- Log in to Agile Ticketing Solutions with your username and password. If you haven't received your user credentials, please contact your system administrator to set up your username and password. Make sure that you are cashed in before starting sales for the day. See "<u>How to Cash In Using POS</u>" for further instructions.
- You will need to set the buyer type before you start processing sales for the day. To do so, click on Action (the gears icon) at the top of the screen and select "Set Buyer Type" (See Image 1.0). A screen will appear where you can choose the buyer type (See Image 1.1).

**NOTE**: If your company has multiple organizations, you will need to select which one you are working with before you can select buyer type.

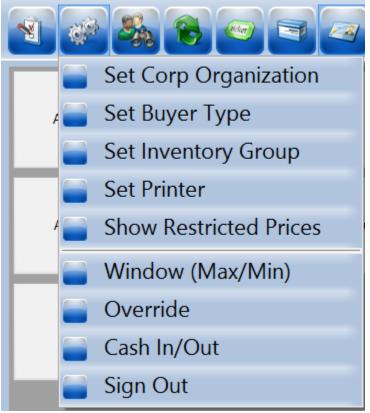


Image 1.0

AMS - Advanced	AMS - BoxOffice	AMS - Consignment	AMS - Group(Agent)	AMS - Season Pass Holder			
AMS - Group(Direct)							

Image 1.1

- 3. Select "AMS Box Office."
- 4. Select the **"Event"** icon in the upper portion of the screen (See Image 2). This will allow you to see all the events that are on sale (See Image 2.1).

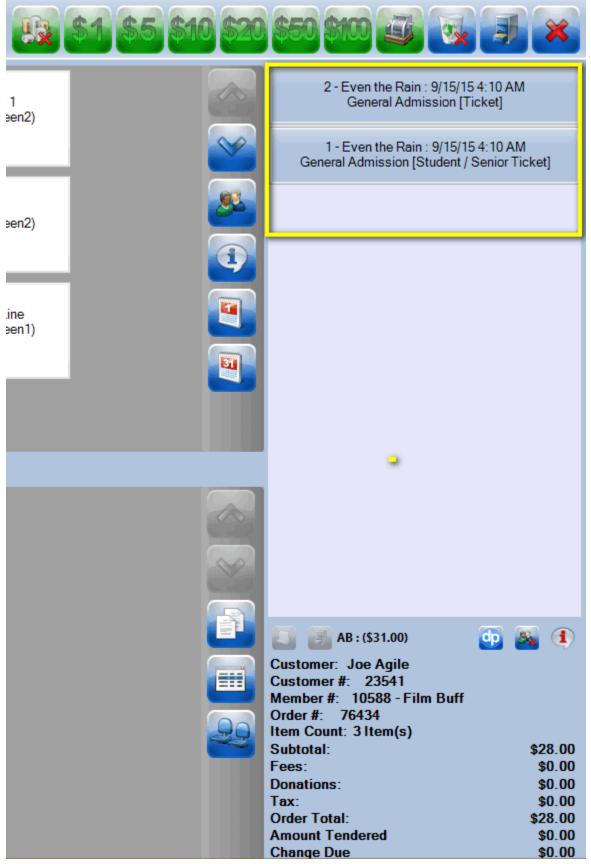
The second secon								
Even the Rain	Bill Cunningham New York	Bride Flight	Black Butterflies	Shorts - Fiction 1				
Central Pike Cinema	Central Pike Cinema	Central Pike Cinema	Agile Theatre (Screen1)	Agile Theatre (Screen2)				
9/15 4: 10 AM	9/15 7:15 AM	9/18 4:00 AM	9/18 10:15 AM	9/18 1:45 PM				
A Cat in Paris	Bride Flight	Bride Flight	Bride Flight	A Cat in Paris				
Agile Theatre (Screen1)	Central Pike Cinema	Elm Hill Cinema	Agile Theatre (Screen1)	Agile Theatre (Screen2)				
9/18 2:15 PM	9/18 2:30 PM	9/18 2:45 PM	9/18 3:45 PM	9/18 4:00 PM				
Black Butterflies	Everything Must Go	Cave of Forgotten Dreams	Bride Flight	Brothers on the Line				
Agile Theatre (Screen2)	Elm Hill Cinema	Agile Theatre (Screen1)	Central Pike Cinema	Agile Theatre (Screen1)				
9/18 7:15 PM	9/18 7:15 PM	9/18 7:30 PM	9/18 8:30 PM	9/18 9:00 PM				

Image 2.1

5. Click on the event you are wanting to sell a ticket for. The **ticket types** will be listed in the bottom section of the screen. Select the admission price you want to sell to the customer (See Image 3).

