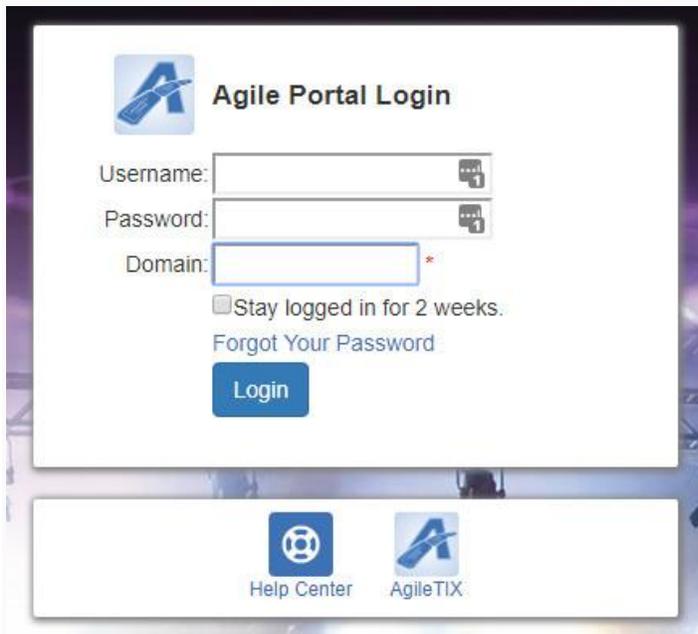


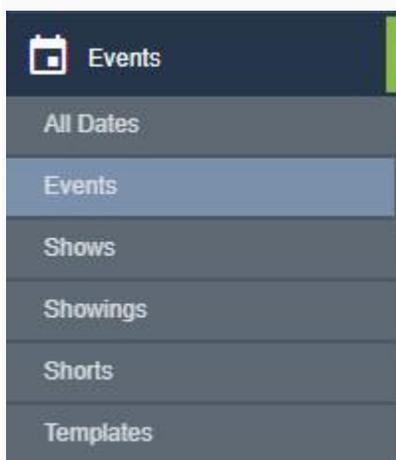
Copying a Show in Web Portal

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**.



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



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

AgileTIX Agile Theater (QA)

+ ADD SHOW + ADD SHOWING + ADD TEMPLATE

Start Date Search e.g. Feature, Screen 1... Group By e.g. Name, Folder...

Name	Dur	Folder	Type
  A new Show	0	Agile Theater (QA)	October
  Another new show	0	Agile Theater (QA)	October
  Lunch and Learn show	0	Agile Theater (QA)	October
  A Time to Kill	149	Agile Theater (QA)	Feature
  Contact	150	Film: Agile	Feature
  Dr Strangelove or How I Learned to	95	Agile Theater (QA)	Feature
  The Great Gatsby	143	Agile Theater (QA)	Feature
  Jurassic Park	127	Film: Agile	Feature
  Monty Python and the Holy Grail	91	Film: Agile	Feature
  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

Kayce Boehm Reg > Kayce Boehm

Properties

Name:

Duration (In Minutes):

Short Description (903 characters remaining):

Media

Images and Trailers

Edit Remove Move Down



(No Caption)

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



9. Now you are ready to add Showing Dates and Times. [Click here to learn how to add showings.](#)