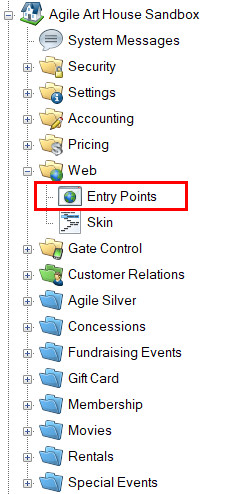
Create an Agile List: Event/Show Entry Point

1. Login to **Administration**.

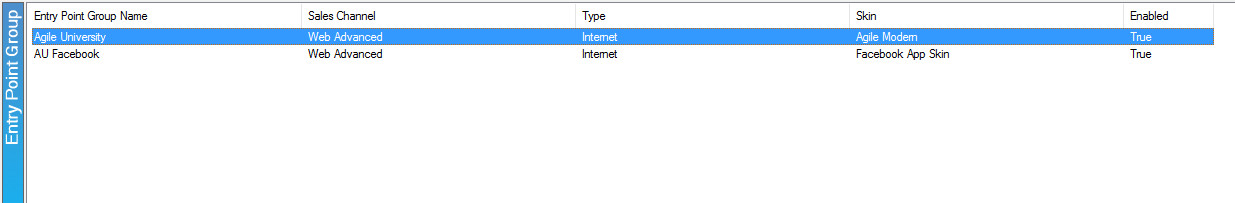
2. Select the **Corporate Organization** (the house icon).

3. Open the **Web** folder.

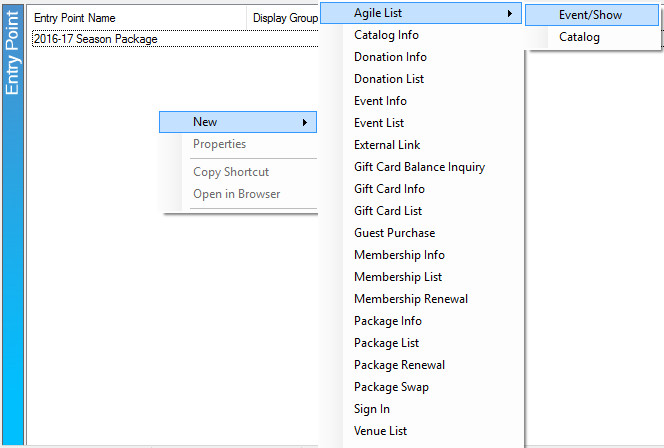
4. Select the **Entry Points** icon.



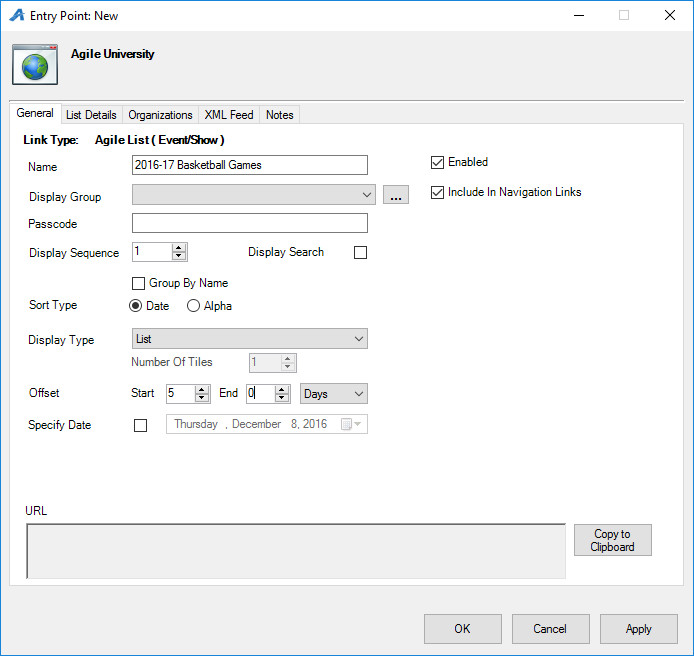
5. Highlight and select the **Entry Point Group** that you will be creating the URL under.

