

Show Import Instructions

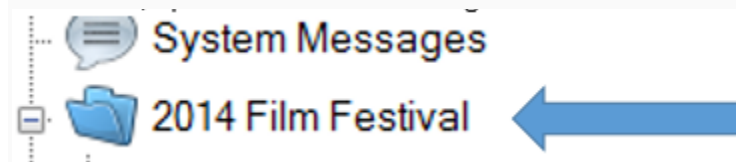
Show Import allows an organization to import a large list of events, movies, or shows from an Excel spreadsheet. This is especially useful for Film Festivals or Organizations that have many events or shows that need to be added to the system.

You are now able to import shows at the top level in Agile. This allows organizations with multiple venues to build show (film) meta-data only once and use it at all venues and blue sales folders.

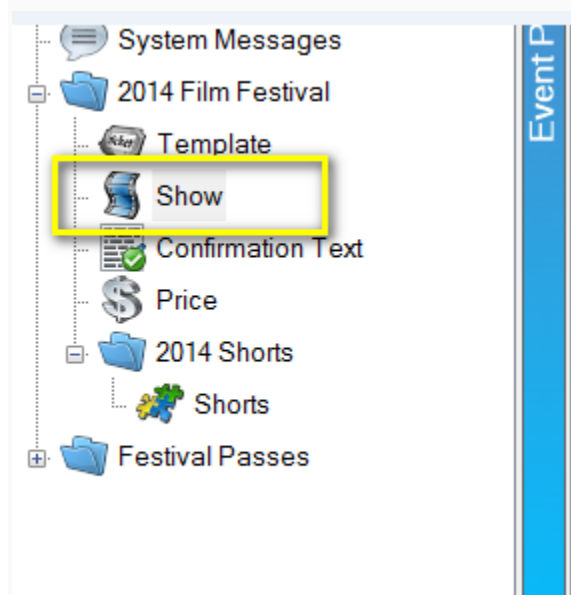
1. Login to **Administration** in Agile.



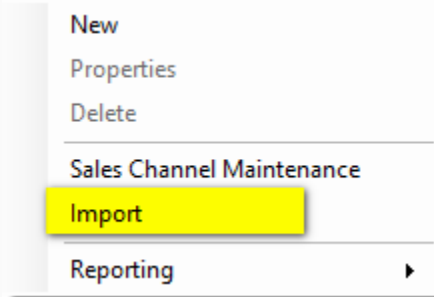
2. Click the House icon. Open the blue folder that houses your shows or click the Show icon at the top of the page.



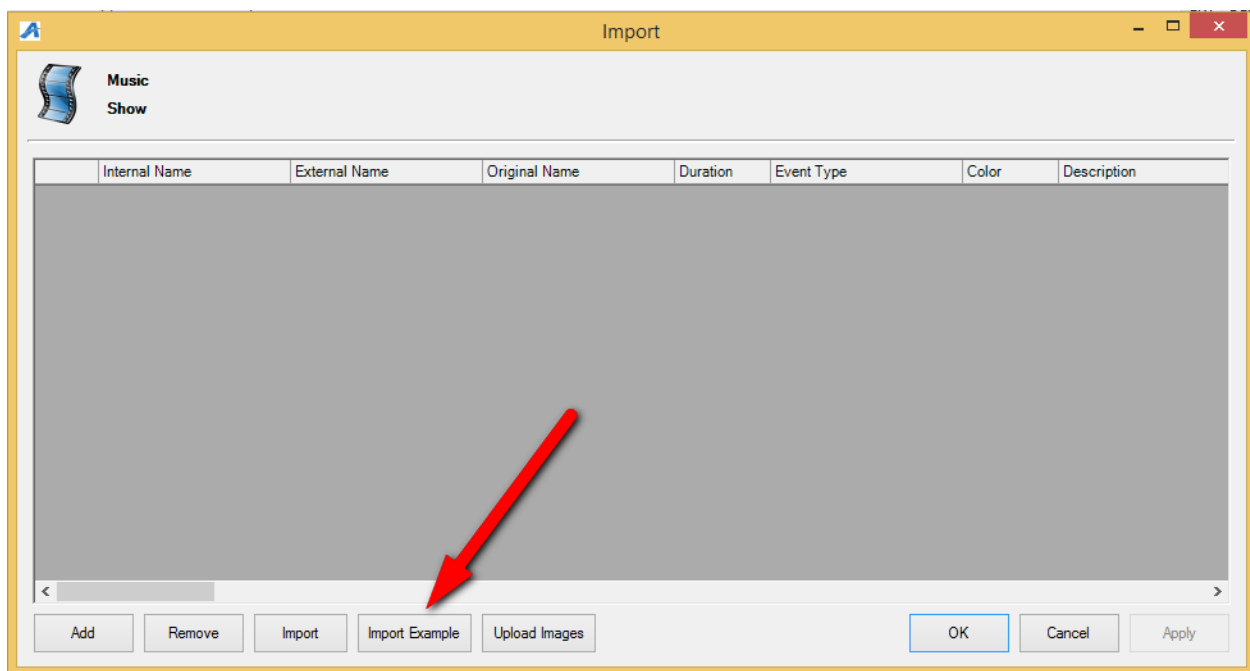
3. Once in the folder, select **Show**.



