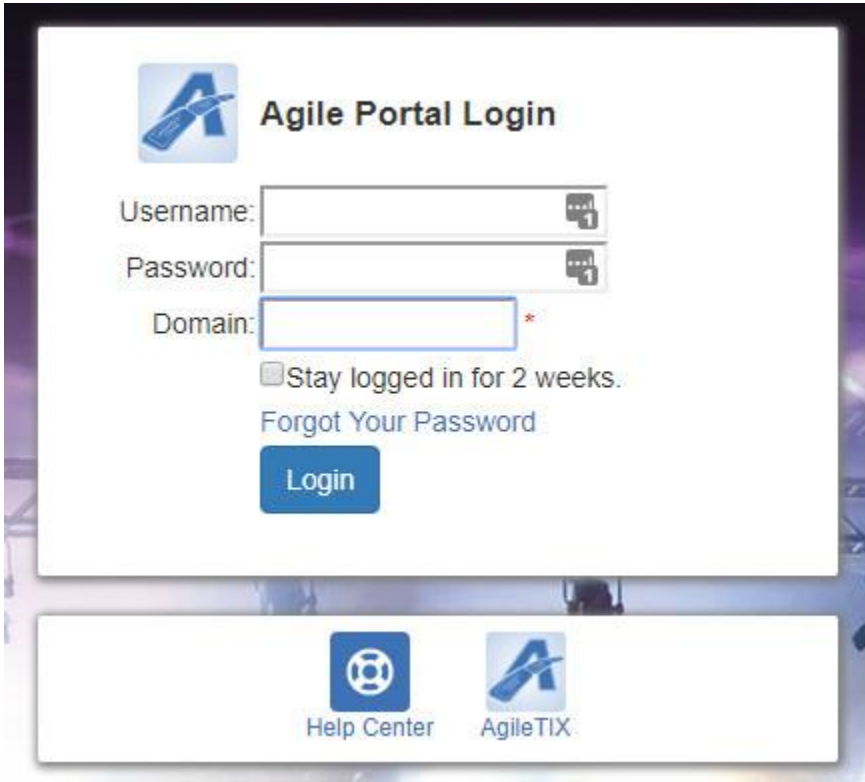


Selling a Ticket in Web Portal/ Box Office

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 portal.agiletix.com and log in with your credentials.



Agile Portal Login

Username:

Password:

Domain: *

Stay logged in for 2 weeks.

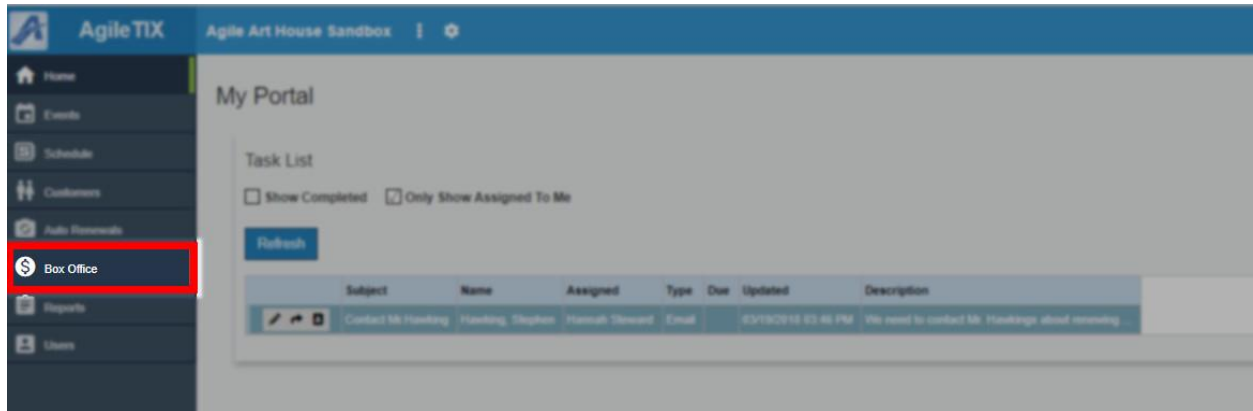
[Forgot Your Password](#)

