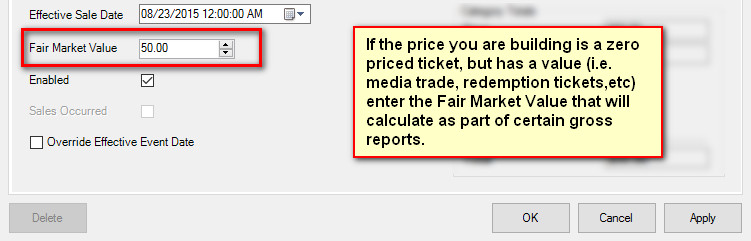


 -**Unredeemed/Redeemed Account**: choose the appropriate account                from the drop-down.

  -Select **Apply** then **OK**.

*\*If the price also includes a fee, repeat the above steps but choose****Fee****in the Price Category.*

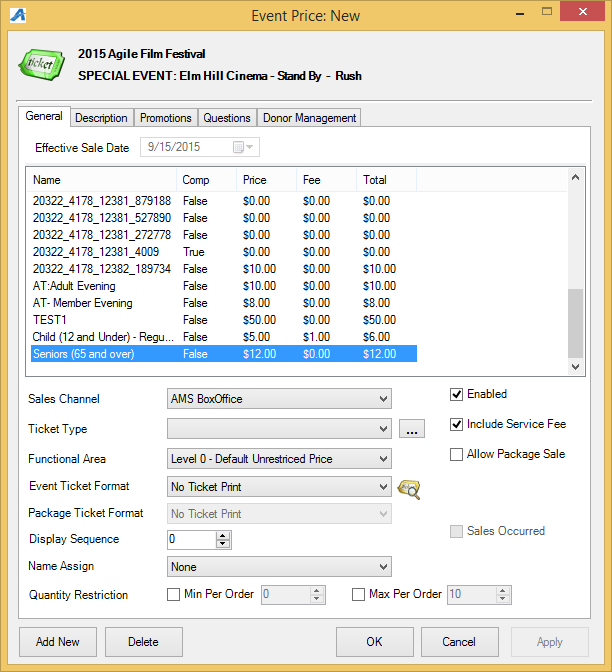
 -**Effective Sale Date**: choose the date the price should be effective. This             can be set in the future and Agile will automatically change the price at            the set time.

[](https://support.agiletix.com/hc/en-us/article_attachments/202974980/2015-08-23_110627.jpg)

  -**Fair Market Value**: enter in the value of the item being sold. Fair Market Value shows up on certain Gross Revenue Reports.

10. Click **Apply** then **OK** once all the pricing information has been created.

11. In the **Event Price: New** window select the price that you just created from the list of prices, and fill out the information below.

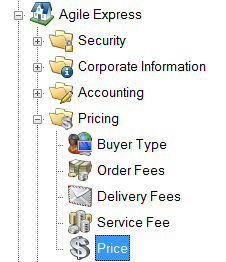
[](https://support.agiletix.com/hc/en-us/article_attachments/203041280/select_price.png)

* **Sales Channel**: the Channel through which you sell the ticket such as Web sales, Box office sales etc.
* **Ticket Type**: This is the name of the ticket that will appear to the customers both online and on their tickets.
* **Functional Area**: determines who has the ability to sell/buy these tickets (i.e. Level 0 -Default Unrestricted Prices are available for everyone to purchase, but Level 1- Restricted Price(s) are generally hidden from view unless a permission or benefit is set for purchase)
* **Event Ticket Format**: are preset formats that pulls select information that prints on the ticket
* **Package Ticket Format**: If this price is bundled in a Package, you can choose a specific ticket format to print.
* **Display Sequence**: allows you to determine in what order the list of prices appears on the Box Office screen as well as online.
* **Name Assign**: Allows you to capture names for each ticket (not required).
* **Quantity** **Restriction**: Allows restricting the number of tickets that can be sold at this price per order (i.e. Minimum of 2 Maximum of 8 ticket per order).
* **Enabled**: allows you to use the price.
* **Include Service Fee**: This allows you to include any service fee that you have set up. See [Creating a Service Fee](https://support.agiletix.com/hc/en-us/articles/204954540-Creating-a-Service-Fee) for more information.
* **Allow Package Sale**: Must be checked if you are bundling events together for a package.

**Price Icon**

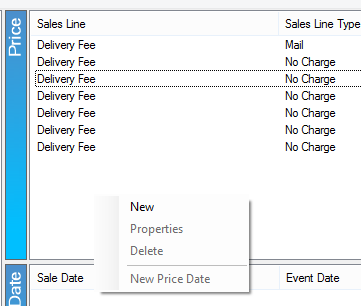
1. Log in to**Administration.**

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

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3. *If you are building a price that can be applied to all levels or events (i.e. complimentary), it can be built under the****Pricing****folder. But if the price will be specific to the events (i.e. 2015 film festival pricing), then click on the folder and use the Price icon within.*

4. Right-click in the Price tier and select **New**.



5. Follow steps 6-11 as described above.

***\*Note:****prices cannot be deleted if they have been used. If a price needs to be changed, a new Price Date will need to be created. To do this, follow steps 8-10*.