[](https://support.agiletix.com/hc/en-us/article_attachments/211835206/image_2_select_entry_point_goup.jpg)

6. In the **Entry Point** field, right-click, select **New**, **Agile List**, and then **Event/Show**.

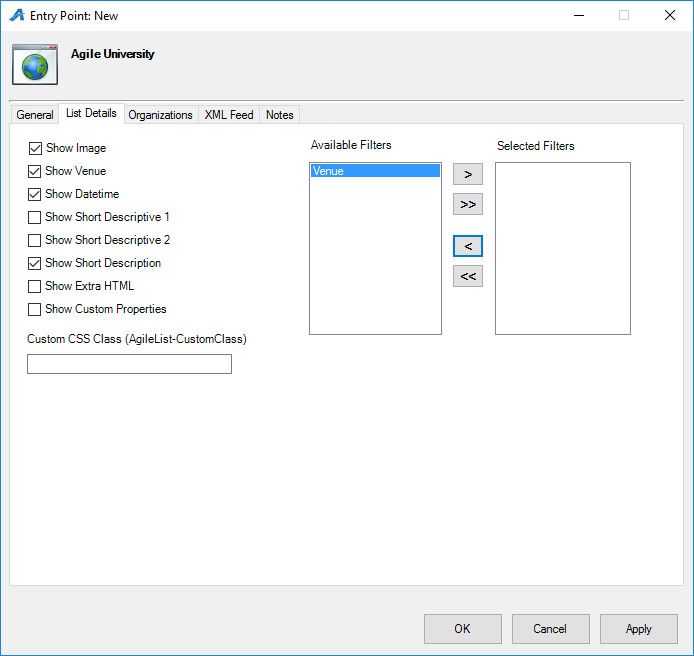
[](https://support.agiletix.com/hc/en-us/article_attachments/211688543/image_3_Event_list.jpg)

7. Fill out the following areas on the **General** tab (not all will be applicable to your needs):

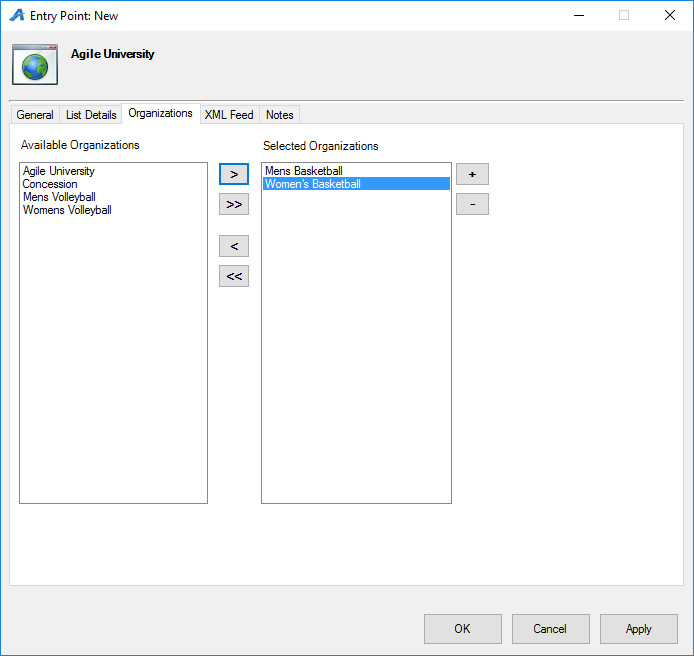
[](https://support.agiletix.com/hc/en-us/article_attachments/211835186/image_4_General.jpg)

* **Name** the URL (remember this will show up in your navigation menu. Keep it simple).
* You can select or create a **Display Group** if you want it to be a part of a specific group on your navigation menu.
* Add a **Passcode** only if you need the URL to only be available to customers who enter the passcode. Leave blank if the URL can be accessed by the general public.
* **Display Sequence**sorts what order it appears in online.
* **Display Search** will add a search bar to the page.
* **Sort Type** determines how the events/shows are sorted online. **Date** sorts from the soonest date to the latest. **Alpha** sorts in alphabetical order.**Group By Name** allows the events/shows to be grouped together, instead of individual listings for each showing.
* **Display Type** determines how the events/shows are viewed online.
* **Offset** puts a limit on how far in the future events should be available for online viewing.
* **Specify Date** determines the date in which the offset will begin (if used). We recommend using this option with film festivals or a series of events that has a specific showing date. This is not recommended for a continual event/show listing (i.e. Art Houses).

