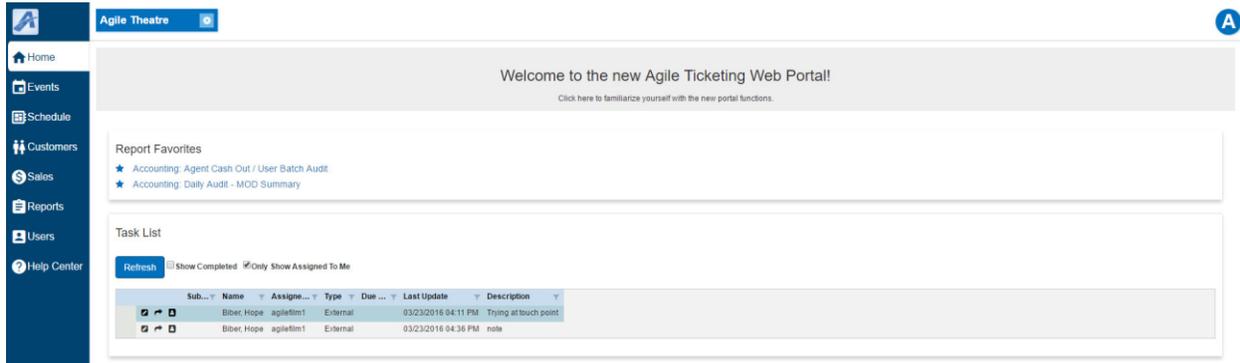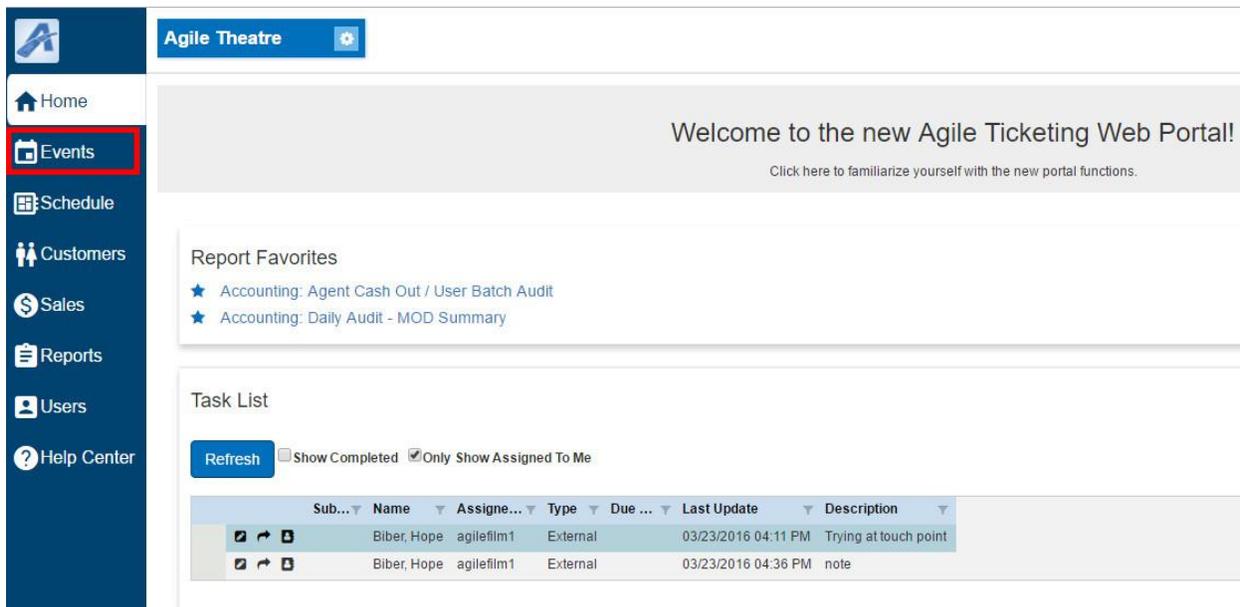# Building a Show in Web Portal

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.