4. In the **Show** area at the top of your screen, right-click and select **Import**.



5. On the Import page, select **Import Example**. This will open an **Import Spreadsheet**.



6. Rename and save the spreadsheet. Enter your **Show** information in the spreadsheet. Below are descriptions of each column on the spreadsheet. Some of the columns are required while others are optional.

A. **Internal Name** – This is the name of the show/film that will appear in the Agile Sales application. **This is a required field.**

B. **External Name** – This is the name of the show/film that will appear on the web. This should be the proper title of the film or event. **This is required.**

C. **Original Name** – If the show/film has a foreign title, this is where you will list the original title in its native language. *This is optional.*

D. **Duration** – This is the run time of the film in minutes. **This is required.**

E. Event Type – These are the different type of events (i.e. Feature, Opening Night Film, Short, Shorts Program, etc.). **This is required.**

F. Color – This will allow you to assign a color that will appear on the grid view online (i.e. Documentary films are all Red, while Shorts Programs are Blue, etc.). *This is optional.*

G. Description – This is where you will put a full-length synopsis of the film. *This is optional* for the import, but we highly recommend adding the information in the spread sheet and import all at once.

H. Short Description – This is a short synopsis of the film. *This is optional*, but we highly recommend adding this information in the spreadsheet to import. (Image 6)

I. Short Descriptive 1 – Gives you an additional space to show the film type, the rating and the run time. *This is optional.*

J. Short Descriptive 2 – Can have additional information listed here (i.e. Doors Open at 6PM, etc.) *This is optional.*

	A	B	C	D	E	F	G	H	I	J
1	Internal Name	External Name	Original Name	Duration	Event Type	Color	Description	Short Description	Short Descriptive 1	Short Descriptive 2
2	Great Event, The	The Great Event	Le grand événement	120	Feature	#666666	Full description of the event. A lot of text can go here.	Short description of the event.	Feature PG 120 min	Additional Date Information
3	Best Movie Ever, The	The Best Movie Ever	La mejor película alguna	120	Feature		Lots of Description here.	Small Amount of Description Here	Feature PG 120 min	Good for Q&A information
4	Another Movie	Another Movie		90	Feature		Bios Synopsis Etc.	Very Little Description	Feature NR 90 min	Possible Sponsorship Info
5										
6										
7										
8										
9										

K. Web Availability – This is an area for adding additional information that you would want the customer to know when your inventory for that event/movie has reached zero (i.e. Rush Line Only, Sold Out, etc.). *This is optional.*

L. Show Info – This can be used to add additional information about the show (i.e. Sponsored by XYZ Company, etc.) *This is optional.*

M. Extra HTML – This is a place to put additional information for this event. It can have customer scripting and other HTML Text. *This is optional.*

N. Confirmation – Can add specific confirmation text for this event. *This is optional.*

	K	L	M	N
1	Web Availability	Show Info	Extra HTML	Confirmation
2	Please arrive 15 minutes before the show for rush line tickets.	Extra information about this event! A lot of text can go here.	Extra HTML block for this event. Custom scripting and other HTML text can go here.	Confirmation text specific for this event.
3	Rush Line information will appear here once there is no more inventory	Generally used for sponsorship information	If you ran out of room for your Description, you can add even more information here.	Confirmation text specific for this event.
4	Stand By Line Information	Can add sponsorship information here	More Description	Confirmation text specific for this event.
5				

O. Ticket Verbiage 1 – Can place specific information that will appear on the ticket when printed. *This is optional as most ticket formats now pull information from different elements in the database.*

P. Ticket Verbiage 2 – Can place specific information that will appear on the ticket when printed. *This is optional as most ticket formats now pull information from different elements in the database.*

Q. Ticket Verbiage 3 – Can place specific information that will appear on the ticket when printed. *This is optional as most ticket formats now pull information from different elements in the database.*

R. Ticket Verbiage 4 – Can place specific information that will appear on the ticket when printed. *This is optional as most ticket formats now pull information from different elements in the database.*

S. Ticket Verbiage 5 – Can place specific information that will appear on the ticket when printed. *This is optional as most ticket formats now pull information from different elements in the database.*

T. Project Code – If you have specific codes associated with the film, you can place it here. *This is optional.*

U. Distributor – You can place the Distributor’s name for this film. *This is optional. Generally used by Art House or 1st Run Cinemas.*

V. Rentrak – If you report to Rentrak, place “True” in the field. If you do not, then place “False” in these fields. *Generally used by Art House or 1st Run Cinemas. This switch allows user to pull Gross Revenue to send Rentrak report.*