[Login](#)

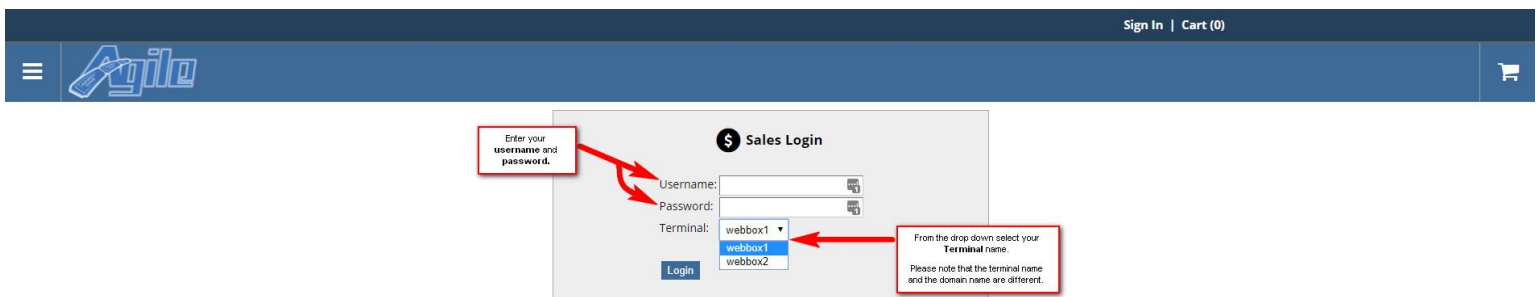
[Help Center](#) [AgileTIX](#)

