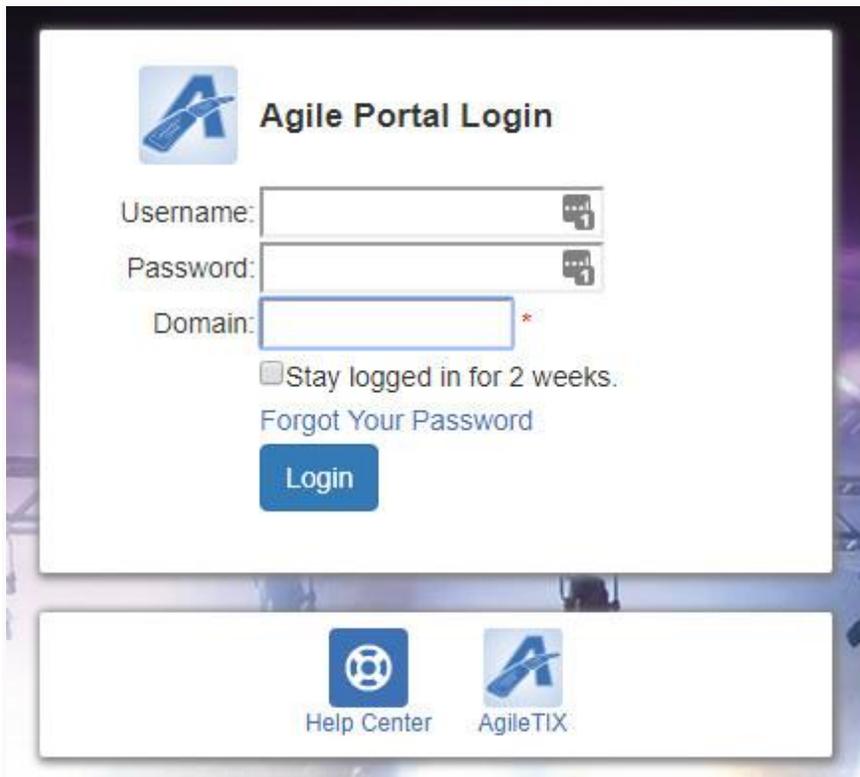


Once you have received your welcome email and login credentials, you can edit and add important information about your organization. Follow the steps below to add your information. NOTE: It is very important that you fill out this information. It will enable both your customers and Agile to find your organization's contact information.

1. In your internet browser, go to Agile's Web Portal-- [portal.agiletix.com](http://portal.agiletix.com)
2. Log in using your **Username**, **Password**, and **Domain** name.



Agile Portal Login

Username:

Password:

Domain:  \*

Stay logged in for 2 weeks.

[Forgot Your Password](#)

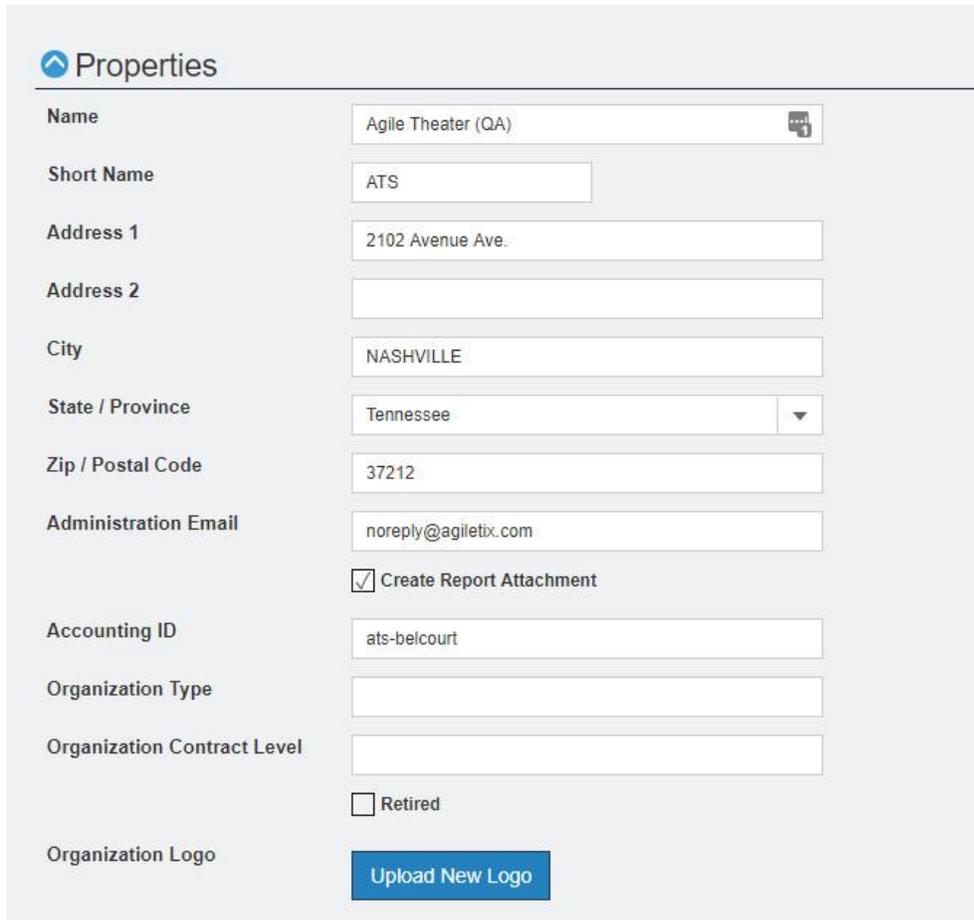
[Login](#)