W. External Event ID – External Event ID self-populates once you have imported the sheet. *Leave this column blank. 50 Character Limit.*

	O	P	Q	R	S	T	U	V	W
1	Ticket Verbiage 1	Ticket Verbiage 2	Ticket Verbiage 3	Ticket Verbiage 4	Ticket Verbiage 5	Project Code	Distributor	Rentrak	External Event ID
2	Ticket Verbiage Line 1	Ticket Verbiage Line 2	Ticket Verbiage Line 3	Ticket Verbiage Line 4	Ticket Verbiage Line 5	Project Code #1234	Distributor Name	true/false	
3	Ticket Verbiage Line 1	Ticket Verbiage Line 2	Ticket Verbiage Line 3	Ticket Verbiage Line 4	Ticket Verbiage Line 5	Project Code #1234	Distributor Name	true/false	
4	Ticket Verbiage Line 1	Ticket Verbiage Line 2	Ticket Verbiage Line 3	Ticket Verbiage Line 4	Ticket Verbiage Line 5	Project Code #1234	Distributor Name	true/false	
5									

X. Image – Show/film images can be imported at the same time as you import the spreadsheet. Make sure that all your images are all the same size and have been named for ease of association. If you have multiple images for the film, the first image listed in the cell will be the main image for the film page and will also create the thumbnail using the main image. For multiple images, make sure to separate the image names with a comma.

****NOTE:** *We recommend that all your images are sized to 560 pixels wide x 315 pixels high at 72 dpi.*

Y. Thumbnail Image – You may leave the Thumbnail Column blank. When you import your spreadsheet, Agile will automatically create a thumbnail image using the 1st image from **Image** column.

Z. Ticket Image – This can be used on your print-at-home tickets if you need to have a sponsor logo on certain film tickets. *This is optional.*

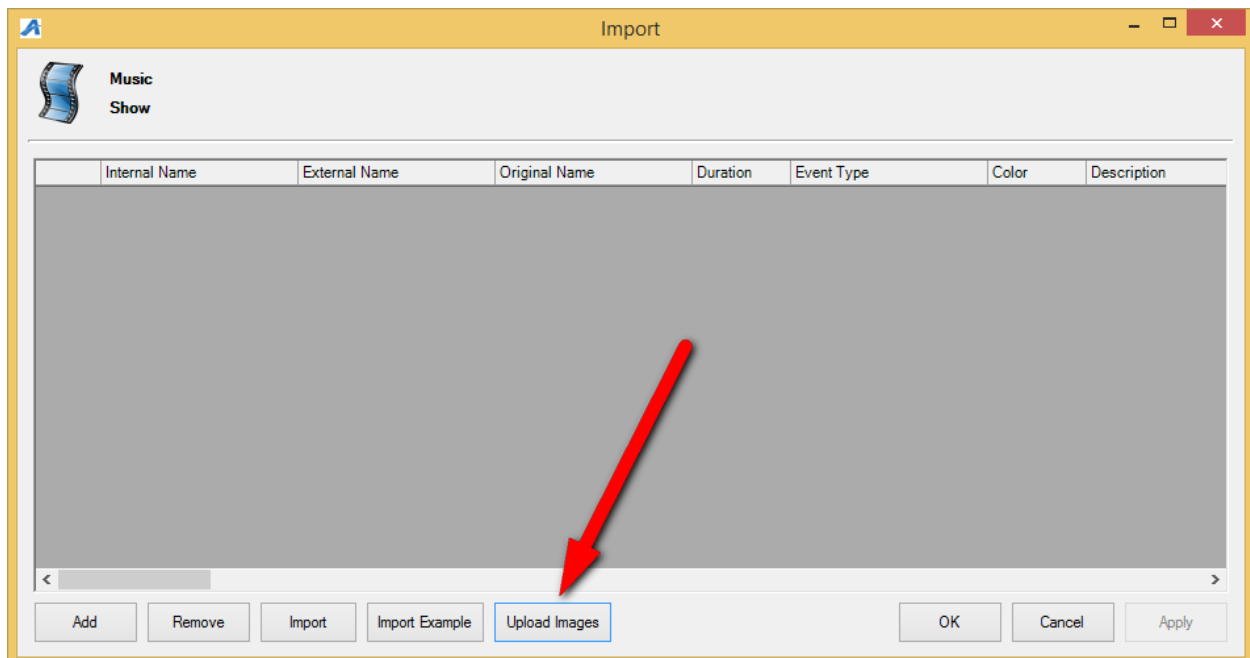
AA. Extra Image/Media – This is where you will put the link for your trailers via a YouTube or Vimeo link.