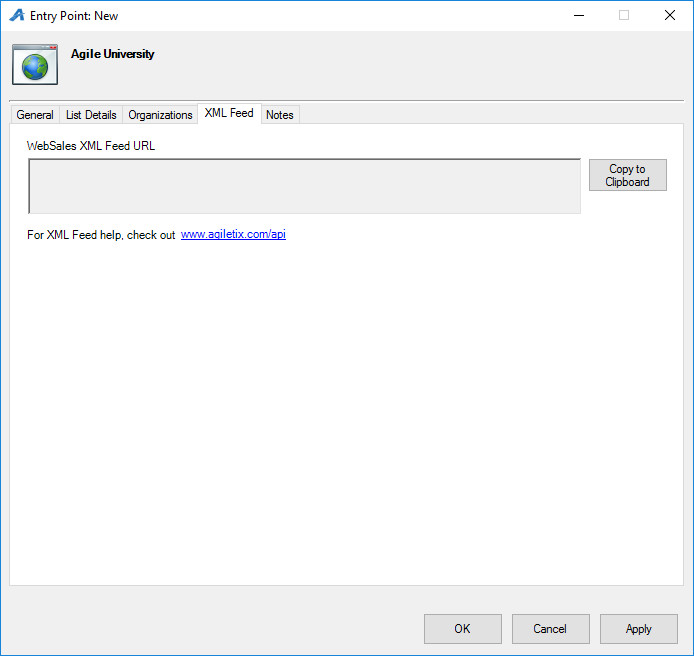
8. The **List Details** tab gives you control over what pieces of information is listed about each film or event. Check the boxes on the left-hand side to enable the list. Filters allow the customer to sort the listings online by Custom Property ([click here to learn more about Custom Properties](https://support.agiletix.com/hc/en-us/articles/205012010-Creating-Custom-Properties)). To enable these, select the filter(s) needed and move over into the **Selected Filters** column.

[](https://support.agiletix.com/hc/en-us/article_attachments/211688523/Image_5_List_details.jpg)

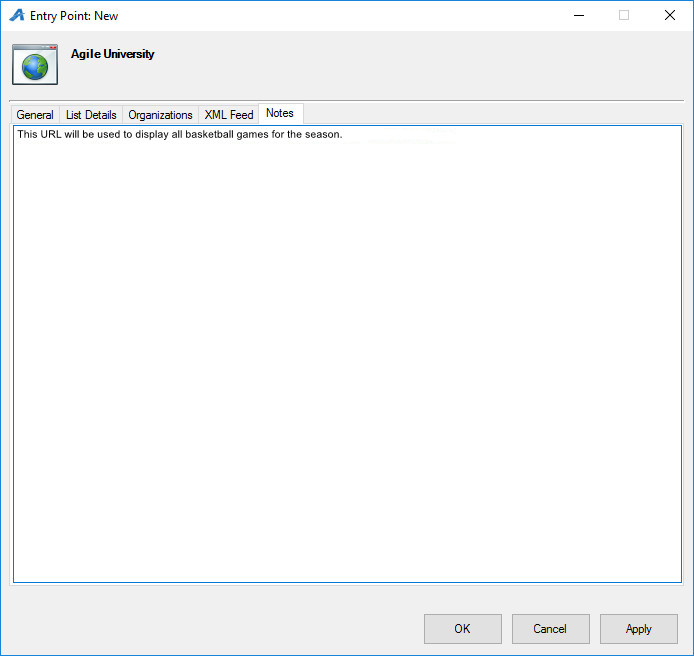
9. The **Organizations** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly if your events/films are seasonal.)

[](https://support.agiletix.com/hc/en-us/article_attachments/211688503/Image_6_Organizations.jpg)

10. The **XML Feed** tab provides the XML Feed for your organization's website, if you choose to use XML Feeds instead of Agile pages.

[](https://support.agiletix.com/hc/en-us/article_attachments/211688563/Image_7_XML_feed.jpg)

11. The **Notes** tab is for internal use only. We recommend adding details here about how this URL is being used.

[](https://support.agiletix.com/hc/article_attachments/360047608492/CALESEPstep11edit.jpg)