

Creating A Schedule View Entry Point

1. Log into **Administration**.

2. Click on the **House Icon** .

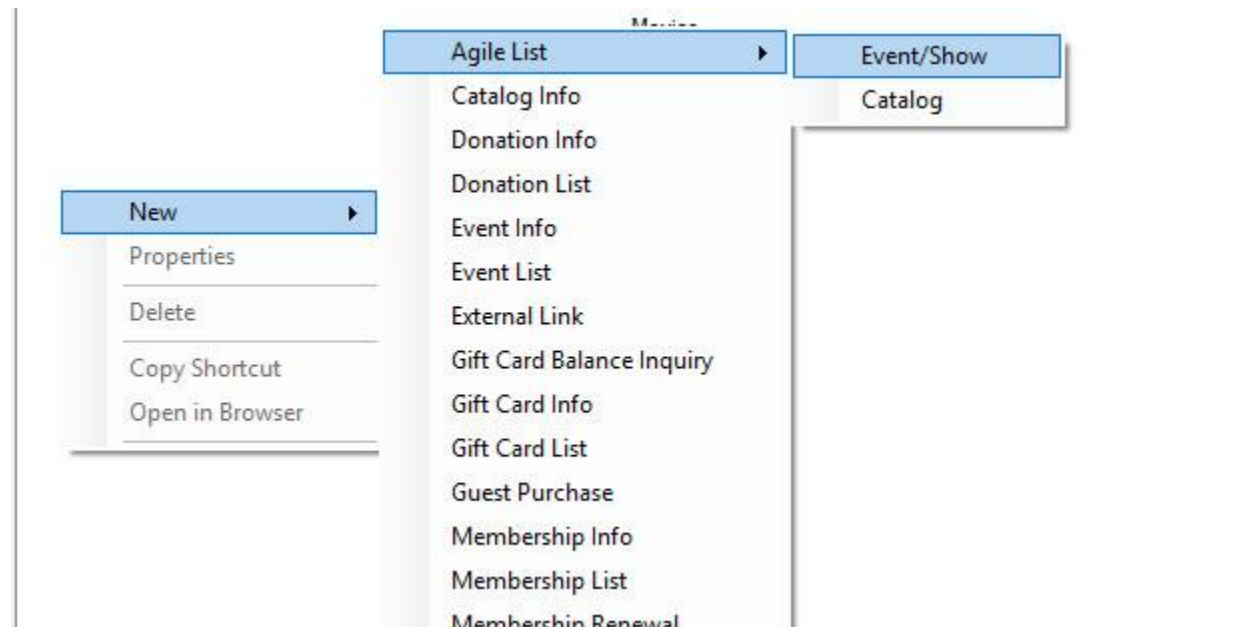
3. Open the **Web** folder and click the **Entry Point** icon.



4. Highlight the **Entry Point Group** by clicking it.

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


5. Right-click in the **Entry Point** area and hover the mouse over **New** and the **Agile List** option. Select **Event/Show**.



6. You should now be in the **Entry Point: New** window. Fill out the following in the **General** tab:

The screenshot shows the 'Entry Point: New' window with the following fields and values:

- Link Type:** Agile List (Event/Show)
- Name:** Schedule
- Display Group:** Movies (with an ellipsis button)
- Passcode:** Password2
- Display Sequence:** 2
- Display Type:** Calendar
- Date Offsets:** Start 0, End 4, Weeks
- Specify Start Date:** Monday, February 10, 2020
- Icon Class/Image:** (empty field)
- Include In Navigation Links
- Enabled
- URL:** (empty field with a 'Copy to Clipboard' button)

- Enter the **Name** of the entry point (Note: this name will appear on your ticketing page).
- You can house this entry point in a **Display Group** by clicking a display group from the drop-down. Or, you can create a new display group by clicking the ellipsis button . The name of the Display Group will appear as a drop-down list in your navigation bar.
- Enter a **Passcode** that will only allow people with the passcode to access this entry point.
- Enter your **Display Sequence**.
- In the **Display Type**, select **Schedule**. Then, if you wish for your events/shows to be searchable, you can check the box next to **Display Search**.

F. In the **Date Offsets**, you can set a specific range of time for events/shows to appear online. Anything outside of those dates will not appear.

G. If you have a specific date when you want your events/shows to start appearing, you can check the box next to **Specify Start Date** and then enter in that date.

H. Un-check **Enabled** if the Entry Point should no longer be active, and un-check **Include In Navigation Links** if the Entry Point should not appear in the navigation bar on your website.

I. This is where the entry point's **URL** will automatically generate after **Apply** is clicked.

7. The **List Details** tab gives you control over what is listed about each item. Check each box to make a particular piece of information visible to customers. Filters allow the customer to sort the listings online by Custom Property (click [here](#) to learn more about Custom Properties). To enable these, select the filter(s) needed from the drop-down and select the green plus icon.