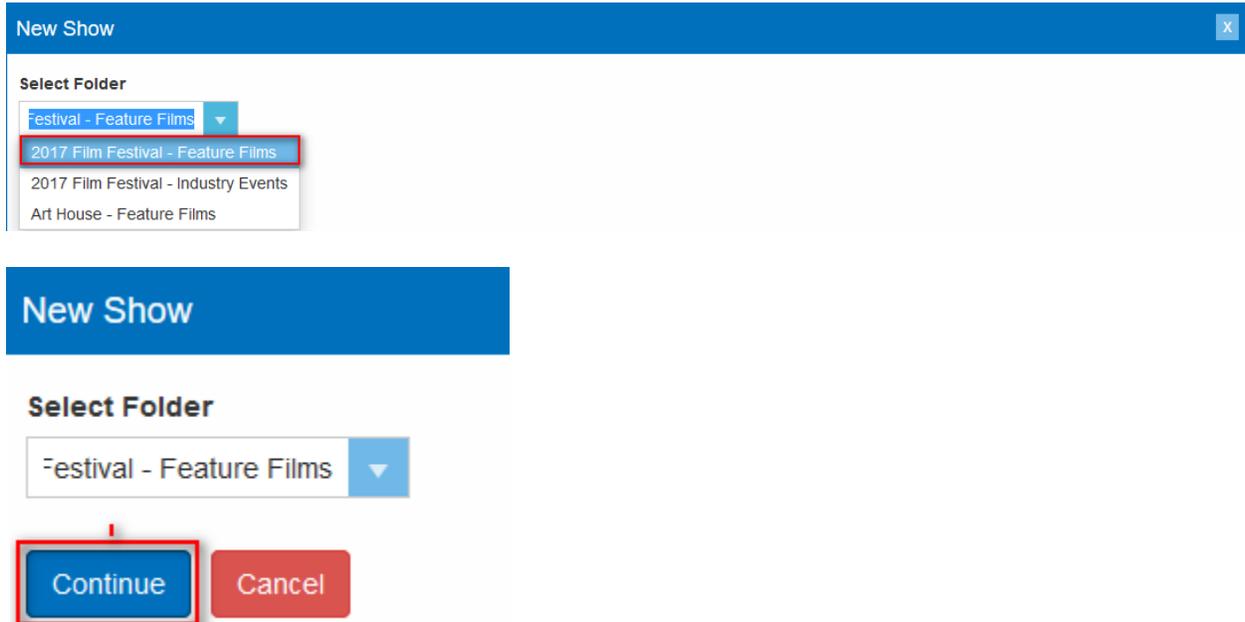1. Log into the **Web Portal. portal.agiletix.com**

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.**

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

*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.*

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.)*
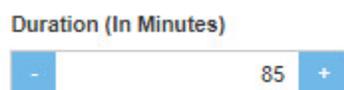
Brief Description (897 characters reminaing)

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

⊻ Properties

⊻ Media

⊻ Custom Properties

⊻ Included Shorts

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.

    ➕ Add Media

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

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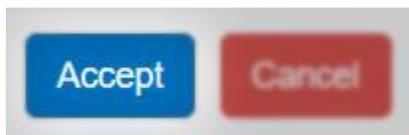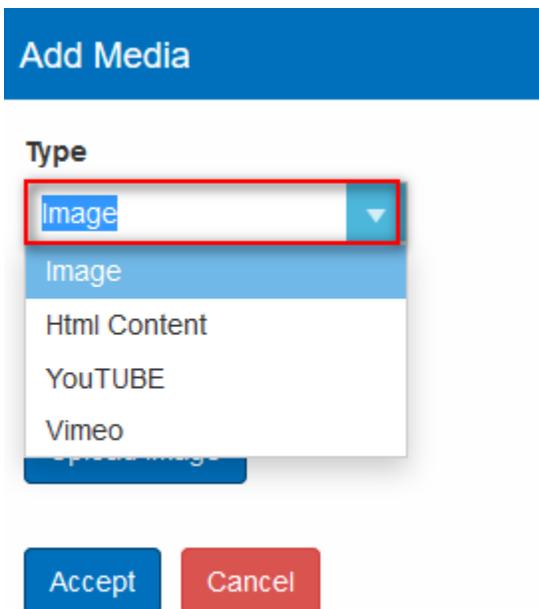