	X	Y	Z	AA
1	Image	Thumbnail Image	Ticket Image	Extra Image/Media
2	10%-What-Makes-a-Hero-1.jpg, 10%-What-Makes-a-Hero-2.jpg			http://youtu.be/dQw4w9WgXcQ
3	5-Broken-Cameras-1.jpg, 5-Broken-Cameras-2.jpg, 5-Broken-Cameras-3.jpg			https://youtu.be/J---aiyznGQ
4	112-Weddings-1.jpg, 112-Weddings-2.jpg, 112-Weddings-3.jpg			https://youtu.be/s4A07vLA-dl
5				

****Note:** Columns AB – AT are called **Custom Properties**. – These custom fields are designated by each film festival or organization to allow them to enter additional information about the film (i.e. Cast and Crew Information, Run Time, Country of Origin, etc.) Even though these fields are created by the organization, if you do not add information into these cells, the information will not populate online. For more information on how to create **Custom Properties**, [click here](#).

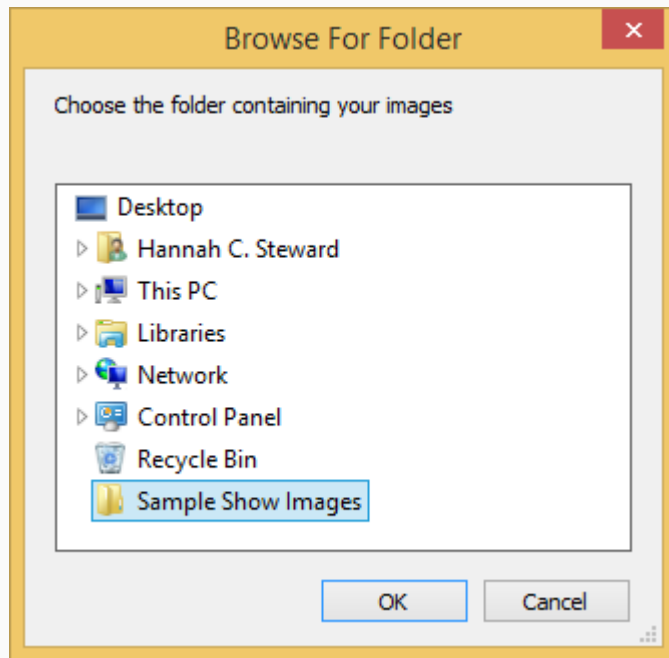
When your spreadsheet is complete, you are ready to import your shows into Agile.

7. Repeat Steps 2 - 4 to get to the **Import** screen in your sales folder. Click **Upload Images** first to import your images folder.

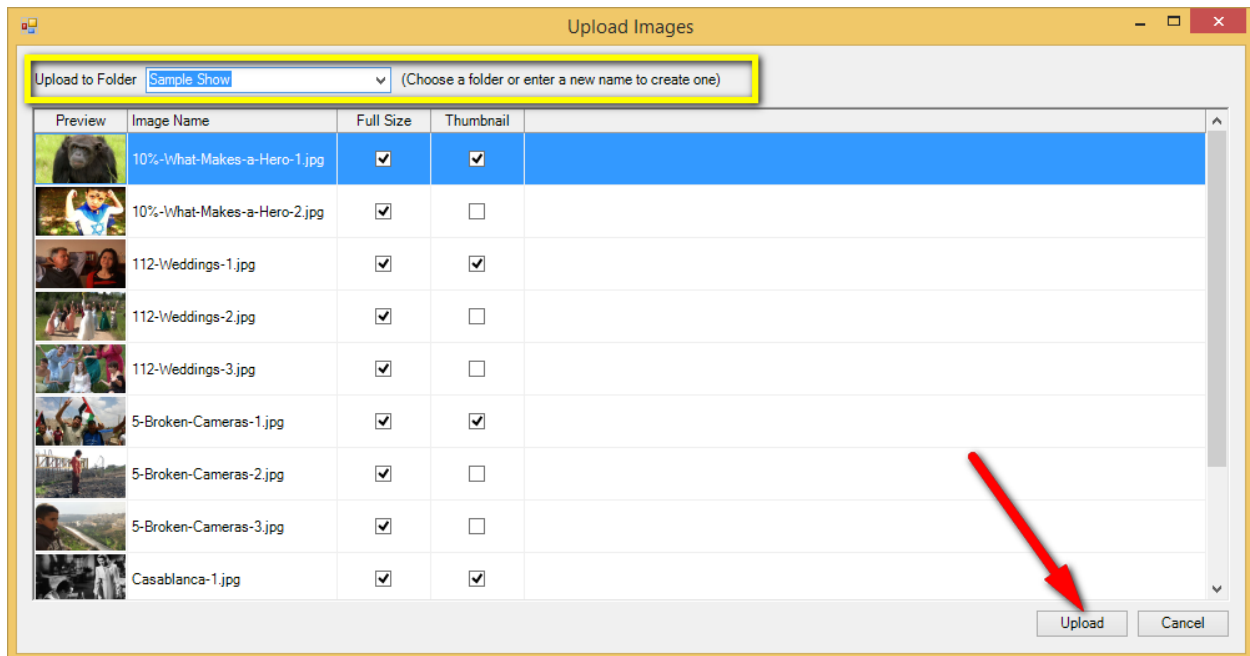


****Note:** Make sure that all your images are the same size and that the names of the images are listed the same way as on the spreadsheet.

