

## Adding a Venue Address

1. [Log in](#) to **Administration**.
2. Click on the **Corporate Organization** icon.
3. Select the **Corporate Information** folder.
4. In the **Corporate Information** folder click the **Venue** icon. (Image 1)

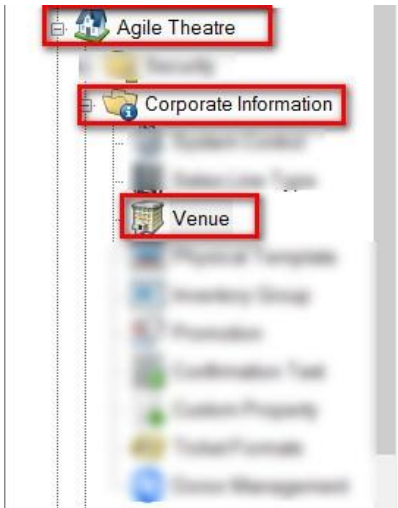


Image 1

5. Right click in the **Venue** area and select **New**.(Image 2)



6. The **Venue:New** window will appear. This is where you will input all of the information about the venue.

### GENERAL TAB

- A. Internal Name** is the name that will appear in **AMS Sales** at the Box Office. (Image 3)
- B. External Name** is the name of that will appear to the customers online. Make sure to use the proper name of the venue hear. (Image 3)
- C. Short Name** this is an abbreviated name for the venue.(Image 3)
- D. Address 1 & Address 2, City, State** and **Zip/Postal Code** should be the physical address of the venue.(Image 3)

**E. Display Sequence** should be the order you want the venue to display online. (Image 3)

The screenshot shows a window titled "Venue: New" for "Agile Theatre". The "General" tab is selected. The following fields are highlighted with a red border:

|                   |                       |
|-------------------|-----------------------|
| Internal Name     | Theater Name          |
| External Name     | Theater Name          |
| Short Name        | TN                    |
| Address 1         | 1313 Mockingbird Lane |
| Address 2         |                       |
| City              | ANTIOCH               |
| State / Province  | Tennessee             |
| Zip / Postal Code | 37013                 |
| Display Sequence  | 10                    |

Below the highlighted fields, there is an "Enabled" checkbox which is checked. At the bottom of the dialog are "OK", "Cancel", and "Apply" buttons.

Image 3

## DESCRIPTION TAB

7. The Description Tab allows you to add any descriptive information about the venue.(Image 4)

The screenshot shows the same "Venue: New" window, but the "Description" tab is selected. A large text area labeled "Description of Venue" is highlighted with a red border. At the bottom of the dialog are "OK", "Cancel", and "Apply" buttons.

Image 4

DIRECTIONS TAB

8. **Directions URL** allows you to embed a map link to your venue.(Image 5)

9. **Directions Text** allows you to add step by step directions to the venue. (Image 5)

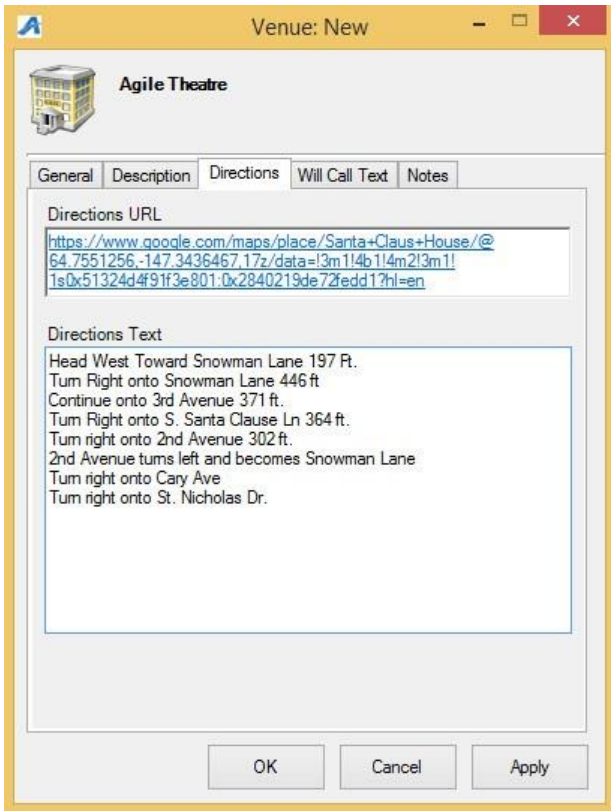


Image 5

## WILL CALL TEXT TAB

10. Add Will Call information that will appear on the confirmation email when a customer makes a purchase (i.e. Will Call opens two hours prior to show time. Must bring a picture ID, etc.) (Image 6)

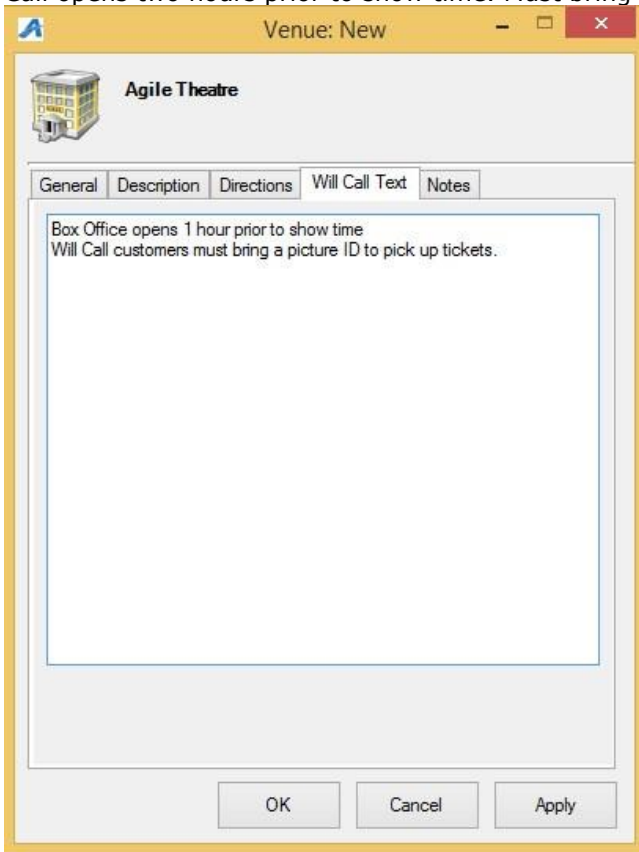


Image 6