Selling a Ticket in Web Portal/ Box Office

Web Box Office is an online Box Office solution that allows you to sell tickets, memberships and other items, as well as print tickets, collect customer information all from a direct web link using the **Agile Web Portal**.

1. Go to <u>portal.agiletix.com</u> and log in with your credentials.

Username:	5
Password:	
Domain:	*
	gged in for 2 weeks.
Forgot Yo	our Password
Login	

2. Once you have logged in, you will be on the Portal Dashboard

3. Click on the **Box Office** icon.

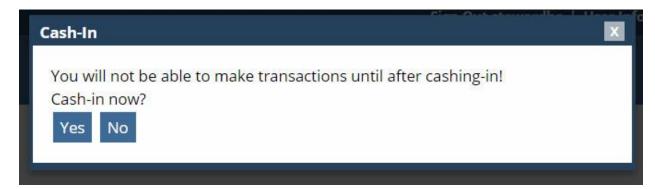
Agile TIX	Agile Art House Sandbox 🚦 🗘	
nt riune t riune	My Portal	
 Ethenhales the Conductores Andre Finnensende 	Task List Show Completed Only Show Assigned To Me Refeature	
S Box Office	Subject Name Assigned Type Date Updated Description Image: Contact the Handing Handing Handing Handing Handing Email ESTERCED ID: No Hand Description	
🔁 Usen		

4. You will then be directed to the **Sales Login Page**.

	Sign In Cart (0)	
= Agila		F
	Erter your username ord password. Username: Password: Terminal: useboxt T terminal rame: Terminal rame and the domain name as different.	

5. Enter your **Username, Password and Terminal Key Name** that you received from your Agile Client Support Rep. **NOTE:** *The Terminal Key Name is different from your Domain name. If you do not have a Terminal Key Name, please contact your Client Support Rep.*

6. Once you are logged in, you will be prompted to cash in click yes to cash in. Enter in the opening cash and any other notes. Then click on the **Save** button. This will tell the system that you are ready to start your shift and to process sales. By cashing in, the system will allow you to process and track all sales.



				Sign Out	User Info Customer Search (Cart (0)
=	gile					
	Me: No Messages	ssages				
	Cash In / Out					
	Status: Cashed In - Ready For Sal User: User: Opening Cash: Closing Cash: Closing Cash: Notes:	les				
	Cash Out Save Changes	View Report	B			
	Cash Out Save Changes Previous User Batches Last Orders	View Report	A			
	Previous User Batches Last Orders Order #:	Go	A			
	Previous User Batches Last Orders Order #: Name	Go Order#	Order Date	Org	Buyer Type	Actions
	Previous User Batches Last Orders Order #: Name	Go Order #	9-1-10-10-10-10-10-10-10-10-10-10-10-10-1	No. Long. P. M. Co.	Web - Standard	
	Previous User Batches Last Orders Order #: Name	Go Order#	11100000000000000000000000000000000000	Mile Scorego of Mill Operation Mile Scorego of Mill Operation	Web - Standard Web - Standard	
	Previous User Batches Last Orders Order #: Name	Go Order#	Services and the arright to the Mar Services and the Services and the	Rectorage d'Aldriges Rectorage d'Aldriges Rectorage d'Aldriges	Web - Standard Web - Standard AMS - Advanced	
	Previous User Batches Last Orders Order #: Name	Go Order#	511-304-327-98 41-304-306-98 5400-512-98 4400-512-98	Man Sacang at With Cale. Man Sacang at With Cale. Man Sacang at With Cale.	Web - Standard Web - Standard	
	Previous User Batches Last Orders Order #: Name	Go Order#	Services and the arright to the Mar Services and the Services and the	Mar Sacang at 1989 (201 Mar Sacang at 1989 (201 Mar Sacang at 1989 (201 Mar Sacang at 1989 (201	Web - Standard Web - Standard AMS - Advanced Web - Standard	
	Previous User Batches Last Orders Order #: Name	Go Order #		Here Saccardy of Hell's Calo. Here Saccardy of Hell's Calo. Here Saccardy of Hell's Calo. Here Saccardy of Hell's Calo. Here Saccardy of Hell's Calo.	Web - Standard Web - Standard AMS - Advanced Web - Standard Web - Standard	
	Previous User Batches Last Orders Order #: Name	Go Order #	2112/2012/2012/2014 2112/2012/2014/2014 2112/2012/2014/2014 2112/2012/2014/2014 2112/2012/2014/2014 2112/2012/2014/2014	Here Society of Hill (Sec. Here Society of Hill (Sec.	Web - Standard Web - Standard AMS - Advanced Web - Standard Web - Standard Web - Standard	

7. After you are cashed in, click on the menu icon in the top left of the screen. Select one of the Event URL's from the menu bar. **Events/Film Lists** can be in either Alphabetical Order or in Date Order. (In this example, we have a Film List view in Alphabetical Order and a **Schedule View** which is in Date Order).