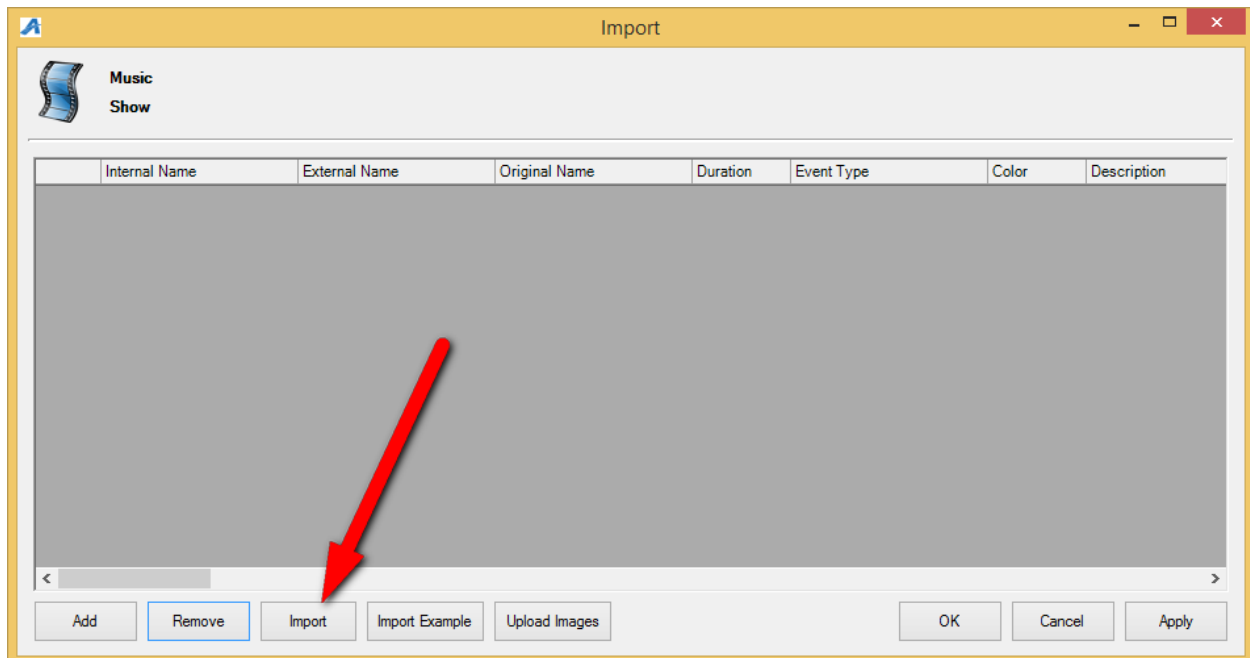
8. Select the image folder from your desktop.



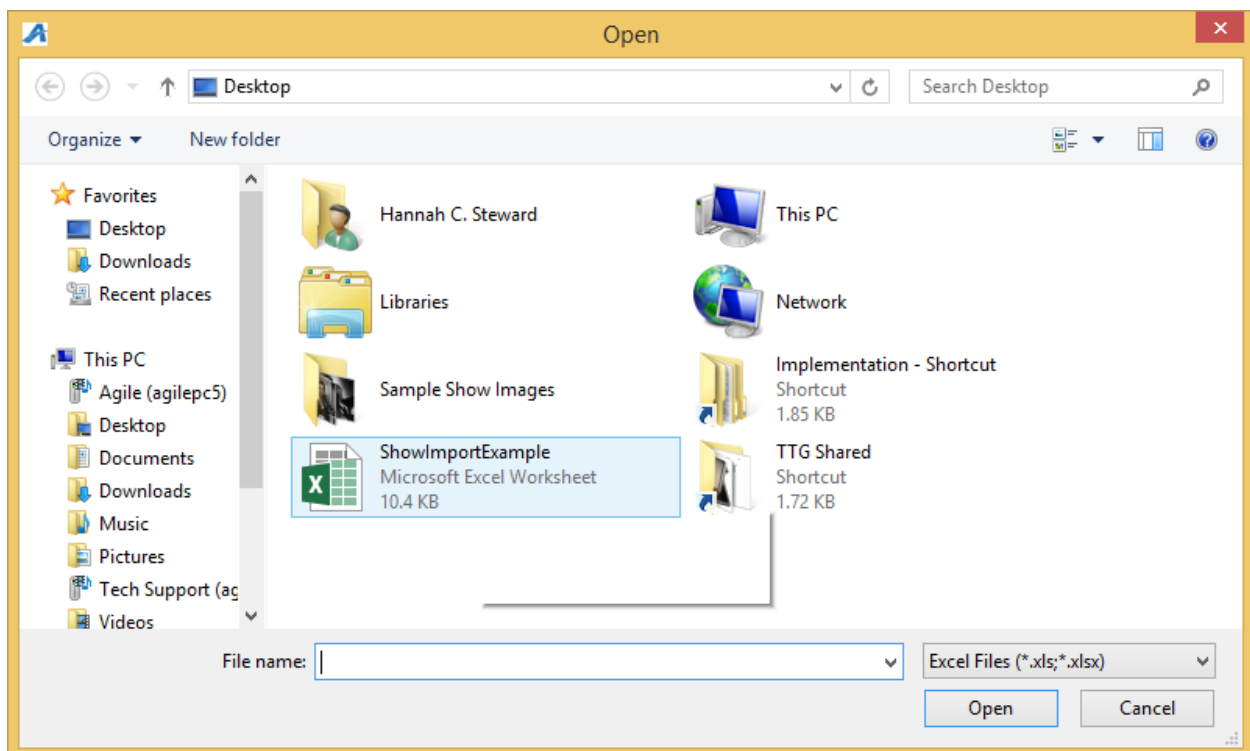
9. When the images appear, name the folder for the image library (i.e. 2014 Feature Images) using the text field at the top of the screen. Then, click the **Upload** button at the bottom of the screen.



