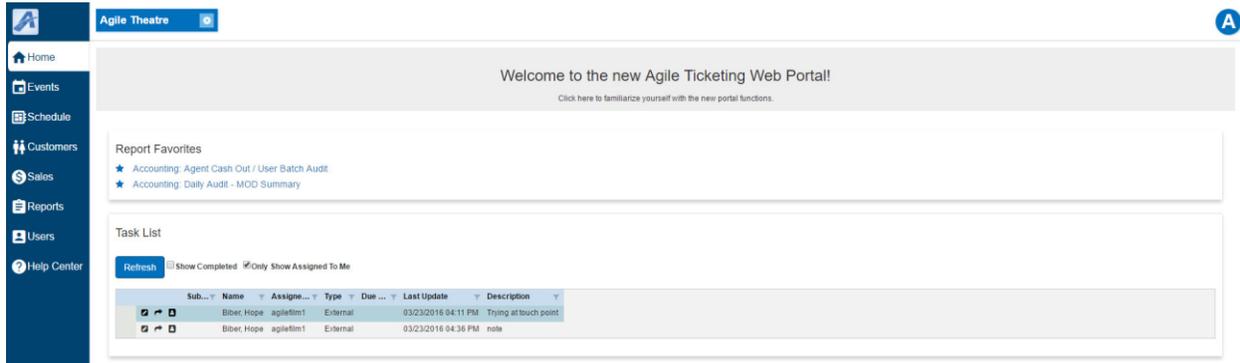


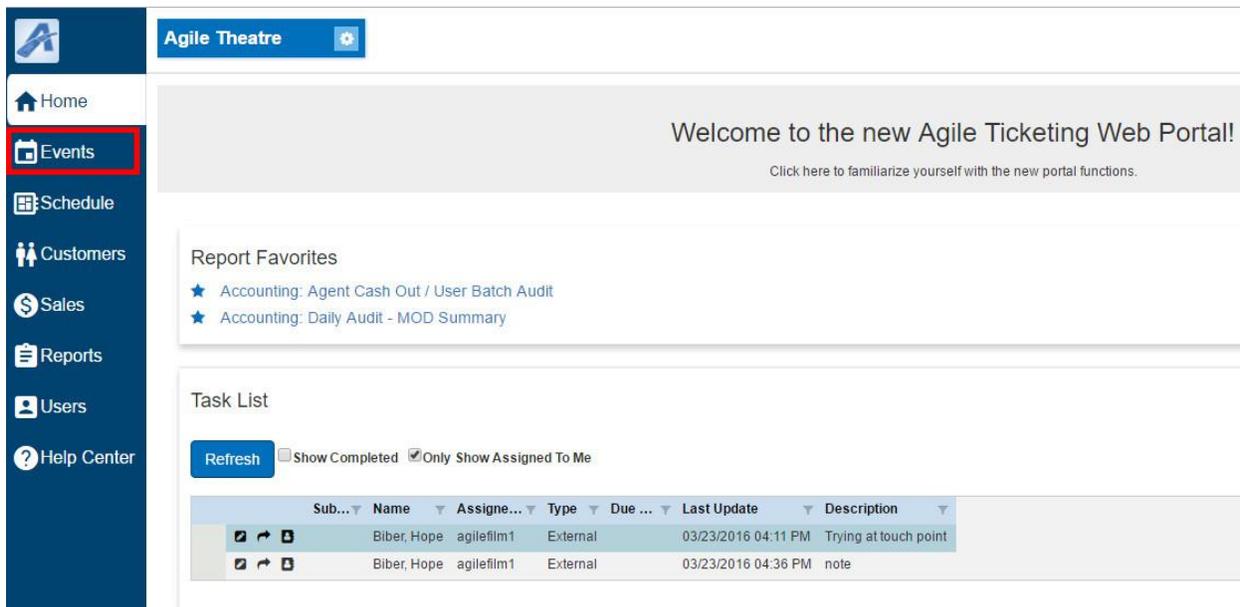
# Building a Show in Web Portal

The **Show** function is primarily used for reoccurring events such as movies. The **Show** level contains all the static data such as duration, descriptions, and images.