				Sign Out stewardh	ic User Info Customer Search	Cart (0)	
= 20	le						
	Film Sectory of MDP (\$45,96) to through	- ages					
	Earth Inc. I that						
1		1					
		Access of					
	Previous line Batches						
	Last Brillers						
	100.0						
	termine and the second s		0.00 Tel:	-	Name Taxe	and the second se	
	and the party of	100.000	511-101-101-100	The Second of the Second	And April 1		
	second, properties	11000	AT LOT A LOSS FOR	THE COURS STREET CAL	man. Standard	16 I	
	modernik parant	1.000000	2-14-20-16-2-10-Max	Here: Success of white spec-	AND ADDRESS		
	modernik jurian	11000000	ACCOUNTS 10.000 ABO	Plan Society of MDP (Sec.	Mash. Disection (
	Brown, Tubb	1.00.000	A	March Locality of March 1244	Well- Discription		
	incollings, Solicies	1.000	AT 12118 1142 PM	The local courses	man francisco		
	Company Long	1.000	410010-00076	Here to only of MSP (24).	man. Starviters	16	
	Server, Selection	1.00.000	ACCOUNTS TO COMPANY	Miles (society of 1857 capa-	man. Deputers		
	Torritory and another		and the second second second second	When Concepts of Martin Class.	man. Superstants		

Donate Events Passes	Click on the Event/Film list link, the Event/Film schedule, or Event/Film Calendar to see all of the events that are on sale.	X	Sign Out stewardhc User I	nfo Customer Search Cart (0	
			T is Society of MSP (QA) is Society of MSP (QA)	Buyer Type Web - Standard Web - Standard AMS - Advanced Web - Standard Web - Standard Web - Standard Web - Standard Web - Standard	Actions

8. Choose the event that the customer wishes to purchase.

	User Info Customer Search Cart (0)
♀ St. Anthony Main Theatre 3 O 12:15 PM (85 min)	Check With The Box Office View Mo
Gabriel and the Mountain	
9 St. Anthony Main Theatre 1 © 1:20 PM (131 min)	Buy Tickets View Mo
Wajib	
9 St. Anthony Main Theatre 2 O 1:50 PM (96 min)	Buy Tickets View Mo
Not in My Lifetime	
♥ Film Space, Founders Hall, Metro State University ⊘ 2:00 PM (76 min)	Buy Tickets View Mo
Room 213	
ዋ St. Anthony Main Theatre 5 © 2:15 PM (80 min)	Buy Tickets View Mo
Short: Art That Moves I	
9 St. Anthony Main Theatre 3 O 2:20 PM (92 min)	Buy Tickets View Mo
Roller Dreams	
9 St. Anthony Main Theatre 4 Ø 2:30 PM (82 min)	Buy Tickets View Mo
Don't Get Trouble in Your Mind: The Carolina Chocolate Drops' Story	
♀ Capri Theater ⊙ 4:00 PM (85 min)	Buy Tickets View Mo
El Inca	
♀ Film Space, Founders Hall, Metro State University ⊙ 4:00 PM (128 min)	Buy Tickets View Mo
TransMilitary	
9 St. Anthony Main Theatre 2 O 4:15 PM (95 min)	Buy Tickets View Mo
Village Rockstars	
9 St. Anthony Main Theatre 1 © 4:20 PM (87 min)	Buy Tickets View Mo

9. Click on the **Buy Tickets** button and enter the number of tickets the customer wishes to purchase. You can **Continue Shopping** for other events or proceed to check out.

	et	And and a standard and a standard of a line of the standard of		
	Gabriel and the Mountain - May 14, 2018 1:20 PM	×		
Keyword	Select Ticket Quantity General - \$14.00 Add	Cancel		
Hitler's Hollywood 9 St. Anthony Main Theatre 4 O 9:40 AM (105 min)			Event Date Passed View More	
Angels Wear White \$ St. Anthony Main Theatre 3 O 9:45 AM (107 min)			Event Date Passed View More	
You're Soaking in It § St. Anthony Main Theatre 2 © 9:50 AM (75 min)			Event Date Passed View More	
Supa Modo \$\$\mathcal{S}\$ t. Anthony Main Theatre \$\$\$\overline{S}\$ 10:00 AM (74 min)			Event Date Passed View More	
Barrage 9 St. Anthony Main Theatre 1 O 10:45 AM (112 min)			Check With The Box Office View More	
Mr. Gay Syria 🕈 St. Anthony Main Theatre 2 O 11:45 AM (85 min)			Check With The Box Office View More	

10. When you have all items in the shopping cart you will either click on **Proceed to Check** out or click on the **Shopping Cart** icon at the top of the screen.