    D. For images, click on the **Upload Image** button and select the image file from your computer.
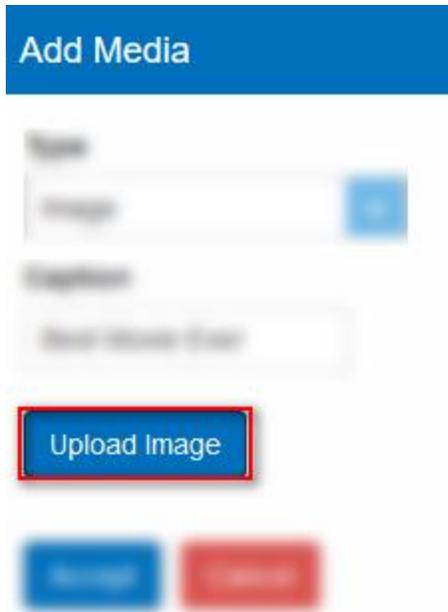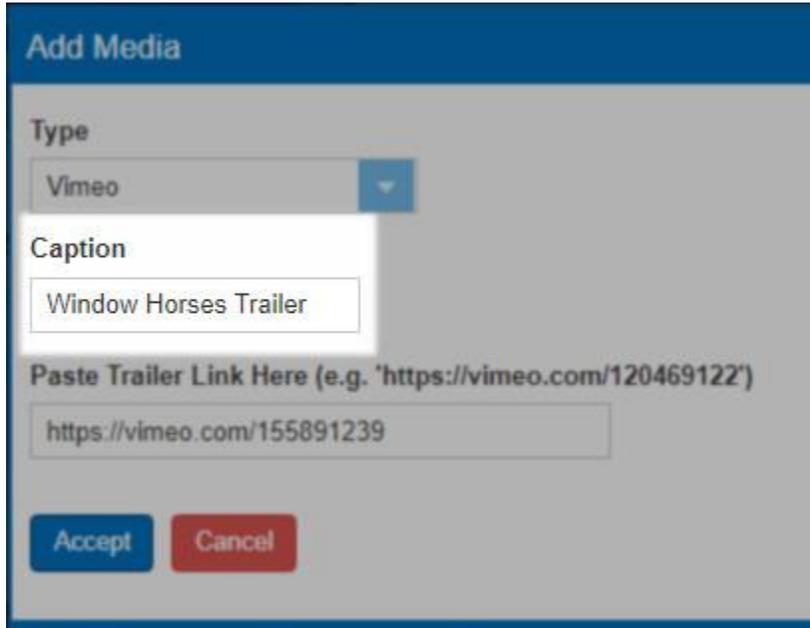
E. Click on the **Accept** button once you have uploaded your image.

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

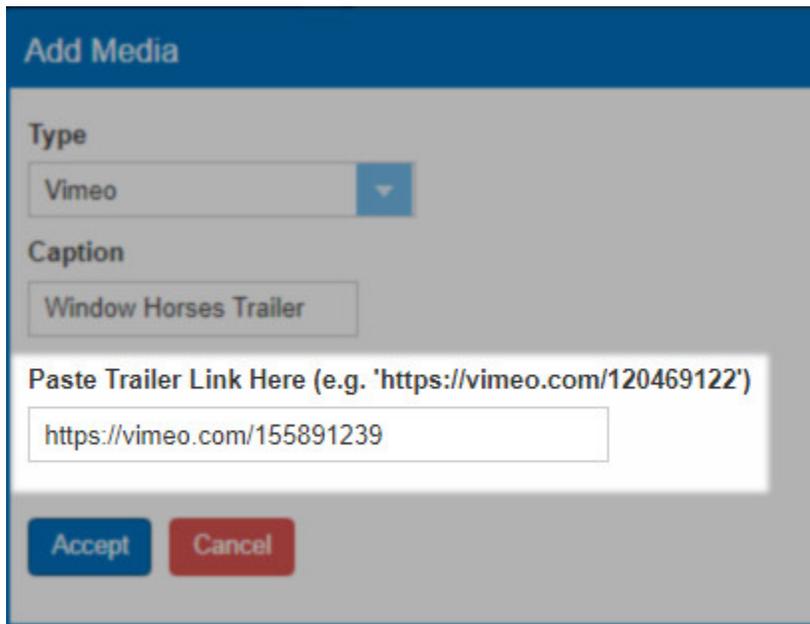G. Add a Caption that will appear on the **Trailer**.