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

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

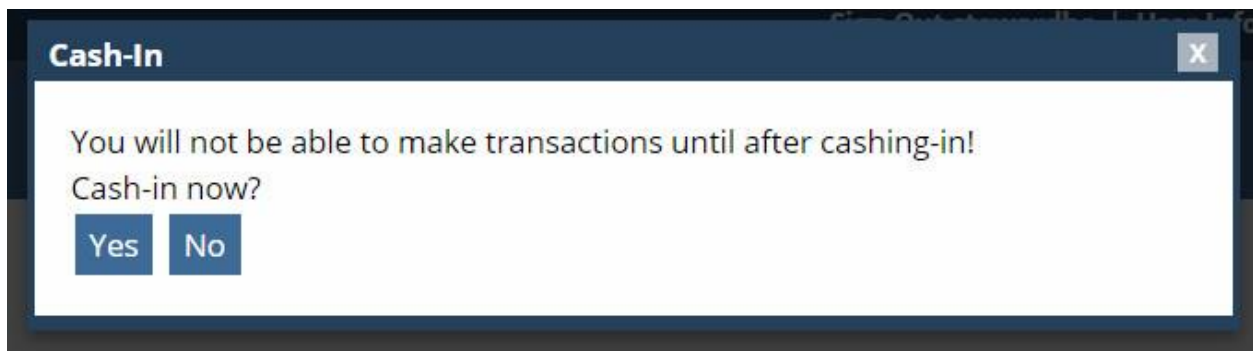


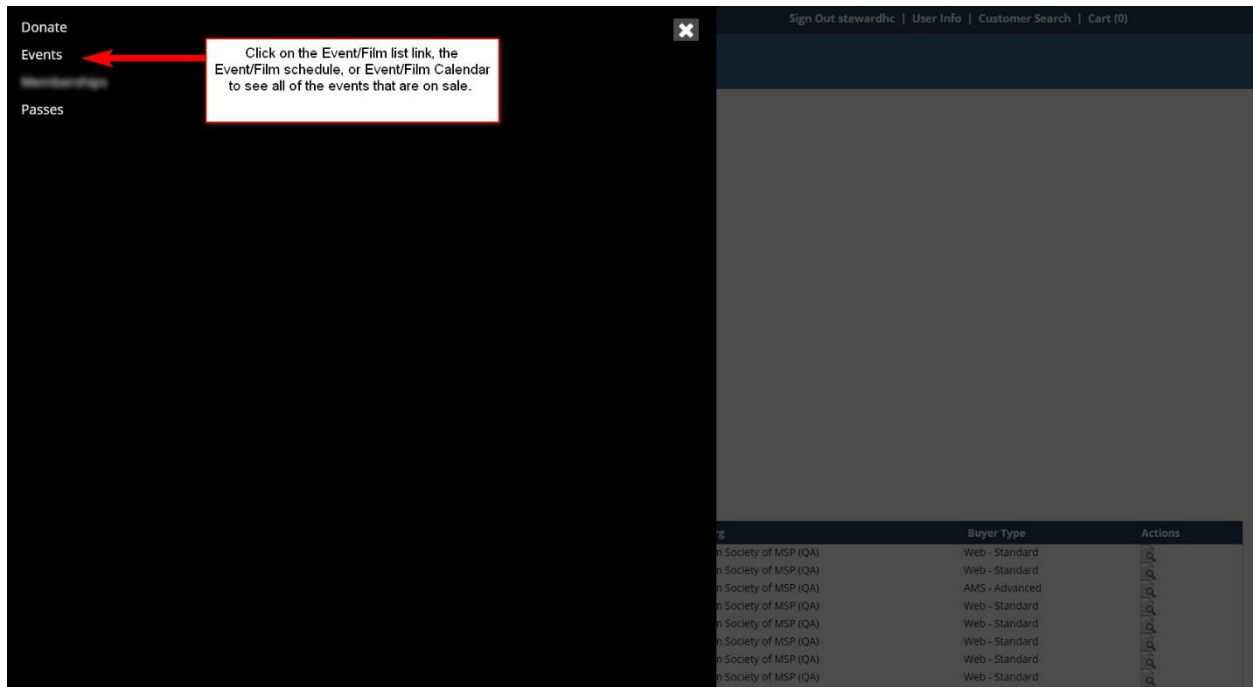
4. You will then be directed to the **Sales Login Page**.



