Copying a Show in Web Portal

Need to copy an event that has already been built? Copying a Show in Web Portal is very easy to do with these simple steps:

- 1. Go to portal.agiletix.com
- 2. Enter you Username, Password, and Domain.

Password:	
Domain:	
US For	tay logged in for 2 weeks.
TO	
	ogin

3. Click **Events** from the menu on the left side of the screen. Then, select **Events** from the drop-down menu.

Events
All Dates
Events
Shows
Showings
Shorts
Templates

5. Click the **Copy** button next to the show.

🔏 AgileTIX	Agile Theater	(QA) Ø			
nt time					
Events	+ ADD SHO	W + ADD SHOWING	+ AD	O TEMPLATE	
	Start Date S	earch a g. Feature, Screen 1	Gro	up By s.g. Name, Foi	der
		Name	Dur	Folder	Туре
	/ 🛛	A new Show	0	Agile Theater (QA)	Doctober
	10	Another new show	0	Agile Theater (GA)	Doctober
	10	Lunch and Learn show	0	Aglie Theater (QA)	Doctaber
	10	A Time to Kill	149	Agile Theater (GA)	Feature
	10	Contact	150	Film: Aglie	Feature
## Customers	10	Dr. Strangelove or: How I Learned to	95	Aglie Theater (GA)	Feature
A	10	The Great Gatsby	143	Agile Theater (QA)	Feature
El refere	10	Jurassic Park	127	Film: Aple	Feature
Users Users	10	Monty Python and the Holy Grail	91	Film: Agile	Feature
	10	Murder on the Orient Express	0	Agile Theater (QA)	Feature

7. In the **Show Add** window, you can edit the Show's **Properties**, **Media**, **Custom Properties**, and more.

Show Add	
Properties	
Name Duration (In Minutes) Short Description (903 characters remaining)	Edward Scissorhands - 105 + A gentle man, with scissors for hands, is brought into a new community after living in isolation.
Media Images and Trailers	
	I E Edit III Remove ↓ Move Down

8. Once you have made your changes, click the **Save Changes** button in the bottom-right corner of the screen.

Save Changes Web Links View Showings

9. Now you are ready to add Showing Dates and Times. <u>Click here to learn how to add showings</u>.