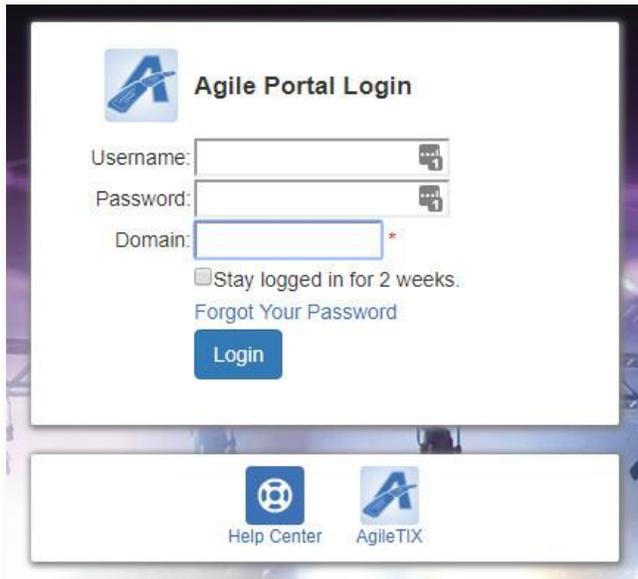


1. Log into the Agile Web Portal at portal.agiletix.com



2. On the left side of the screen, select the **Users** icon.

Sales Summary

Category > Type	Amount	Quantity
▶ Event	\$140,553.50	15,650
▶ Concessions	\$80,530.20	13,589
▶ Membership	\$41,600.00	431
▶ Gift Card	\$18,554.30	435
▶ Gift Certificate	\$11,345.00	166
▶ Donation	\$10,504.50	130
▶ Merchandise	\$475.00	22
▶ Delivery Fee	\$402.00	16,959
Total	\$303,964.50	47,382

Buyer Type Summary

Sales Channel > Buyer Type	Amount	Quantity
▶ AMS	\$190,868.50	36,313
▶ Advanced	\$6,426.00	198
▶ Box Office	\$140,217.30	27,320
▶ Member	\$44,225.20	8,825
▶ Web	\$113,095.00	11,069
▶ Member	\$39,204.00	3,964
▶ Standard	\$73,892.00	7,105
Total	\$303,964.50	47,382

3. Click the **Add New User** icon in the upper left-hand corner.

Agile Theater (QA) : ⚙

+ ADD USER

Filter: e.g. Jane...

	Name	AKAName	Username	Home Org	Enabled
				Agile Theater (QA)	<input checked="" type="checkbox"/>
				Agile Theater (QA)	<input checked="" type="checkbox"/>
				Agile Theater (QA)	<input type="checkbox"/>

4. Enter the **Full Name** of the individual.

Full Name

5. Enter user's **AKA Name**, **Email Address**, and **Phone Number**.

AKA Name

Email Address

Phone Number

6. Give the new user a **Username**. *Note: You will not be able to change the username after it is assigned.*

Username

7. Give the new user a **Temporary Password**. When the user logs in for the first time, they will be prompted to change their password. The new **Password** must contain at least one uppercase alphabetic character, one numeric character and one of the following special characters: !#\$%&@. The **Password** must also be between 8 to 15 characters in length.

Password

Password Confirm

* Password must contain alphabetic and numeric characters and be between 8 and 15 characters in length. Password may contain the following special characters: ! # \$ % & @

8. Check the **Require Password Change at Next Login** box. This will make the user create a new secure password that only they will know.

Require Password Change At Next Login

9. As the account administrator, you must assign the new user a **Security Role**. This will determine what level of permissions the user has within the software.

Security Roles

Agile Administrator

Executive Ticket Seller

10. Once you have entered all the information above, click **Save Changes** to create your new user.

 Save Changes

 Change Password

 Clear Failed Logins