

Creating A Membership/Pass Info Entry Point

A Membership or Pass Info entry point displays information specific to a single membership/pass program online.

1. Log into **Administration**.

2. Click the **House icon**.



3. Open the **Web Folder**.



4. Click the **Entry Point** icon.



5. Select the Entry Point Group.

6. In the **Entry Point** area, right-click and select **New**. In the options menu, select **Membership Info**.

The image shows a software interface with two tables. The top table, titled "Entry Point Group", contains one row of data. The bottom table, titled "Entry Point", contains three rows of data. A context menu is open over the "EVENTS" row in the "Entry Point" table, with the "New" option selected. A sub-menu is open over "New", with "Membership Info" selected.

Entry Point Group Name	Sales Channel	Type	Skin	Enabled
Art House	Web Online Sales	Internet	Agile 2018	True

Entry Point Name	Display Group	Sequence Number	Type	DisplayType	Enabled
CALENDAR		0	Agile List : Event	Calendar	True
EVENTS		0	Agile List : Event	List	True
HIGHLIGHTED				ghtList	False

Context Menu (over "EVENTS"):

- New
- Properties
- Delete
- Copy Shortcut
- Open in Browser

Sub-menu (over "New"):

- Agile List
- Agile Renewal
- Catalog Info
- Donation Info
- Donation List
- Event Info
- Event List
- External Link
- Gift Card Balance Inquiry
- Gift Card Info
- Membership Info
- Membership Renewal
- Package Info
- Package Renewal
- Package Swap
- Sign In
- Welcome Page

7. You should now be in the **Entry Point: New** page.

Entry Point: New

Agile Art House Sandbox

General Notes

Link Type: Membership Info

Name

Display Group ...

Passcode

Display Sequence 0

Icon Class/Image

Membership (Nothing Selected)

Include In Navigation Links

Enabled

URL

OK Cancel Apply

In the **General** tab:

A. **Name** your **Entry Point**. (Please note that whatever you name the **Entry Point** will appear on the **Navigation Bar** on your website.

B. **Display Group** allows you to group specific URLs under the group heading that will appear as a drop-down menu on the **Navigation Bar** on your website.

C. The **Passcode** allows you to place your links on the website but will require the **Passcode** you entered to allow anyone to access the URL. This is a great way to test your events or merchandise before making it visible to the general public.

D. Enter the **Display Sequence**.

8. Click the **Search** icon beside **Membership**.

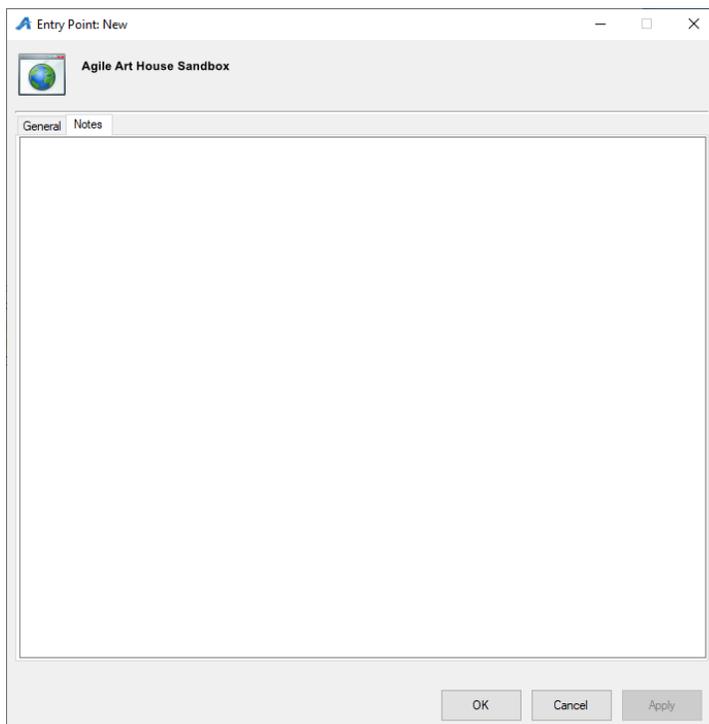


9. Select the **Sales Folder** where your Membership is housed. In the lower window, click the desired Membership or Pass program.

A screenshot of a software window with three tabs: "General", "Membership", and "Notes". The "Membership" tab is active. It shows a tree view on the left with "Agile Art House Sandbox" expanded to show sub-items: "Agile Silver", "Concessions", "Fundraising Events", "Membership", "Movies", and "Rentals". Below the tree is a table with columns: "Membership Name", "Sales Line Type", "Acc...", "App Req", "ID Req", and "Enabled".

Membership Name	Sales Line Type	Acc...	App Req	ID Req	Enabled
Sandbox Members...	Membership		No	No	Yes
Sandybox Member...	Membership		No	No	No
Brazosport Center ...	Membership		No	No	No

10. In the **Notes** tab, you can write any notes about your entry point or the Membership/Pass you will be selling.



11. Once you have filled out all the information for your entry point, click the **Apply** button at the bottom of the page.

12. Go back to the General Tab. After you have clicked the Apply button, you will see a URL appear in the **URL** box at the bottom of the screen. From here, you can copy the URL and attach it to your organization's website.

The screenshot shows a window titled "Entry Point: New" with a user profile for "Kayce Boehm". The "General" tab is active, displaying the following fields:

- Link Type:** Membership Info
- Name:** Sandbox Membership
- Display Group:** Memberships
- Passcode:** Code1234
- Display Sequence:** 2
- Icon Class/Image:** (empty)
- Membership:** Film Festival Membership
- Include In Navigation Links
- Enabled

At the bottom, a red box highlights the **URL** field containing the text: <https://demo.aqiletix.com/websales/pages/EntryPoint.aspx?quid=24c0f9c1-3869-4c71-9d38-6e90ca8bba12&>. A "Copy to Clipboard" button is located to the right of the URL field. At the very bottom of the dialog, the **Apply** button is highlighted with a red box, along with "OK" and "Cancel" buttons.