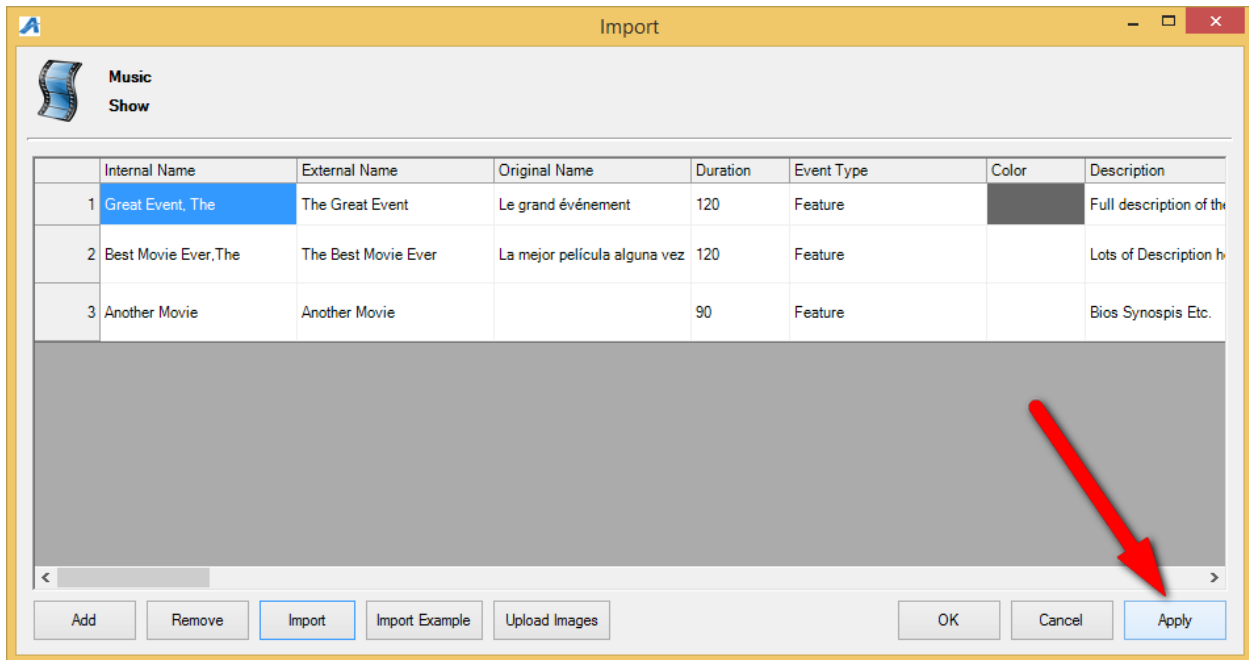
10. Once the images have been uploaded into the **Image Library**, you will be taken back to the Import screen. Click the **Import** button to select the import spreadsheet.



11. Select your **Import Spreadsheet** from your computer.



12. Once all the shows from your spreadsheet appear in the screen, click **Apply**. If there are errors in the spreadsheet, the system will notify you to let you know what column or cell needs to be fixed.



Adding Showing Dates and Times to a screening using Templates

Now, you are ready to associate the showing dates and times with the show.

13. In the **Show** area, select the film to which you need to add a venue, dates, and times.

Internal Name	Next Showing	External Name	Event Type	Enabled
Another Movie		Another Movie	Feature	True
Best Movie Ever, The		The Best Movie Ever (La ...	Feature	True

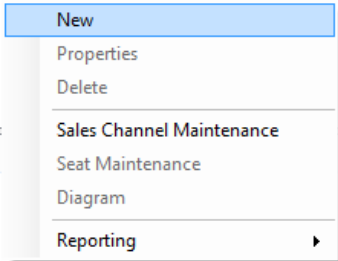
14. Right-click in the **Showing** area and select **New**.