6. The breakdown of the new price now appears in the Price Distribution tier.

**Simple Price Mode**

**Simple Price Mode** allows you to create a new price quickly each time it is needed.

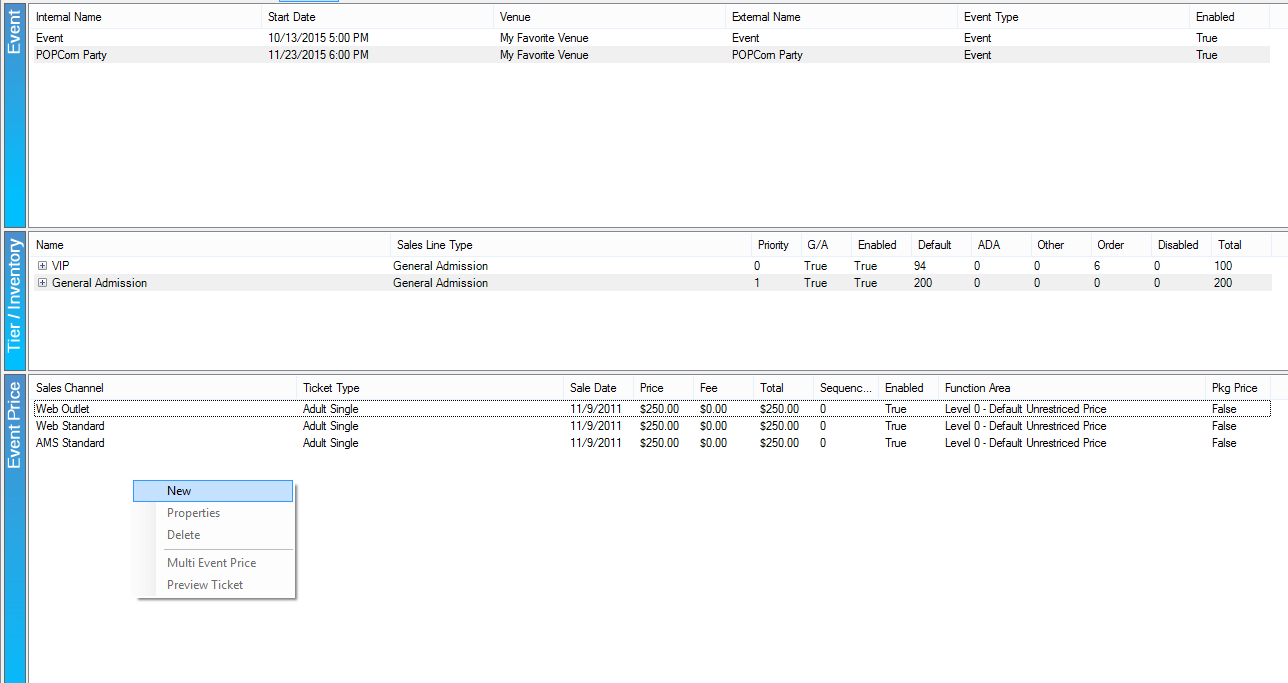
How to Set up Simple Price Mode:

1. Right click on the **Sales Organization** folder and select the **Tree Management**tab. Check **Simple Price Mode** in the **Other Options.**Click **Apply** and **OK** to save and close the window.

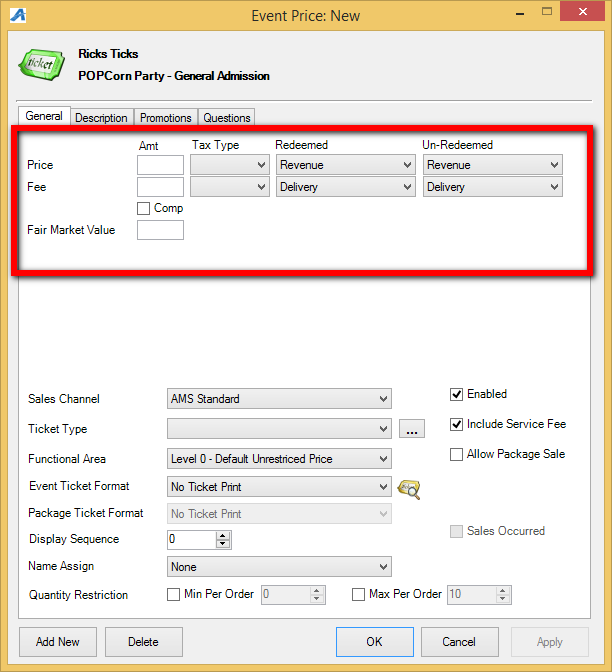
2. Click on the**Corporate Organization**

3. Find the **template, event, or showing** where the new price belongs.

4. Walk down the item to the **Event Price** tier. Right-click and select **New**.

[](https://support.agiletix.com/hc/en-us/article_attachments/202913084/Event.png)

3) In the **Event Price: New** window, add the **Price** (and Fee, if applicable).

[](https://support.agiletix.com/hc/en-us/article_attachments/202913094/Qickprice.png)

6.Choose the correct **Tax Type**, if applicable, and the **Redeemed/Unredeemed** accounts.

7. If it is a complimentary ticket, check the box next to **Comp**. Finish building the price as normal.