[Help Center](#) [AgileTIX](#)

3. At the top left of the screen, you will see your **Organization's Name**. Click the **Gear** icon to open up your organization's information screen.



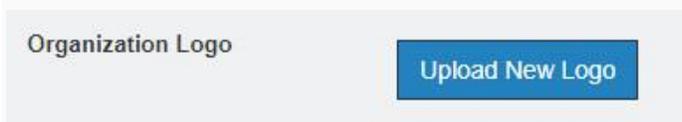
4. In **Properties**, you can update your **Organization's Address** and add an **Administration Email**. The **Administration Email** will appear on any email notifications that your customers will receive (i.e. [info@sandbox.com](mailto:info@sandbox.com), etc.).



The screenshot shows a web form titled "Properties" with a blue arrow icon to the left. The form contains several input fields and checkboxes. The fields are: "Name" (Agile Theater (QA)), "Short Name" (ATS), "Address 1" (2102 Avenue Ave.), "Address 2" (empty), "City" (NASHVILLE), "State / Province" (Tennessee), "Zip / Postal Code" (37212), "Administration Email" (noreply@agiletix.com), "Accounting ID" (ats-belcourt), "Organization Type" (empty), and "Organization Contract Level" (empty). There is a checked checkbox for "Create Report Attachment" and an unchecked checkbox for "Retired". At the bottom, there is a label "Organization Logo" and a blue button labeled "Upload New Logo".

Name	Agile Theater (QA)
Short Name	ATS
Address 1	2102 Avenue Ave.
Address 2	
City	NASHVILLE
State / Province	Tennessee
Zip / Postal Code	37212
Administration Email	noreply@agiletix.com
	<input checked="" type="checkbox"/> Create Report Attachment
Accounting ID	ats-belcourt
Organization Type	
Organization Contract Level	
	<input type="checkbox"/> Retired
Organization Logo	Upload New Logo

5. Click the **Upload New Logo** button. This image will appear on your print-at-home tickets. Image size should be 400 pixels wide by 534 pixels high at 72 dpi.



This is a close-up of the "Organization Logo" section from the previous screenshot. It shows the label "Organization Logo" on the left and a blue button labeled "Upload New Logo" on the right.

Organization Logo	Upload New Logo
-------------------	-----------------

6. Next, open up the **Customer Service Contact** menu. This is where you will add the name, email address, website address, and contact phone number for the person that handles customer service inquiries for your organization.

 **Customer Service Contact**

<b>Name</b>	<input type="text" value="Box Office Manager"/>
<b>Email</b>	<input type="text" value="boxofficemanager@noreply.com"/>
<b>Organization Website</b>	<input type="text" value="www.agiletix.com"/>
<b>Phone Number</b>	<input type="text" value="555-555-5555"/>

7. **Billing Contact** is where you will enter the contact information on who should receive the invoice or checks, how the checks should be made out, and the address where it should be mailed.

 **Billing Contact**

<b>Name</b>	<input type="text" value="Accountant Name"/>
<b>Checks Payable To</b>	<input type="text" value="Agile Theater"/>
<b>Address 1</b>	<input type="text" value="3810 Central Pike"/>
<b>Address 2</b>	<input type="text" value=""/>
<b>City</b>	<input type="text" value="Hermitage"/>
<b>State / Province</b>	<input type="text" value="N/A"/> ▼
<b>Zip / Postal Code</b>	<input type="text" value="37076"/>
<b>Contact Number</b>	<input type="text" value="555-555-5555"/>
<b>Email</b>	<input type="text" value="noreply@agiletix.com"/>

8. Once you have finished entering this information, click the **Save Changes** button.