Entry Point: New

Agile Art House Sandbox

General List Details Organizations Web Feed Notes

Show Image Show Short Descriptive 2
 Show Venue Show Extra HTML
 Show Datetime Show Custom Properties
 Show Short Description Use Legacy Links
 Show Short Descriptive 1

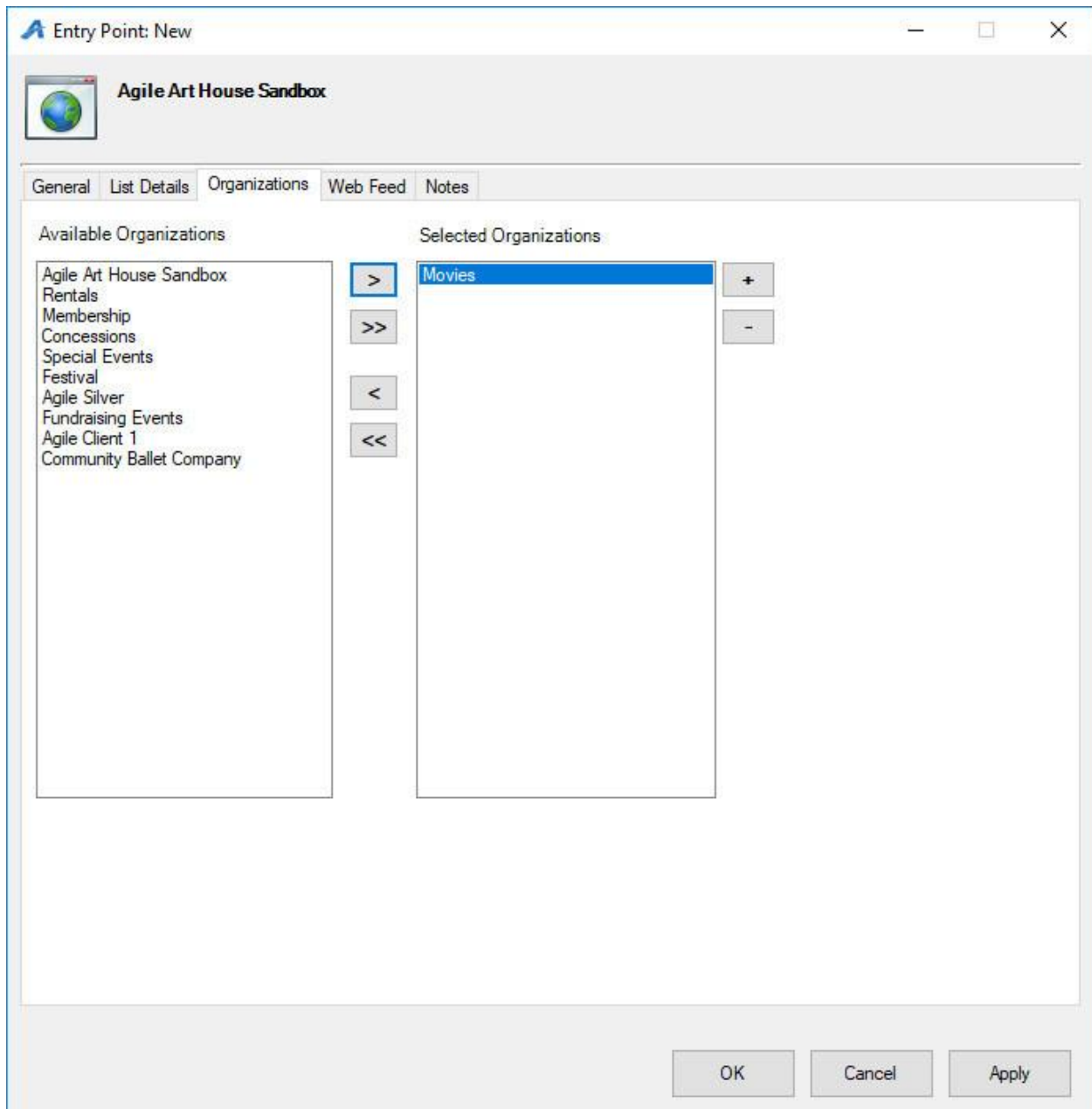
Custom CSS Class (AgileList-CustomClass)