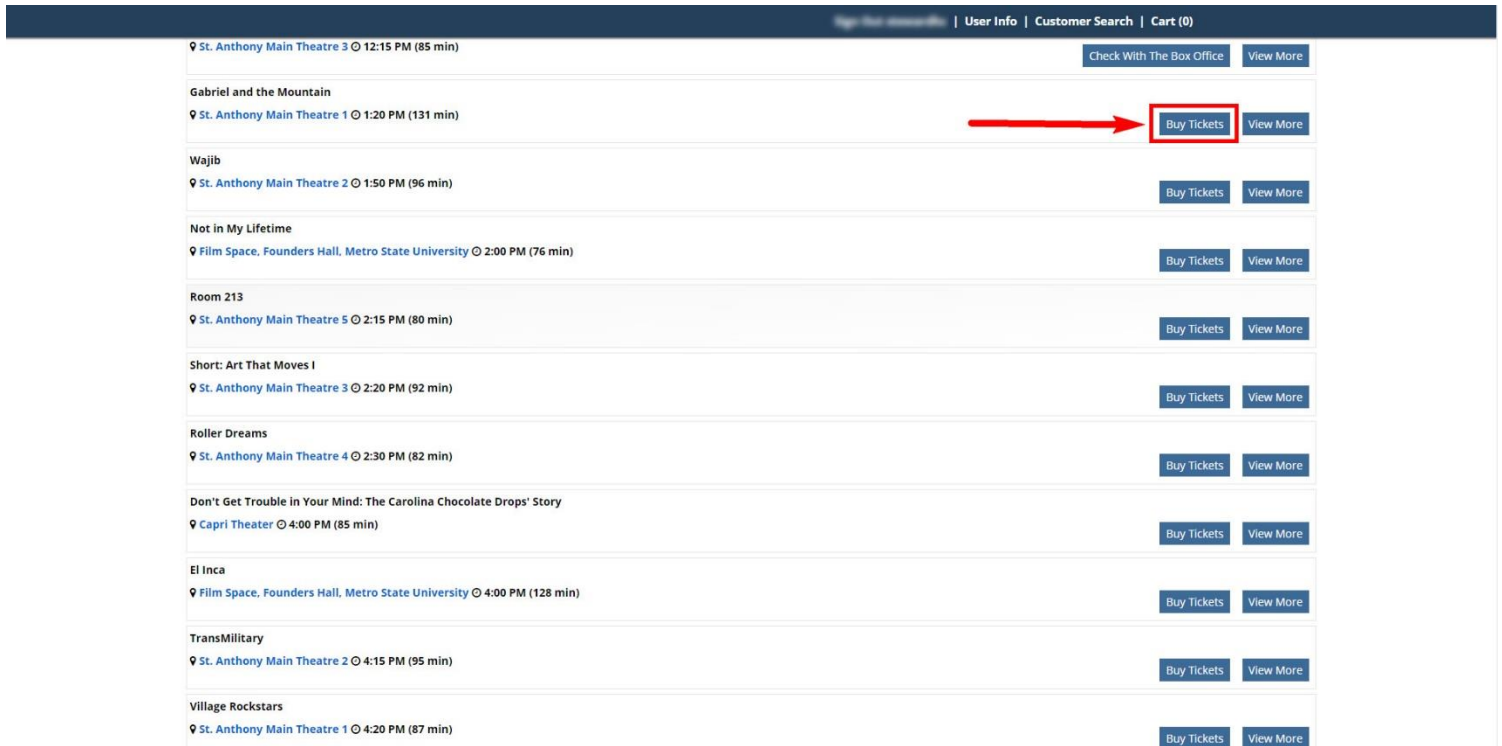
5. Enter your **Username, Password and Terminal Key Name** that you received from your Agile Client Support Rep. **NOTE:** *The **Terminal Key Name** is different from your Domain name. If you do not have a **Terminal Key Name**, please contact your Client Support Rep.*

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.