		ð		IR
Even the Rain	Bill Cunningham New York	Bride Flight	Black Butterflies	Shorts - Fiction 1
Central Pike Cinema	Central Pike Cinema	Central Pike Cinema	Agile Theatre (Screen1)	Agile Theatre (Screen2)
9/15 4: 10 AM	9/15 7:15 AM	9/18 4:00 AM	9/18 10:15 AM	9/18 1:45 PM
A Cat in Paris	Bride Flight	Bride Flight	Bride Flight	A Cat in Paris
Agile Theatre (Screen 1)	Central Pike Cinema	Elm Hill Cinema	Agile Theatre (Screen1)	Agile Theatre (Screen2)
9/18 2: 15 PM	9/18 2:30 PM	9/18 2:45 PM	9/18 3:45 PM	9/18.4:00 PM
Black Butterflies	Everything Must Go	Cave of Forgotten Dreams	Bride Flight	Brothers on the Line
Agile Theatre (Screen2)	Elm Hill Cinema	Agile Theatre (Screen1)	Central Pike Cinema	Agile Theatre (Screen1)
9/18 7:15 PM	9/18 7:15 PM	9/18 7:30 PM	9/18 8:30 PM	9/18 9:00 PM
en the Rain 9/15/15 4:10	АМ			
General Admission Ticket \$10.00	General Admission Student / Senior Ticket \$8.00	General Admission Friend Comp \$0.00		

- 6. If you are selling more than one ticket in an order, click on the ticket type for each ticket you are selling. (i.e. If you need 2 adults and a student ticket, click on the General Admission ticket twice and the General Admission Student/Senior ticket once.)
- 7. To confirm an order, view the **Item Summary** section to at the right side of the screen to make sure the order is correct (See Image 4).





8. Once an order has been confirmed, click on the "Enter Payment" icon (See Image 5).



Image	5
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9. A screen will pop up asking you to enter the customer's information so you can tie the ticket purchase to their account (See Image 6).

Customer Search – – ×							
Last Name: M First Name: Phone: Email:		City: State: Zip: Customer #:		Memb	ership	Exact Name Match	
Records Per Pa	ge: 50 🛓	Search			Show	Disabled Customer	
LastNa	First Na	Custom	Street 1	City	State	e Zip	Parent
* Agile	Bill	23718	4124 C	HERMI	TN	37076	
agile	Christy	23637	4124 C	Hermita	TN	37076	
* Agile	Jill	23722	4124 C	HERMI	TN	37076	
* Agile	Joe	23541	4124 C	Hermita	TN	37076	
* Agile	Mary	23640	4124 C	Hermita	TN	37076	
Agile	Melinda	23542	4124 C	Hermita	ΤN	37076	
* Agile Ti		22624	4124 C	HERMI	ΤN	37076	
* indicates cust	tomer has orders						
Previous	Next Vi	ew Add Ne	w			0	K Cancel

Image 6

10.A screen will pop up asking you to change delivery method. Select desired method and click on "**OK**" (See Image 7).

A	Change Delivery Methods
Desired Method Select For All:	USPS First Class - No Charge - \$0.00 v Show All
Deliverable Items	USPS First Class - No Charge - \$0. 🗸
	OK Cancel

11.Another screen will pop up asking you to choose the **method of payment** (See Image 8). Select the payment type that corresponds with how the customer wishes to pay (Example: Cash, MasterCard, Visa, Gift Card, etc.).

Enter Payment	×				
Amount 28.00					
Cash	~				
(Choose Method)					
Cash					
Discover					
Gift Card - Film Cash					
MasterCard					
Visa					
Apply Account Balance up to (\$31.0	00)				
Security Code					
Card Present					
PROCEED CANCE	:L				

Image 8

**NOTE:** At this point, if you have a USB Credit Card swipe attached to your terminal, you can swipe the credit card and all the credit card information will populate and automatically finalize the order.

12.Click "Proceed" to complete the order (See Image 9).

Enter Payment	×
Amount 28.00	
Cash	~
Document Number	
Card Holder Name	
Expiration Date	
Security Code	
Card Present	
	EL

Image 9.

13. You will know the order is complete when the window in the lower right corner turns yellow and says "**Last Order**" at the top of that window (See image 10).

Last Order Customer: Joe Agile Customer #: 23541 Member #: Order #: 76435 Item Count: 3 Item(s)	dp 🔝 🤹
Subtotal:	\$28.00
Fees:	\$0.00
Donations:	\$0.00
Tax:	\$0.00
Order Total:	\$28.00
Amount Tendered	\$28.00
Change Due	\$0.00

Image 10.