	Gabriel and the Mountain - May 14, 2018 1:20 PM	o Customer:
5/14/2018	Items added successfully. Proceed To Checkout Close	
:40 AM (105 min)		
:45 AM (107 min)		
:50 AM (75 min)		

11. Choose the Delivery Method for these items

Time Remaining to Finish Your Order: 12:29 Last Name: Image: Customer #; First Name: Image: Customer #; Start: Add New Clear Customer Finas: Image: Customer #; Start: Add New Clear Customer Finas: Image: Customer Start: Add New First Name Customer # First Name Address	Last Name: First Name: Enal: Customer #: Zip Code: Phone: Build: Add New Clear Customer Member Search	Time Remaining to Finish Your Order: 12:29 Last Name:	·		Sign Out	Info Customer Search Cart	(3)
Last Name: Frist Name: Email: Customer #: Zp Code: Phone: Bauth Auß Now Clear Customer Member Search	Last Name: Frist Name: Enal: Customer #: Zip Code: Prione: Saach Add Now Cisar Costomr Member Search	Last Name: Frist Name: Enal: Customer #: Zip Code: Prione: Saach Add Now Cisar Costomr Member Search	<i>C</i> ajile				
Frist Name: Email: Customer #: Zp Code: Phone: Phone: Search: Add New Clear Customs: Member Search	First Name:	First Name:			Time Remaining to Finish Your Order: 12:29		
			First Name: Email: Customer #: Zip Code: Phone:	Member Search			
				First Name	Customer #	Address	Actions

12. Enter the customer's name.



A. Click on the Search button at the bottom of the page, and then click on the customers name.

Last Name: First Name: Email: Customer #: Zip Code: Phone: SearchAdd Nee	The Charles California			
Last Name	First Name	Customer #	Address	Actions
Aaron	Paul	3125558	3098435 Main Street Nashville, TN 37214	l 🕹
1	MN Film and TV	3143502	3116358 Main Street Nashville, TN 37214	6 4
1	Dominium	3143512	3116368 Main Street Nashville, TN 37214	2 4

B. If **No Customers Found** appear, click on **Add New** and enter in the customer's information.

Last Name	: Zapp		
First Name	2	<u>له</u>	
Email:			
Customer a	#:		
Zip Code:			
Phone:		8.0	
Search	Add New	Clear Customer	Member Search
No Custon	ners Found		



Add New Customer

First Name *		≜		
Last Name *		1		
Phone *		Ă	Mobile	v
	(e.g. 333-555-4444)			
Email *		à		
Verify Email *		<u>ا</u>		
Billing Address				
Country *	United States			
Address *				
Address 2				
City *				
State / Province *	N/A	۲		
Zip / Postal Code *				
Submit				

\

13. Once you have associated the order with a Customer Record, click on Checkout.

Sign Out User Info Customer Search Cart (1)					Cart (1)			
≡	Agill							7
				Time Remaining to Finish Your	Order: 14:41			
	Select Delivery Method (More infl) UNIT Call - 90.00 K Tricket Delivery - 50.00 Attach to My Pass (Pass Holders) - 50.00 C Priorit Immediately - 50.00							
		The 12th Man St. Anthony Mai	n Theatre 1 6/12/2018 2:50 PM				Reneve	
		Type General	Tier Admission	Price \$14.00	Fee \$0.00	Service Fee \$1.00		
		Purchases: \$14.00 Service Fees: \$1.00 Total: \$15.00						
		Checkout Cancel Order					Continue Shopping	

14. On the payment page, confirm that the **Billing** and **Shipping Address** is correct and then select the **Payment Type** (**Cash, Check, Visa, etc**.) and enter the **Payment Information**.

	Sign Out User Info Customer: Customer Search Cart (3)
<i>C</i> ajile	
	Time Remaining to Finish Your Order: 13:32
Billing Address	
3008435 Main Street Nashville, TN 37214 United States Email: @agietix.com Change Billing Address	
Cost Summary	Selected Delivery
Purchases: \$42.00	
Service Fees: \$3.00 Total: \$45.00	Will Call - No Charge
Payment Information	
Payment Type Credit Card	
Document Number	
Name on Card Security Code What's This?	
Expiration Date Month V Year V	
Check here to receive email related to your Film Society o	of MCP (OA) numbers
	er unter 1964 ber erunter
Make Payment	

15. After entering the payment information, click Make Payment.

16. You will receive a confirmation page that will allow you to either **Print or Email the PDF Print At Home Tickets** OR **Print or Email the Order Confirmation**.

	Sign Out User Info Customer: Customer Search Cart (0)							
≡	<u>A</u> gili							F
		Print PDF Email PDF Print Confirm	mation Ernail Confirmation					
		Order Number: 11362545 (Status as of - Customer Number: 3125558	5/14/18 4:36 PM)					
		The 12th Man St. Anthony Main The	satre 1 6/12/2018 2:50 PM					
		Type General	Tier Admission	Price \$14.00	Fee \$0.00	Service Fee \$1.00		

17. Once you Have completed this order, you can then click on **User Info** at the top of the screen to return to the main sales window and start your next sale.