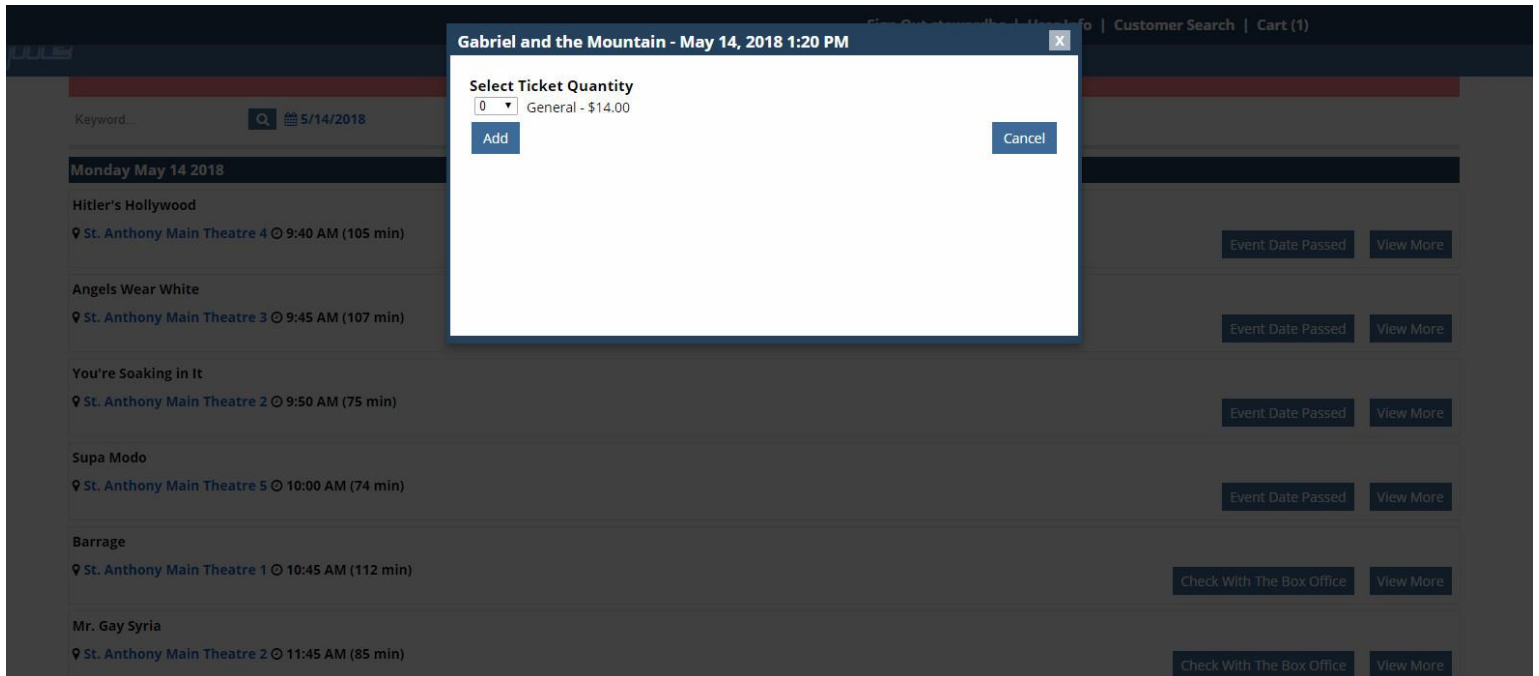




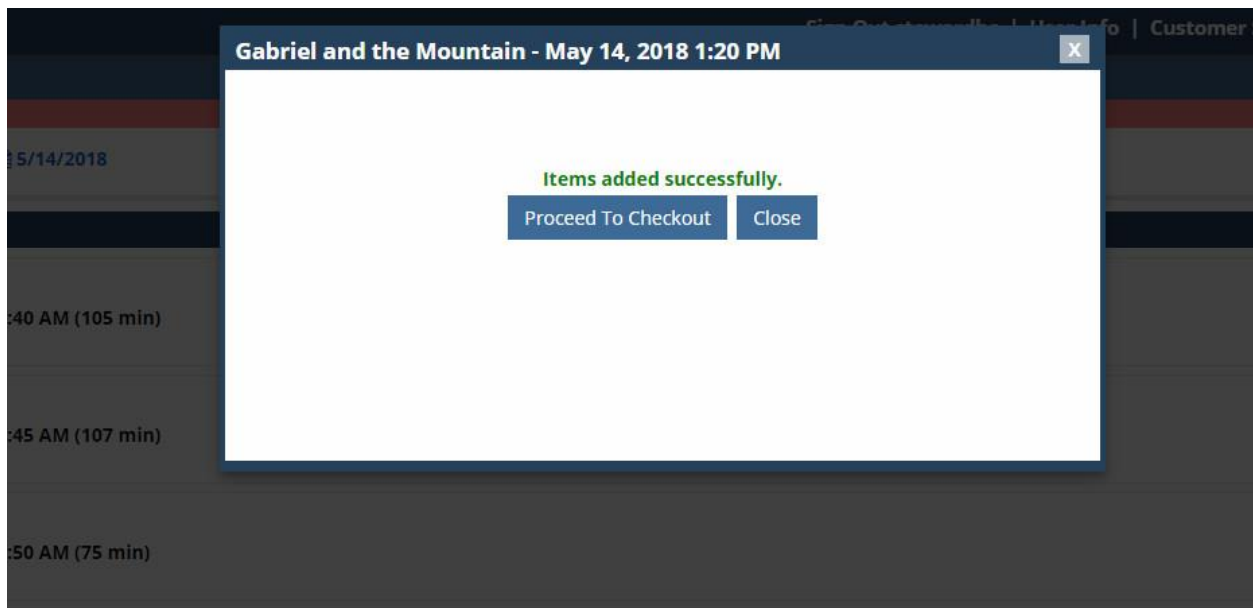
8. Choose the event that the customer wishes to purchase.



