Creating Catalog Info Entry Points

A **Catalog Info Entry Point** is used for a single catalog item. If your organization is selling multiple catalog items, use the **Agile List: Catalog** entry point. Click here for the help desk article.
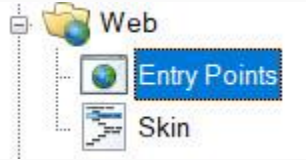
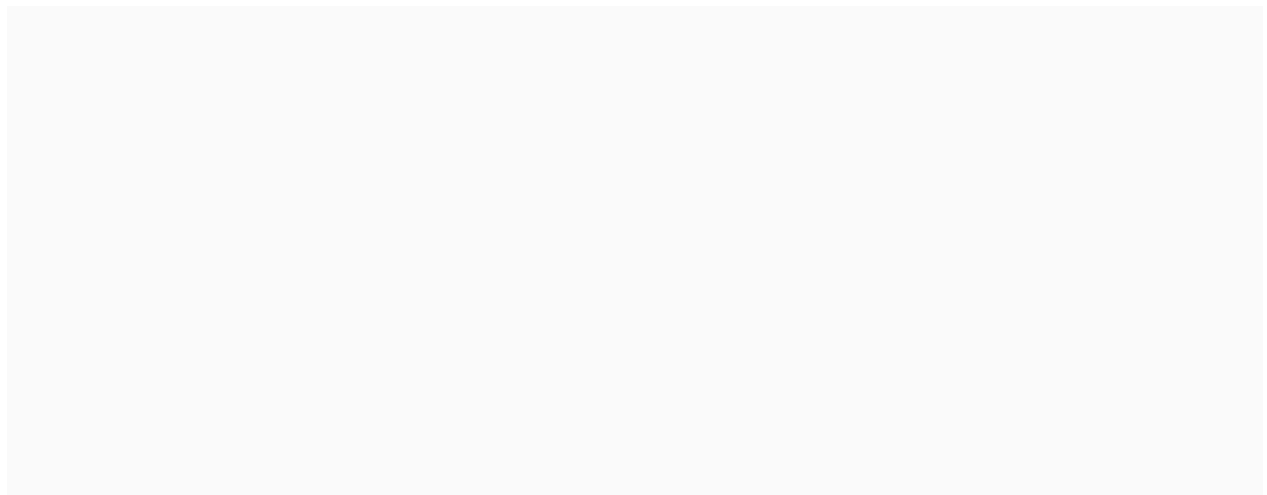1. Log into **Administration**.

2. Select the **House Icon**.

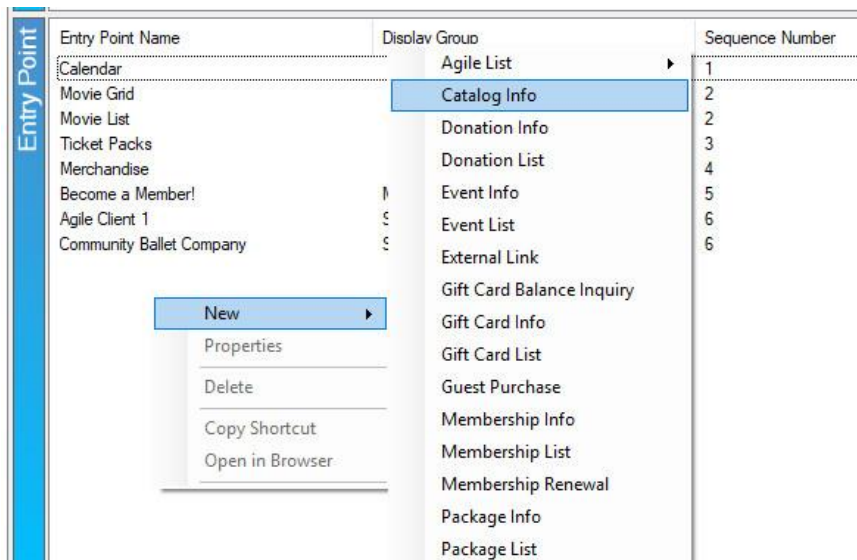3. Open the **Web** folder.