1. Log into the **Web Portal**. [portal.agiletix.com](http://portal.agiletix.com)



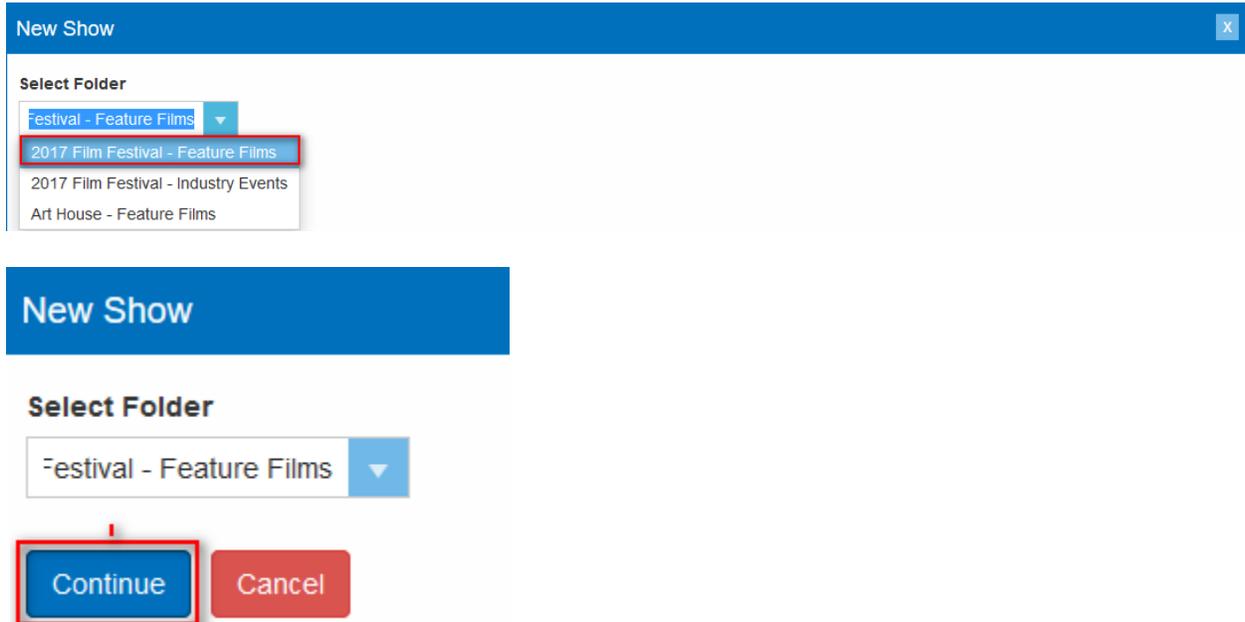
2. Click on **Events** in the menu to the left of the screen.