Show	Internal Name	Next Showing	External Name	
	Another Movie		Another Movie	
Best Movie Ever, The			The Best Movie Ever (La mejor película alguna vez)	

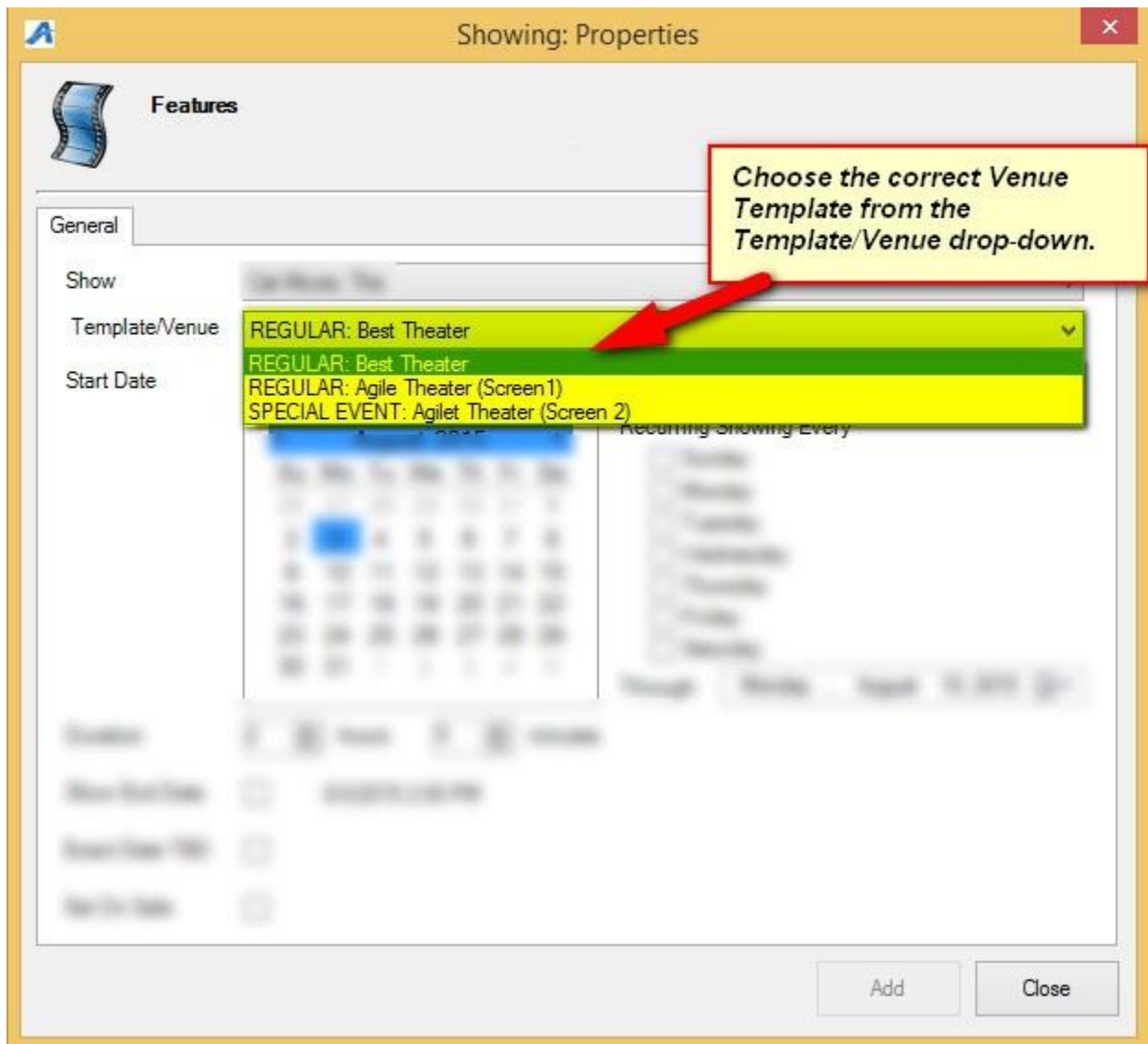
Showing	Start Date	Venue

Tier / Inventory	Name	Sales Line Type

Event Price	Sales Channel	Ticket Type	Sale D...	Total



15. In the **Showing: Properties** screen, you will see the name of the **Show** and the **Template/Venue** list. Choose the appropriate Template/Venue from the drop-down.