4. Select the **Entry Points** icon.

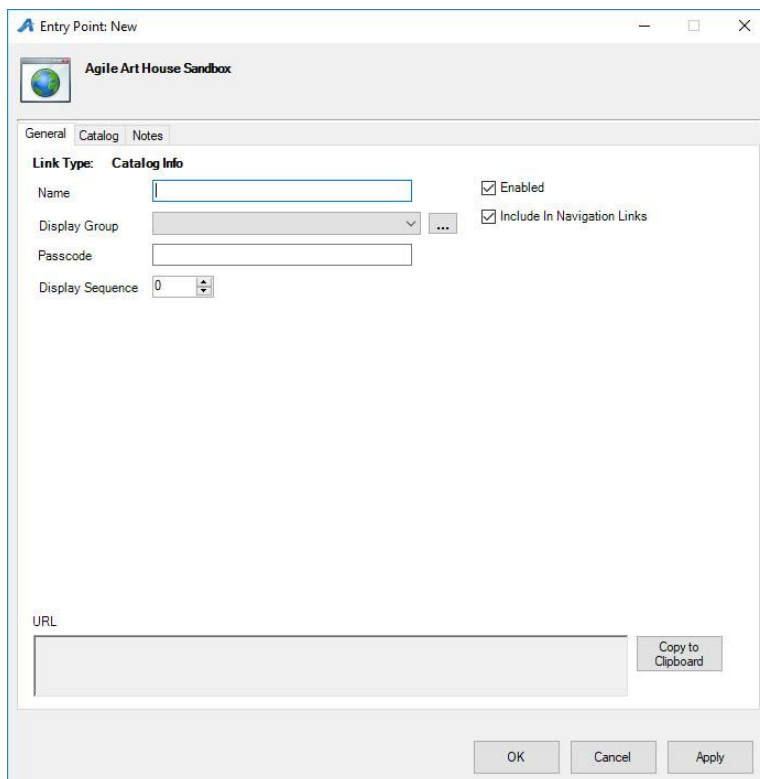5. Highlight and select the **Entry Point Group** that you will be creating the **URL** under.

Entry Point Group Name	Sales Channel	Type	Skin
Sandbox Online	Web Standard	Internet	Agile Modern

6. In the **Entry Point** field, right-click, and select **New** and **Catalog Info**.

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

- **Name** the URL (remember this will show up in your navigation menu. Keep it simple).

Name   4 Ticket Pack

- You can select or create a **Display Group** if you want it to be a part of a specific group on your navigation menu.

Display Group   Memberships

- Add a **Passcode** <u>only</u> 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.
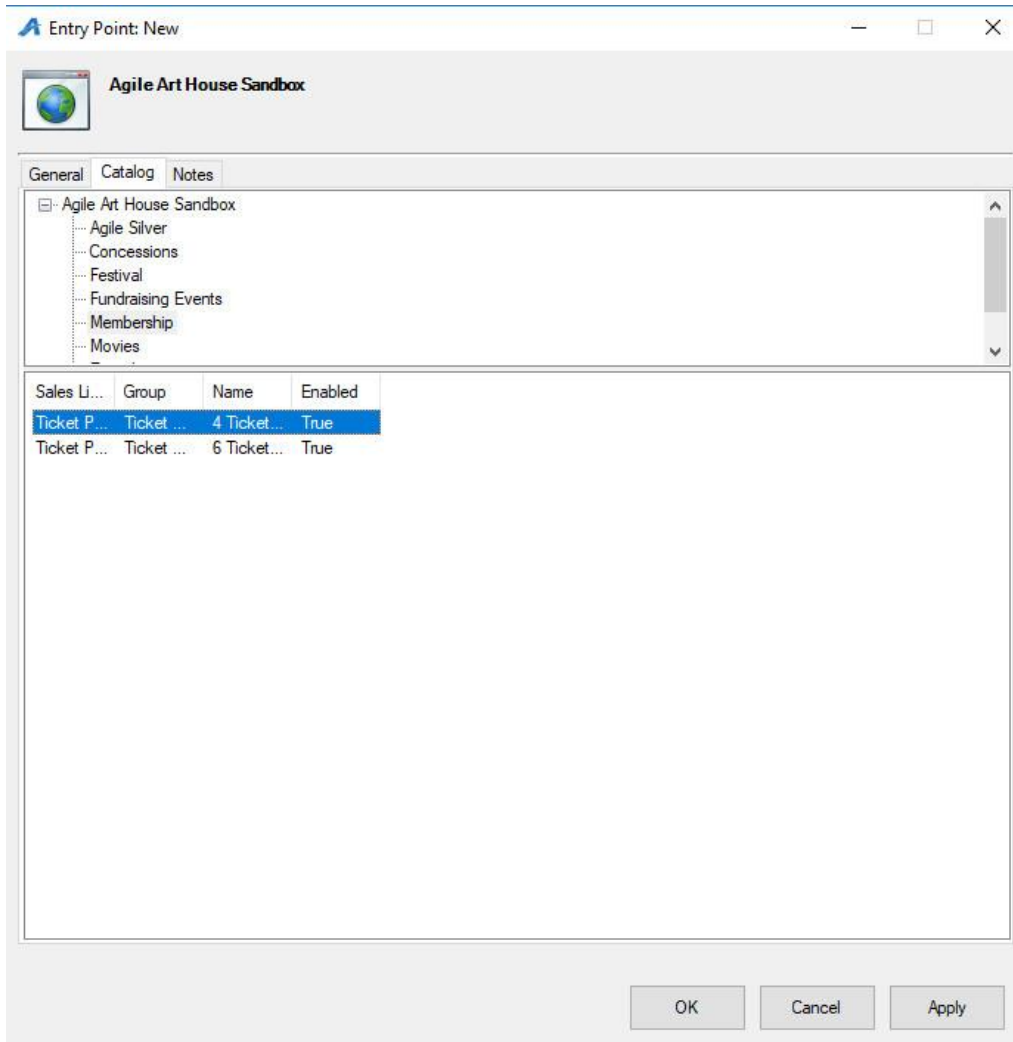
Passcode   Password1