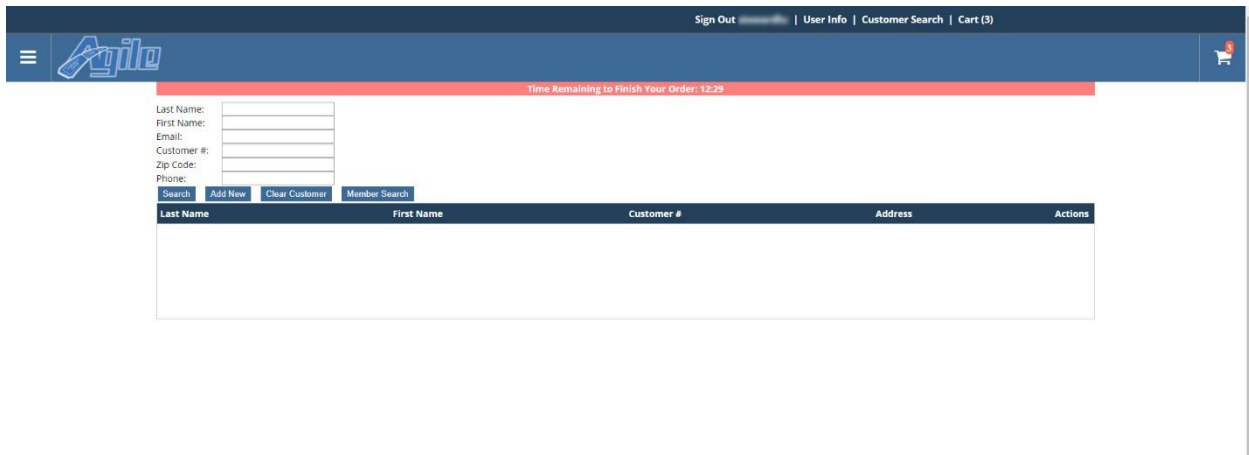
9. Click on the **Buy Tickets** button and enter the number of tickets the customer wishes to purchase. You can **Continue Shopping** for other events or proceed to check out.



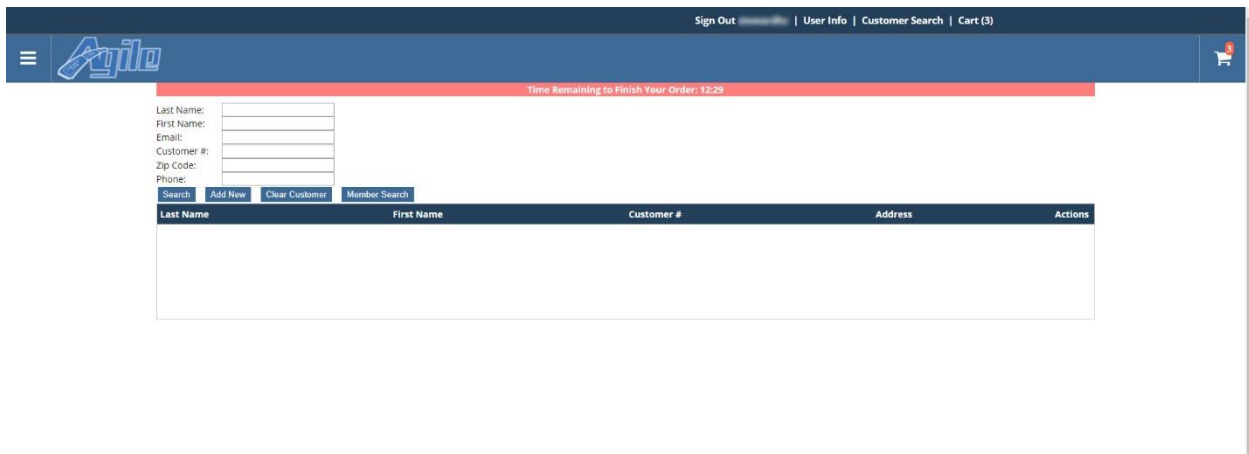
10. When you have all items in the shopping cart you will either click on **Proceed to Check** out or click on the **Shopping Cart** icon at the top of the screen.