Available Filters: Venue +

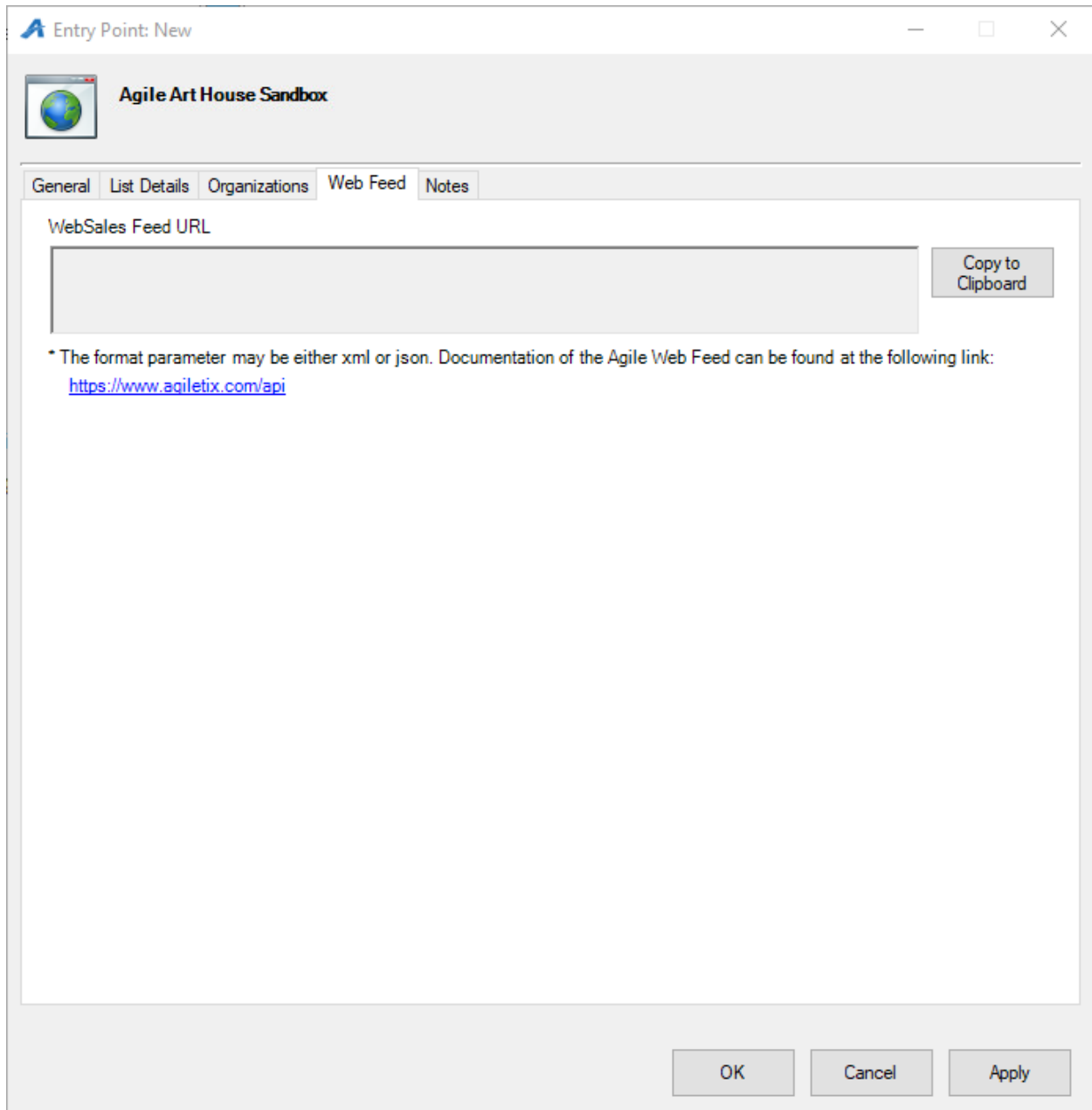
Filter Name	Initial V...	Hidden	
Venue		<input type="checkbox"/>	

OK Cancel Apply

8. The **Organizations** tab determines which sales folder(s) will appear in the list online. (Note: This may need to be updated yearly.)



9. The **Web Feed** tab provides the XML Feed for your organization's website if you choose to use XML Feeds instead of Agile pages. This will be automatically generated when **Apply** is clicked.



The screenshot shows a software window titled "Entry Point: New" with a standard Windows-style title bar (minimize, maximize, close buttons). The window's main content area is titled "Agile Art House Sandbox" and features a tabbed interface with four tabs: "General", "List Details", "Organizations", and "Web Feed" (which is currently selected), and "Notes".

Under the "Web Feed" tab, there is a section labeled "WebSales Feed URL" containing a large, empty text input field. To the right of this field is a button labeled "Copy to Clipboard".

Below the input field, there is a note: "* The format parameter may be either xml or json. Documentation of the Agile Web Feed can be found at the following link: <https://www.agiletix.com/api>".

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

10. The **Notes** tab is for internal use only. We recommend adding details here about how this URL is being used.