3. Click on the **Show+** button on the bottom right corner of the screen.



4. Select the **Folder** that you wish to build the **New Show** and then click on **Continue**.



New Show

Select Folder

Festival - Feature Films

2017 Film Festival - Feature Films

2017 Film Festival - Industry Events

Art House - Feature Films

New Show

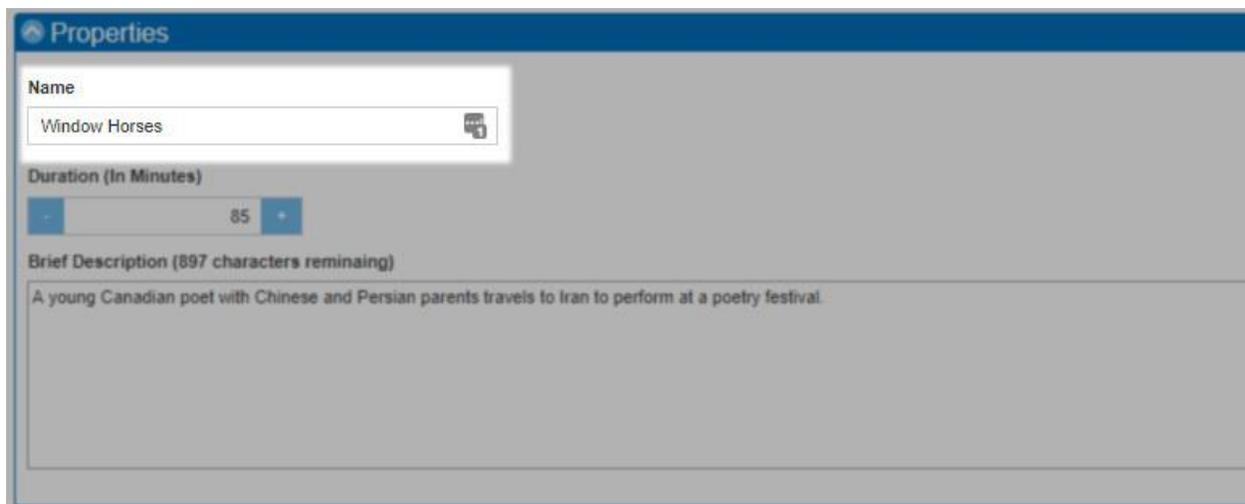
Select Folder

Festival - Feature Films

Continue

Cancel

5. In the **Properties** window enter in the **Name**, this is the name that will appear to the public.



Properties

Name

Window Horses

Duration (In Minutes)

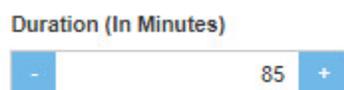
85

Brief Description (897 characters remaining)

A young Canadian poet with Chinese and Persian parents travels to Iran to perform at a poetry festival.

***Note:** Name is the true title of the Show/Event that will appear online on your website and has a 250 character limitation. The Sort Name (Found in Additional Information) is what your staff will see in Sales and has a 50 character limitation.*

7. Enter the **Duration** of the show. This should be done in minutes.



Duration (In Minutes)

85

8. Enter a **Brief Description** of your **Event**. Include any detailed information about the event. This will appear on the ticket page for the **Event**. *(There is a 1000 character limitation.)*

Brief Description (897 characters remaining)

A young Canadian poet with Chinese and Persian parents travels to Iran to perform at a poetry festival.

9. Close the **Properties** area and then open the **Media** section.

Folder Path: Agile Demo > Agile Film > Events > 2017 Film Festival - Fea



10. The Media section allows you to upload images and trailers. The ideal image size is **560 pixels wide by 315 pixels high**. To upload your media content:

A. Click on the **Add Media** button.



B. Select the **Type of Media** you will be uploading.

## Add Media

Type

Image

Image

Html Content

YouTUBE

Vimeo

Upload Image

Accept

Cancel

C. Add a **Caption** that will appear on the **Image**. (*This is not required.*)

Add Media

Type

Image

Caption

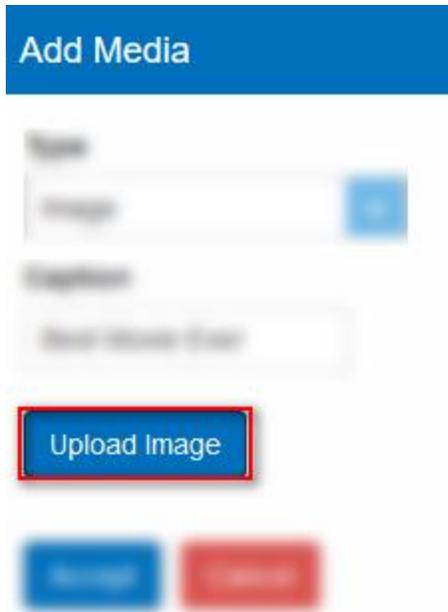
Window Horse

Upload Image

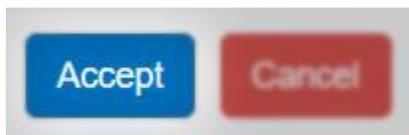
Accept

Cancel

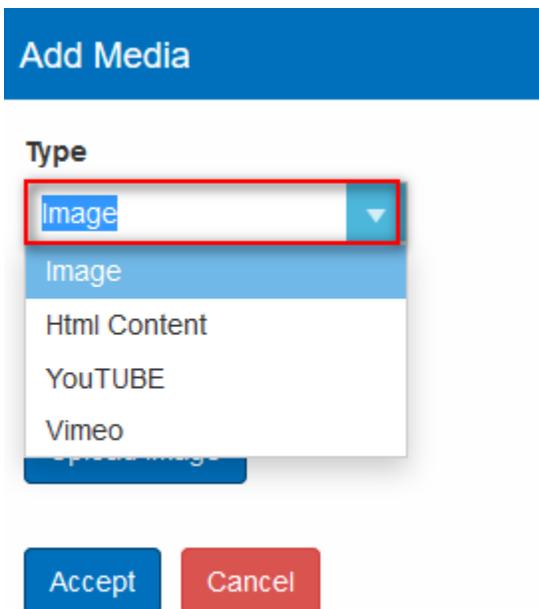
D. For images, click on the **Upload Image** button and select the image file from your computer.



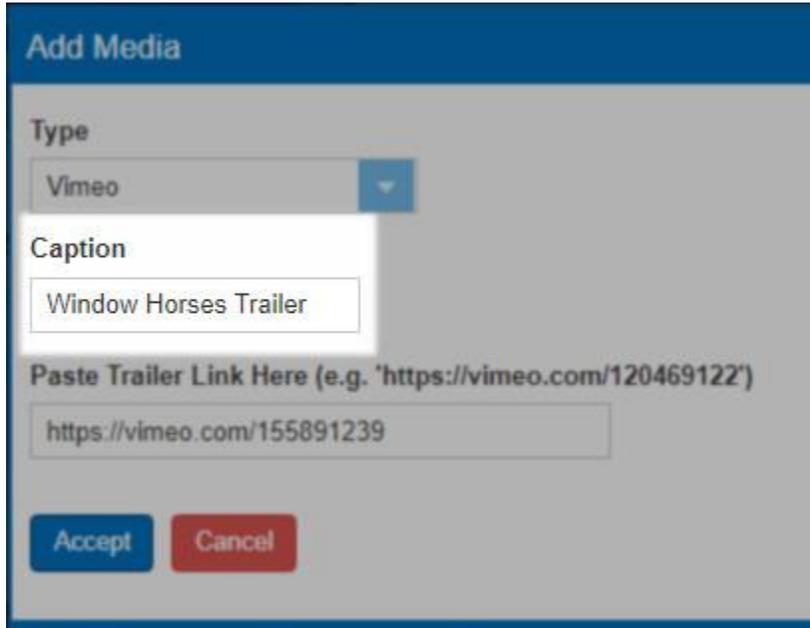
E. Click on the **Accept** button once you have uploaded your image.



F. When uploading a **Video** or **Trailer**, select the **Media Type** from the drop down. Videos must be either **YouTUBE** or **Vimeo** formats.



G. Add a Caption that will appear on the **Trailer**.

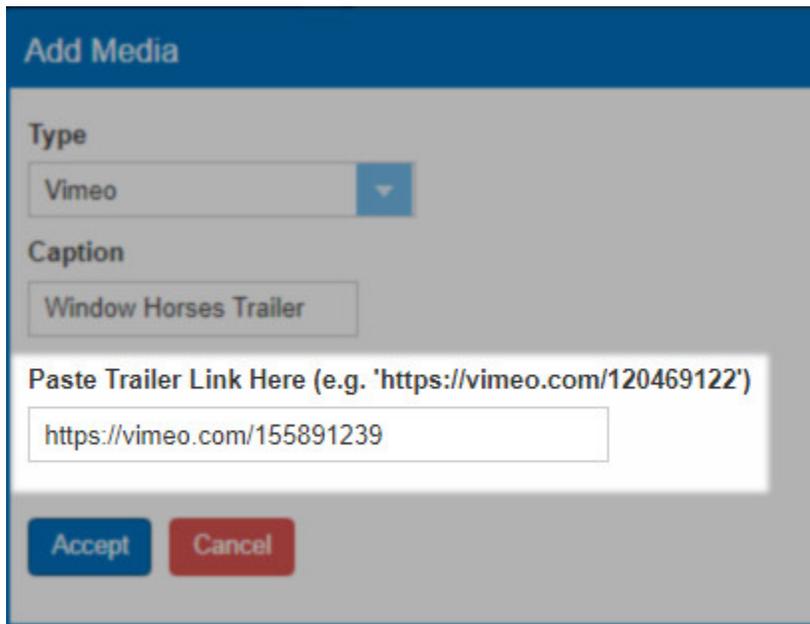


The screenshot shows the 'Add Media' dialog box with the following fields and values:

- Type:** Vimeo
- Caption:** Window Horses Trailer
- Paste Trailer Link Here (e.g. 'https://vimeo.com/120469122'):** https://vimeo.com/155891239

Buttons: Accept (blue), Cancel (red)

H. Copy the link and add to the **Paste Trailer Link Here** field.

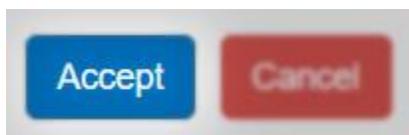


The screenshot shows the 'Add Media' dialog box with the following fields and values:

- Type:** Vimeo
- Caption:** Window Horses Trailer
- Paste Trailer Link Here (e.g. 'https://vimeo.com/120469122'):** https://vimeo.com/155891239

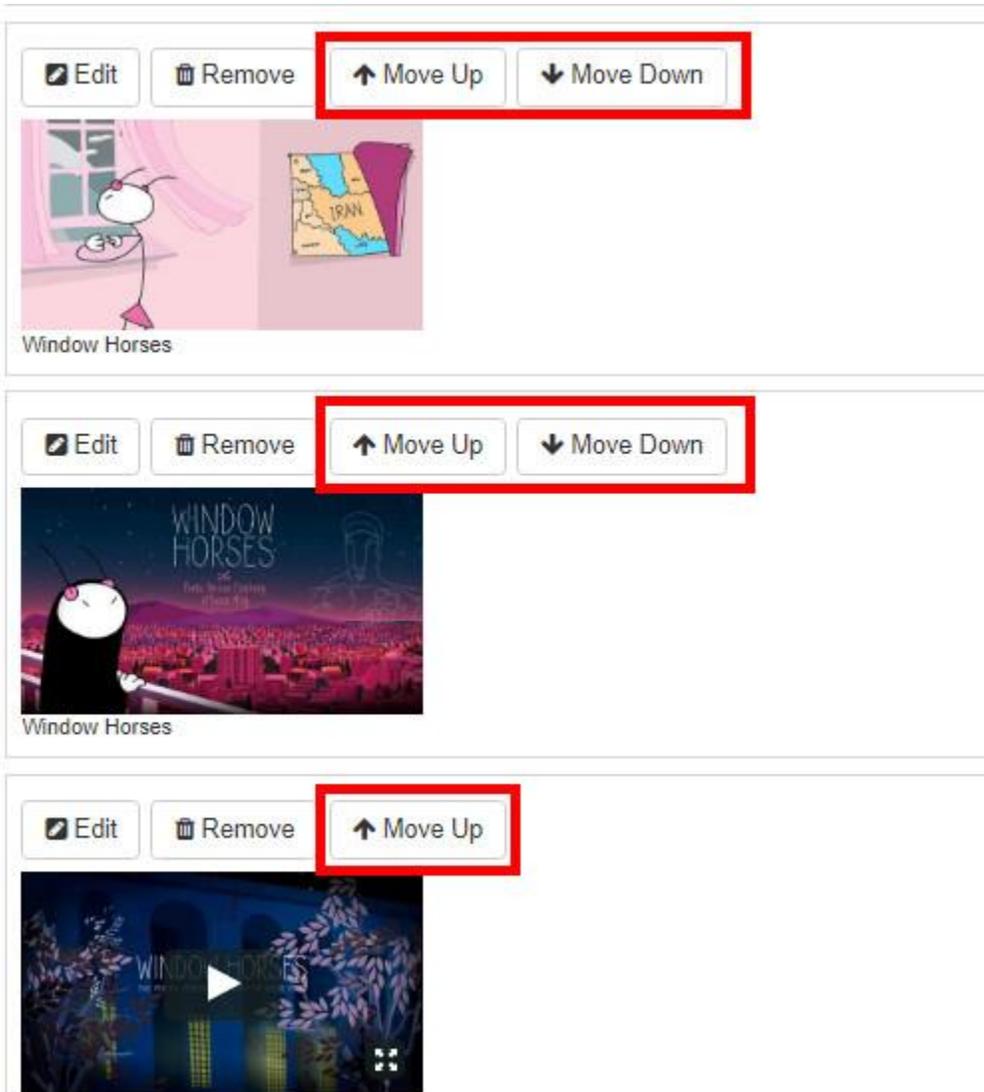
Buttons: Accept (blue), Cancel (red)