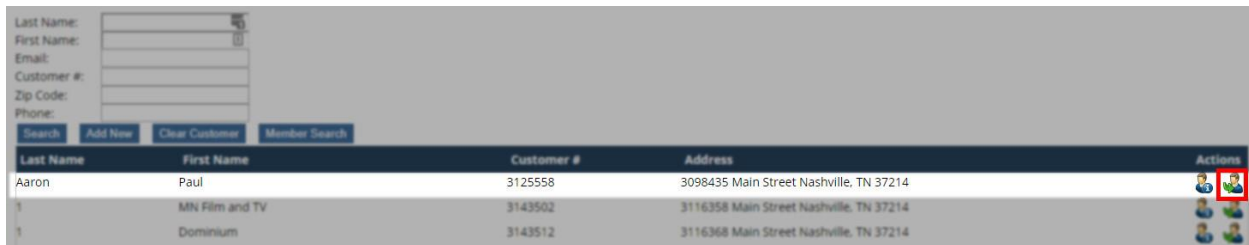
11. Choose the **Delivery Method** for these items



12. Enter the customer's name.



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



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

Last Name:

First Name:

Email:

Customer #:

Zip Code:

Phone:

No Customers Found



Add New Customer

First Name *

Last Name *

Phone *

(e.g. 333-555-4444)