- **Display Sequence** sorts what order it appears in online.

Display Sequence   5

8. The **Catalog** tab determines which sales folder(s) appear in the list online. (Note: this may need to be updated yearly.) Expand down the top level and choose the Sales Folder where the catalog item is built. Then select the specific catalog item from the list that appears.

9. The **Notes** tab is for internal use only. We recommend adding details here about how this URL is being used.
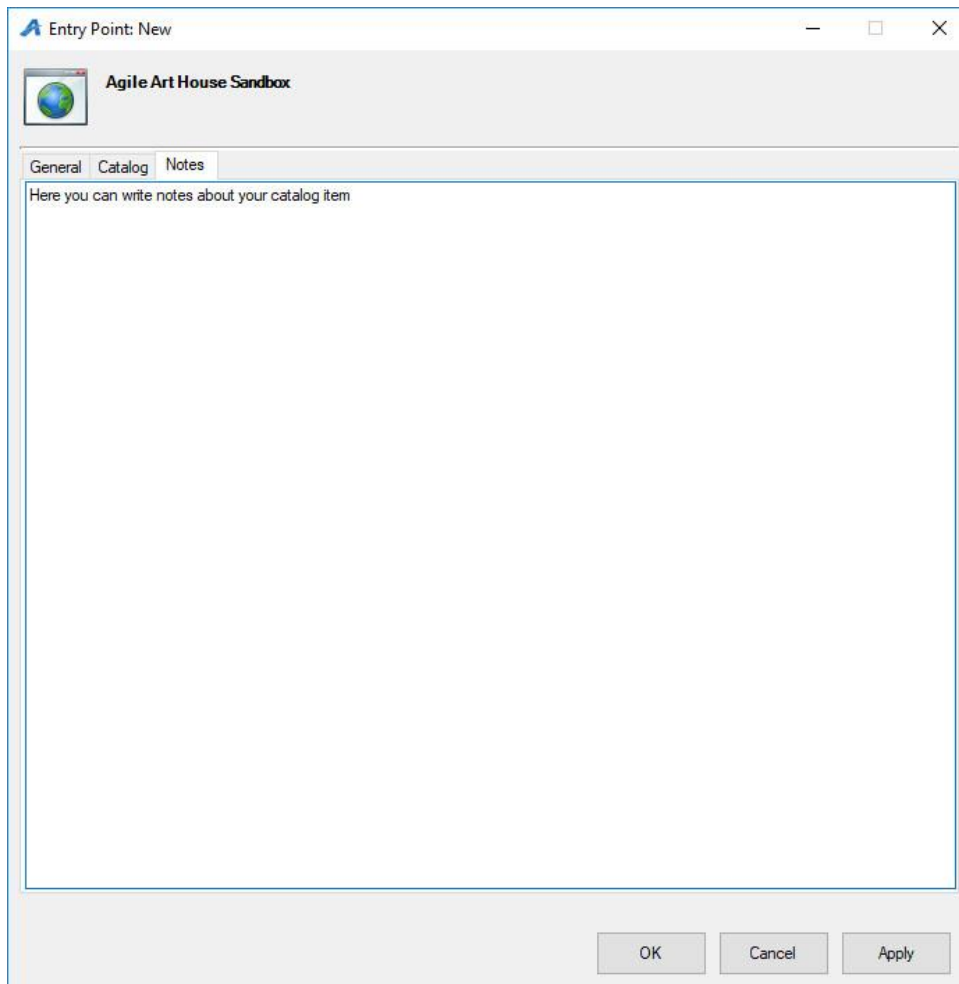
10. Once you have filled out all of the above information, click **Apply,** and the **URL** will be generated in the **General Tab.**

11. Click the **Copy to Clipboard** button to copy the URL to paste into your website.