Adding a Venue Address

1. [Log in](https://agiletix.zendesk.com/hc/en-us/articles/200617005-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)



Image 3

**DESCRIPTION TAB**

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



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