Email *

Verify Email *

Billing Address

Country *

Address *

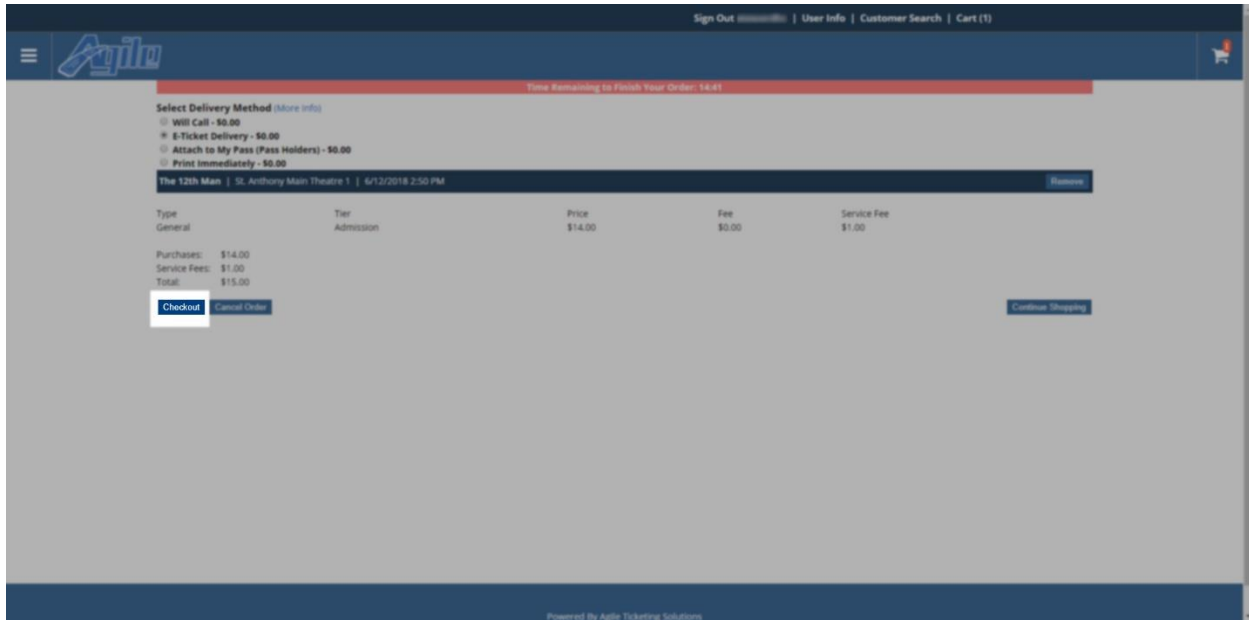
Address 2

City *

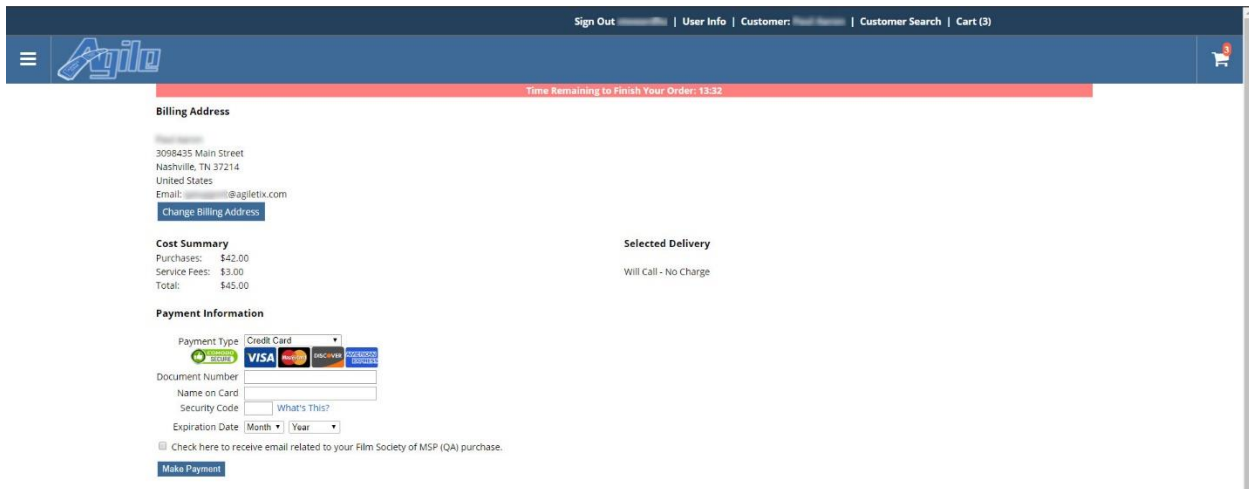
State / Province *

Zip / Postal Code *

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






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**.



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: First Name](#) | [Customer Search](#) | [Cart \(0\)](#)

[Print PDF](#) | [Email PDF](#) | [Print Confirmation](#) | [Email Confirmation](#)

Order Number: 11362545 (Status as of - 5/14/18 4:36 PM)
Customer Number: 3125558

The 12th Man | St. Anthony Main Theatre 1 | 6/12/2018 2:50 PM

Type	Tier	Price	Fee	Service Fee
General	Admission	\$14.00	\$0.00	\$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.

[Sign Out](#) [User Info](#) | [Customer: First Name](#) | [Customer Search](#) | [Cart \(0\)](#)