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

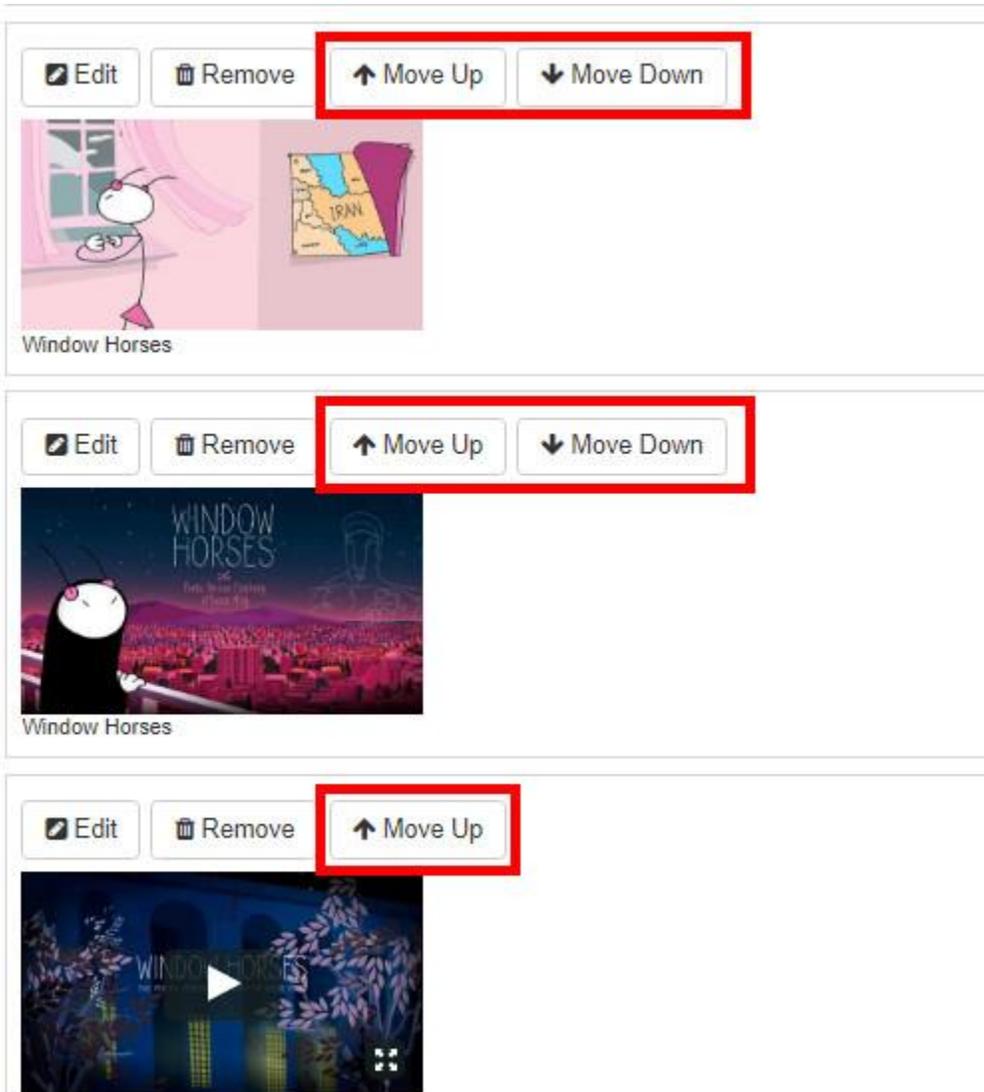I. Click on the **Accept** button once you have uploaded all of your videos/trailers.
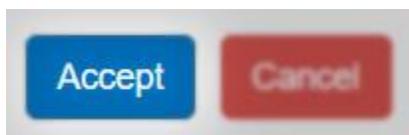
J. Repeat the process to add additional images or videos.

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.).

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.)

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."

*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.

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**.
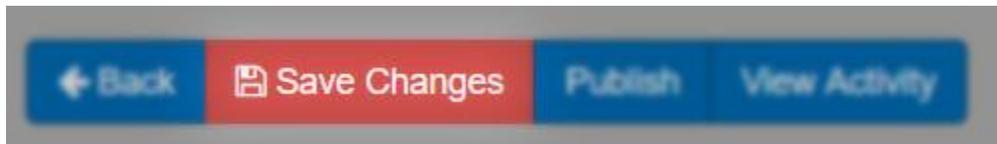

18. Once you have entered in all the information click on the **Save Changes** button and you are ready to create your showing dates.

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