I. Click on the **Accept** button once you have uploaded all of your videos/trailers.



J. Repeat the process to add additional images or videos.

K. You can reorder your images and trailers by clicking on the **Move Up** or **Move Down** buttons.



L. Close the **Media** area once you have completed adding all of your Media content.

11. Click on **Custom Properties** to begin adding any additional content for your show. **Custom Properties** are where you can add specific information about your show (i.e. Rating, Release Year, Cast & Crew, etc.).

### Custom Properties

Film Info: Release Year  
  2017

Film Info: Production Country  
  Canada

Cast/Crew Info: Director  
  Ann Marie Fleming

Cast/Crew Info: Cast  
  ↓  Ellen Page  
 ↑  ↓  Shohreh Aghdashloo  
 ↑  Sandra OH

Cast/Crew Info: Screenwriter  
  Maryam Najafi

*NOTE: If you do not have information for specific Custom Property fields, you can leave the category blank.*

12. Click on **Include Shorts** if you have short films that need to be added to your Show. Select the **Shorts** from the drop down menu. ([Click here](#) to learn how to build a Short.)

### Included Shorts

**Include Media Elements**

Select a Short To Include

(Select a Short To Include) ▼

- (Select a Short To Include)
- 43,000 Feet
- After the Factory
- CatCam
- Chainsaw Maid

**Included Shorts**

Include Media Elements

 ↓ Chainsaw Maid

 ↑ Foxes

Select a Short To Include

(Select a Short To Include) ▼

13. Once you have entered in your Shorts, close the **Include Shorts** tab, and open the **Additional Information** tab.

14. Enter in the **Sort Name (Internal Name)** of your show this name will only be seen in the Agile Software. We recommend using "Great Gatsby, The" here instead of "The Great Gatsby."

Sort Name (Internal Name)

Window Horse

*NOTE: The **Sort Name** is what your staff will see in **Sales** and has a 50 character limitation. **Name** (Properties Tab) is the true title of the **Show/Event** that will appear online on your website and has a 250 character limitation.*

15. Next select what **Type** of **Show** you are building.

Type

▼

- Daily Event ▲
- Feature**
- Film Maker Party +
- Film School Screening
- Industry
- Kids
- Kids Fest Screening
- Late Night Series
- Matinee Screenings ▼

16. Make sure that the **Enabled** box is checked

17. Enter a **Full Description** of your **Show**. This should include any detailed information about the show. This will appear on the ticket page for the **Show**.

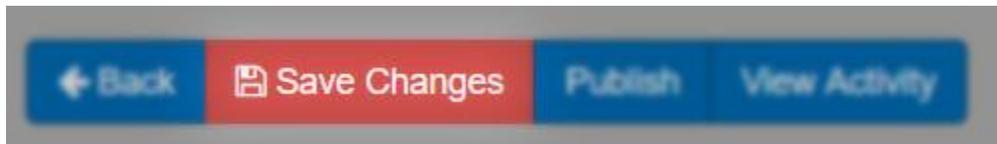
Full Description

← → + - A - [color] - Formats - B I [bulleted list] [numbered list] [table] [link] [code]

The story follows Rosie Ming, a young Canadian poet of mixed descent who grew up with her strict Chinese grandparents, believing that her father and mother abandoned her. She's been invited to perform her poetry at a festival in Iran, where she finds that what she'd been told as a child may not necessarily be the entire truth.

p

18. Once you have entered in all the information click on the **Save Changes** button and you are ready to create your showing dates.



You are now ready to build your **Showing** dates and time for this **Show**.