17. Choose the **Start Date** and **Time** of the showing.

Showing: Properties

Features

General

Show: [text]
Template/Venue: [text]

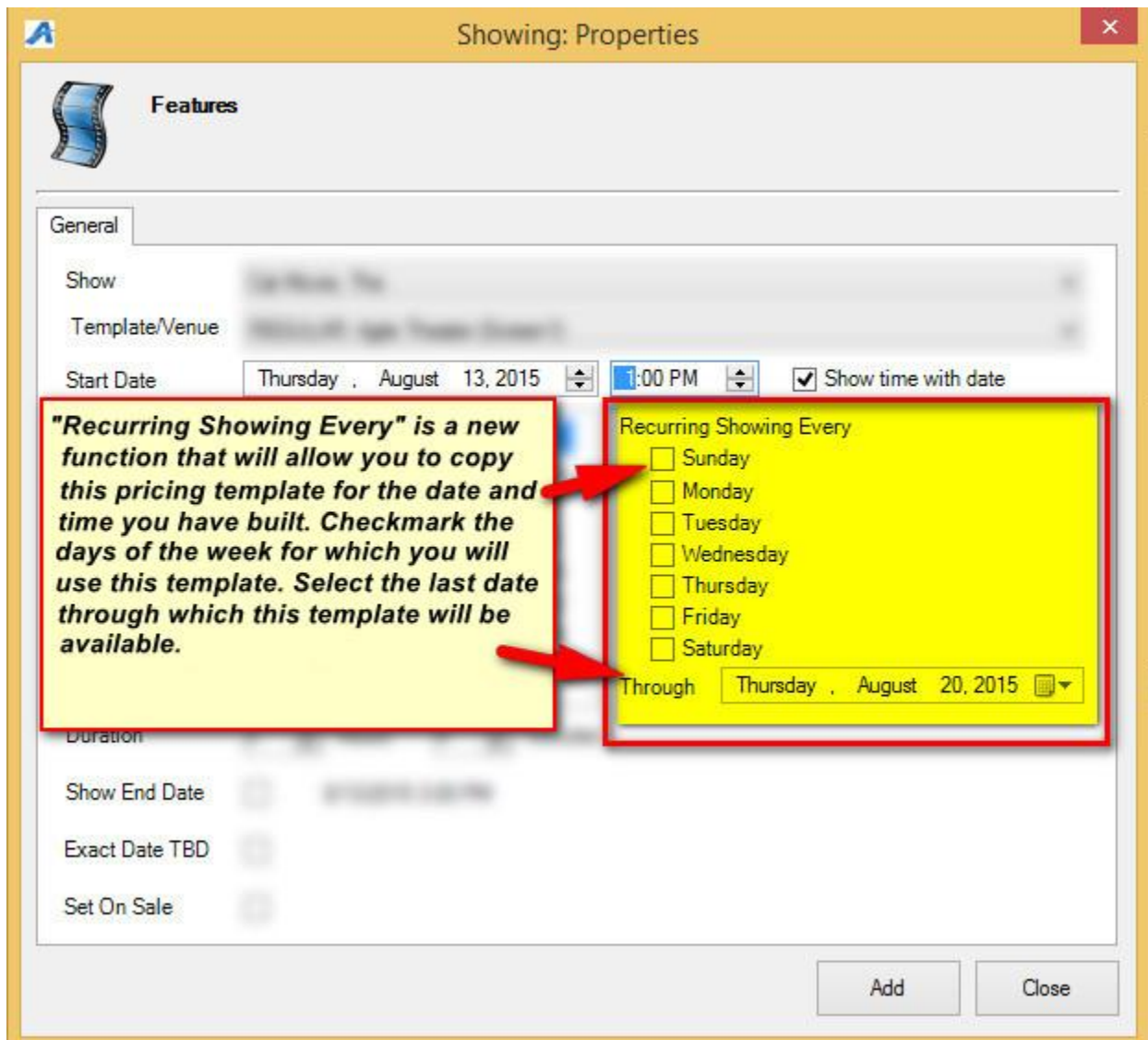
Start Date: Thursday, August 13, 2015 [dropdown] 1:00 PM [dropdown] Show time with date

Calendar: August 2015
Su Mo Tu We Th Fr Sa
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31 1 2 3 4 5

Select the correct Date and Time of the Showing/Screening of your event.

Add Close

18. If this show is a **Recurring Showing**, checkmark the days for which this **Showing** and **Template** will be used in future dates. Make sure to select the **Through** date for the final day this Template and Time will be recur.



19. If you are ready to place this on sale right away, check the **Set On Sale** box. If you need to set a specific On Sale Date and time, see [How to Place a Show On Sale](#).

The screenshot shows a window titled "Showing: Properties" with a close button in the top right corner. The window has a tab labeled "Features" with a film strip icon. Below the tab is a "General" section containing several fields: "Show", "Template/Venue", "Start Date", "End Date", "Show End Date", "Exact Date TBD", and "Set On Sale". The "Set On Sale" checkbox is checked. A red arrow points to the "Set On Sale" checkbox. A yellow callout box with a red border contains the text: "If you want to put the tickets on sale right away, click on 'Set on Sale.' If you are wanting to set a specific on-sale date and time, then leave this unchecked." At the bottom right of the window are "Add" and "Close" buttons.

20. Click **Add** to add your showing(s). Click **Close** once complete.